

RETENTION POLICY

RATIONALE:

Schools should regularly promote students to the next year level with their peer group. Schools use their professional expertise and judgment in relation to these matters. Students are retained only in exceptional circumstances where a school considers it is required for the long term benefit of the student. Schools must ensure that parents/caregivers are fully advised of the options that the school considers to best meet individual student needs. Students however should not be retained without the consent of parents/caregivers.

AIM:

To inform the school community of the protocols and procedures regarding the retention process at the school.

IMPLEMENTATION:

Classroom teachers may advocate that a student repeat a year of schooling for justifiable reasons which may include:

- the student is socially and emotionally not coping with expectations of the current year level
- the student has been absent from school for 20% + of the year, due to reasons such as medical and overseas travel
- the student has been assessed as achieving well below year level standard in English and Mathematics
- the student will generally be aged in the youngest half of the year level
- all cases will be based on individual student needs and the long term benefit for the student

Teachers considering that a student would benefit from repeating a year level at school must:

- discuss the proposal with the Team Leader
- discuss the proposal with the Principal by the end of Term Two
- complete 'Light's Retention Scale' to establish suitability for repeating
- retention proposal to be approved by Principal
- discuss with parents/caregivers if the student is a suitable candidate for retention at or before the midyear conferences
- organise a formal meeting with parents/caregivers, student, classroom teacher, team leader and Principal to complete 'Consideration for Student Retention' and issue 'Recommendation for Retention' form by the end of Term Three
- ensure form is signed and returned indicating parent/caregiver accepts or rejects the recommendation
- all documentation is to be filed in the student's personal files

The School acknowledges that if a student is being advocated for repeating a year of school, then it is to be done during the early years of schooling in F-2. Thereafter, retention may not be a possibility.

Class teachers of students being advocated for repeating a year of schooling should be fully prepared for their parent/caregiver meetings, especially in regards to supporting evidence such as 'Light's Retention Scale', student work samples, student report and days absent from school.

Findon Primary School staff acknowledge that it is the parents/caregivers final decision, whether a child repeats a year of schooling.

When considering class placements for the following year special consideration is to be given to the students being retained such as friendship groups and teacher consistency.

EVALUATION: This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

Light's Retention Scale Revised Edition W. Light (1981)

Consideration and Recommendations for Student Retention form; Retention Process

DET School Policy & Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>