

VCE STUDENT AT RISK POLICY**At Risk Policy for Non-Achievement of Satisfactory Outcome for Unit for a Subject in VCE VM****Policy Statement:**

This policy outlines the guidelines and procedures for identifying and supporting students who are at risk of not achieving an S (satisfactory) in Unit 1, Unit 2, Unit 3, or Unit 4 in one or more of their subjects as part of their Victorian Certificate of Education (VCE) or Vocational Major (VM) at Melbourne Girls' College. Not achieving an S in a unit of the VCE VM may result in the student not receiving their VCE VM. The policy emphasises the importance of attendance, satisfactory completion of outcomes, performance in School-Assessed Coursework (SACs) and School-Assessed Tasks (SATs), adherence to assessment-related attendance requirements, and communication protocols. The decision regarding non-passing of a unit due to lack of attendance will be made in consultation between the classroom teacher and Year Level Leader, in accordance with the requirements of the Victorian Curriculum and Assessment Authority (VCAA).

Definition of At Risk:

- 1.1 A VCE VM student may receive their certificate as scored; receiving an S and an ATAR, or unscored; receiving only an S. In either case, the student must complete all required course and classwork, SACs and meet the minimum attendance requirement by attending more than 70% of classes.
- 1.2 At Melbourne Girls' College, a student is considered "at risk" of not achieving an S in a subject Unit and are thus at risk of not achieving their VCE VM when they do not meet the required outcomes.
- 1.2 Factors contributing to being "at risk" may include, but are not limited to, poor attendance, incomplete course and/or course work, unsatisfactory performance in SACs and SATs, plagiarism of class or coursework or on a SAC, and inadequate self-directed learning.

Attendance and Classwork:

- 2.1 The Victorian Curriculum and Assessment Authority (VCAA) requires schools to set minimum class time and attendance rules.
- 2.2 Attendance and participation in classwork and SACs that is authenticated as the students own work and is in no way plagiarised from any other source, including other students, are integral components of a student's overall performance in assessment tasks and the evidence required to award an S for a VCE unit and students are expected to demonstrate an attendance of 100% . Students will be flagged with an 'at risk' if they fall lower than 70%.
- 2.3 Students are expected to attend all timetabled classes unless there are valid reasons for absence, such as medical illness or pre-approved leave.
- 2.4 If a student is absent from an assessment, the student and Parent/Guardian are required to contact both the Classroom Teacher and Year Level Leader to report the absence.
- 2.5 Absences from SACs in Unit 1&2 and Units 3&4 require a medical certificate to be provided to the Year Level Leader as soon as the student returns to school following their absence.
- 2.6 The missed assessment will then be scheduled for the closest time to the original assessment through the Year Level Leader, with the details sent to the student's email. Failure to attend due to a missed email is not an acceptable absence and will result in an unscored assessment without verified evidence of illness through a medical certificate.

2.7 Family holidays are not considered approved absences and all holidays must be taken during the school holiday period. A zero will be provided for the SAC with an absence due to a holiday being taken during the time a SAC is scheduled.

2.8 If a student knows in advance about an absence prior to an assessment, they are required to speak with the Year Level Leader to reorganise the assessment time and complete it before their absence, prior to the original scheduled date.

2.9 If a student is absent on the day an assessment is due for submission (e.g., essay, folio submission, performance, etc.), a medical certificate is required to be provided to the Year Level Leader. The task should then be submitted on the next day that the student is present.

2.10 Failure to provide appropriate documentation to the Year Level Leader in a timely manner places students at risk of receiving a zero for the task.

Satisfactory Completion of Outcomes:

3.1 Satisfactory completion of a VCE unit is based on successfully meeting all unit outcomes as determined by the school in accordance with VCAA requirements.

3.2 Attendance is crucial for teachers to accurately assess and authenticate class and course work as well as SACs and SATs to ensure they can make a judgement regarding whether a student has met the unit outcomes.

Process for Identifying and Supporting 'At Risk' Students:

4.1 When a teacher identifies a student as 'at risk', they will initiate a conversation with the student to discuss the reasons for concern and understand the underlying factors contributing to their academic performance.

4.2 The teacher will complete a Compass 'at risk' notification to the student's family for each Outcome within a Unit that is not achieved, outlining the reason for concern and requesting the student to complete additional study, classwork, or resit a SAC or SAT.

4.3 Simultaneously, the Year Level Leader will be notified via the Compass 'at risk' notification made to parents, ensuring the Year Level Leader is aware of the student's situation.

4.4 If no improvement is observed, the teacher will once again speak with the student, contacting their parents/carers to discuss the ongoing concern and reinforce the importance of meeting the required outcomes.

4.5 The teacher will then make contact with the Year Level Leader who will work with the SEWL (Student Engagement and Wellbeing Leader) to discuss the persistent issue and seek additional guidance and support before a meeting is organised with the student and parents/carers.

Unsatisfactory Outcome:

5.1 If the student continues to not meet the required outcome for an 'S' (satisfactory outcome), despite interventions and support, they will receive an 'N' (not satisfactory) for the relevant VCE unit for that subject.

5.2 The decision regarding the assignment of an 'N' will be made in consultation between the classroom teacher, SEWL and in accordance with VCAA requirements.

5.3 It is essential for ongoing communication and collaboration between teachers, parents/carers, and Year Level Leaders to ensure the student receives the necessary support and guidance.

Identification and Support:

- 6.1 The school will regularly review student performance, attendance records, and completion of outcomes to identify students at risk of not achieving the VCE.
- 6.2 Once identified, students will be provided with support measures such as direction and guidance to complete any outstanding class or course work and/or given strategies/instructions towards additional study to complete to improve understanding of required content or skills for SAC or SATs.
- 6.3 Parents/guardians will be informed of their child's "at risk" status via a Compass post which will provide clear communication regarding support measures advised for the student. Students will not receive an N for a VCE Unit if an 'at risk' has not previously been recorded.

Reporting and Communication:

- 7.1 The school will maintain clear channels of communication with students, parents/guardians, and relevant staff regarding students' progress and support measures.
- 7.2 Timely progress reports and parent-teacher meetings will be conducted to discuss individual student performance and address concerns in the case that the student does not recover from the 'at risk' status.

REVIEW PROCESS:

Policy last reviewed	July 2023
Consultation	VCE Team All Staff
Approved by	Principal
Next scheduled review date	2 Years July 2026