

University of Canberra High School Kaleen

Year 10 Certificate Policy

Purpose

This policy provides a standard by which UC High School Kaleen and its students can determine eligibility requirements for the awarding of Year 10 Certificates. In circumstances where a student meets the criteria set out below a Year 10 Certificate is provided as a record of the student's studies over Year 9 and 10.

Academic Achievement

UC High School Kaleen is a Professional Learning Community, with a strong belief that all students can learn. There are high expectations of academic achievement and staff are committed to doing whatever it takes to ensure all students achieve academic success.

The Year 10 Certificate eligibility requirements for Academic Achievement are defined as:

- 75% of grades awarded in Year 9 and 10 must be D or above (or no more than 25% of grades are to be E grades).
- Year Coordinators receive a summary of grades for the respective year groups each semester. They will counsel students who receive E grades and monitor their performance more closely the following semester. Parents will be contacted if students' academic achievement is unsatisfactory. Guidance on choice of subjects, completion of assessment tasks and management of time will be provided or sought.

Student Behaviour

UC High School Kaleen is a Positive Behaviours for Learning (PBL) school. There are high expectations of positive student behaviour and these are explicitly taught and celebrated.

The Year 10 Certificate eligibility requirements for Student Behaviour are defined as:

- A student receiving fewer than ten days of suspension in any one year of the two year period of the certificate, or an equivalent number over part of that time.
- Student behaviour is monitored for a two week period following return to school from suspension to assist the student in changing their behaviour patterns. Parents/carers are also required to attend a re-entry meeting with the Principal or delegate when a student returns from suspension.

Class Attendance

All learning, in all subject areas, is vitally important. UC High School Kaleen expects students to attend all lessons unless a satisfactory explanation for absence is provided by a parent or carer.

The Year 10 Certificate eligibility requirements for Satisfactory class attendance are defined as:

- Attendance at 90% of classes in any one semester unless an acceptable explanation (e.g. illness, family crisis, overseas leave, medical or other official appointments) is provided by the parent or carer in advance or at the time of the absence.
- Lateness and fractional truancy will be considered as non-attendance.
- Year group and school assemblies are considered classes for the purposes of this policy.

- Students will be warned if their class attendance, fractional truancy, and or lateness is unsatisfactory.

Students who fail to meet the prescribed criteria for the Year 10 Certificate will not receive a Year 10 Certificate and may not be permitted to participate in a Year 10 Graduation Ceremony. These students will receive a High School Record of their school results.

Students may appeal the decision taken by the Principal, in writing, within a one week period of the decision being made.

The Principal reserves the right to consider extenuating circumstances when determining the award of the Year 10 Certificate