



Academic Good Standing (AGS) Practice

On Track for Success and Ready for the Future: Recognising changing needs and supporting every student to stay on track with positive transitions and preparing every student for their future from school onto their next steps into further education and employment.

Our school priorities in senior secondary are:

- high academic achievement, retention and achievement of the Queensland Certificate of Education (QCE)
- supporting every student with a plan to stay on track to attainment and meaningful post-school pathways
- positive transitions to post-school destination for every student.

Background

The core work of Hervey Bay State High School is teaching and learning. When students choose to enter Year 11 and 12, they commit themselves to active participation in their chosen course of study. This focus on learning is essential for individuals to achieve their best and maximise the learning and teaching outcomes for all students and staff.

Queensland legislation emphasises that students in the post compulsory phase of learning (Years 11 and 12) need to be in attendance, participating, focused on learning and not disrupting the learning of others. The world of work is placing higher demands on our young people, with employers looking for qualities such as teamwork, punctuality and a willingness to develop new skills. To receive QCE credit for a unit or unit pair in a subject, a student needs to complete all of the learning and assessment as outlined in the syllabus, or in their school's approved study plan for that subject.

Hervey Bay State High School's Academic Good Standing Practice (AGS) is all about the need for students to have a genuine focus on learning and participation. All students will commence their courses with "Good Standing" in all their subjects. AGS also enables connection between students and staff so progress can be tracked and meaningful discussion can occur concerning learning and assessment.

Principles of Good Standing

To maintain 'Good standing' students need to:

- Maintain satisfactory attendance and punctuality.
- Participate genuinely in the subject. Students are to focus on the learning and teaching of a lesson to achieve excellence, while allowing all students equitable opportunity to learn in a classroom environment
- Complete set classwork and homework tasks as expected.
- Complete to a satisfactory standard, all work for classes missed due to absence for any reason.
- Meet all subject assessment timelines and requirements. This includes checkpoints, drafts, assignments and/or examinations.
- Note: The AGS Practice works in conjunction with the QCAA's QCE and QCIA policies and procedures handbook as well the school Assessment Policy.
 - Non-submission or late submission of assignments/projects and so on – results are based on work available on or before the due date
 - Non- attendance or non-attempt at exams – Not rated
 - If a student has not fulfilled course requirements due to the above, they are at risk of losing credit for the subject and may place their QCE at risk.

Students who fail to maintain 'Good Standing' in a subject/s, will be supported and assisted at a class, faculty and school level. This support is actioned through the Academic Good Standing (AGS) Practice so that strategies are actioned to foster academic and participation in the learning program.

Professional Judgement

When working with and tracking student progress and academic achievement, teaching staff will use their professional judgement to apply knowledge, skills and experience, in a way that is informed by professional standards, legislation and ethical principles, to develop a judgement or decision about what should be done to best serve individual students. Staff are:

- To make judgements every day as part of their core responsibilities and as a normal part of their everyday work
- Utilise their understanding of the context of the situation and student, understanding of AGS, their professional knowledge and training in order to identify concerns and take relevant action
- Apply AGS to support student progress and communicate proactively with parents/carers when student performance is affecting engagement and achievement; and
- Ensure that all AGS, support and contacts are recorded as evidence of AGS practice to support staff accountability

Loss of Good Standing

Teachers are to monitor students' Good Standing and assign Non-participation (NP) when a student is not adhering to the principles of the AGS practice. A distinct NP can be assigned by a class teacher where a student fails to complete a reasonable (Teacher Professional Judgement) amount of work whether in the class or at home.

Examples where NP can be assigned (but not limited to):

- Absence for any reason
- Fail to complete a reasonable amount of work during a lesson
- Fail to complete assigned homework or set tasks
- Fail to meet assessment requirements

Any NP remains on record and with a student across all semesters that the subject is studied, unless the NP is reversed. AGS is a supportive practice to assist the student to maximise their learning and achieve their best academic outcomes. Where a student can redo, repeat, complete or make up missed class time they can reverse their NP and maintain good standing in their learning.

Reversal of NP

Every student has an opportunity to reverse (remove) their NP:

- If absent from a class they can discuss the missed work and complete set tasks as outlined with their classroom teacher by a negotiated date. The make-up work is to be a reasonable representation of the original lesson.
- If disengaged with the learning in a class and a reasonable amount of learning/work has not been completed, and NP has been applied - the student can negotiate with the teacher to make up the work not completed or undertake an activity/research task to maximise learning that was missed. A reasonable negotiated date is to be set.
- If work tasks, activities, homework etc have not been completed by a set date and NP has been assigned, students can negotiate to complete by a set date. NPs can only be applied if the amount of the task not completed is reasonable to suggest little attempt was made to complete the task.

It is **not possible** for a student to reverse a NP for:

- late or non-submission of a full draft assignment/project
- late or non-submission of assignments/projects following final due date
- failure to sit or attempt an exam
- truancy

Absence

An absence is regarded as failure to attend a lesson for any reason. For instance, a student is absent when they are:

- away due to illness or extenuating personal circumstances
- attending TAFE, a traineeship or apprenticeship or Head Start subject
- attending an excursion or camp (unless the whole year level participates)
- representing the school at a function or sporting event
- on suspension or other disciplinary absence
- truanting class

It is expected that students complete the class learning missed during their absence. The completion of class work to a reasonable standard will reverse the NP or NPs accrued during the absence, unless the absence falls into a non-reversible category. It is the responsibility of the student to communicate with their class teacher on missed work and to organise when it will be completed and submitted. Negotiated time for completion will be applied to each individual absence. Teachers are to be clear and transparent on their expectation of a reasonable standard and timeframe, considering the length and circumstances of absence/s. Teacher Professional Judgement is applied.

The Reversing of NP following an absence includes:

- illness as supported by medical documentation
- extenuating personal circumstances
- authorised attendance at TAFE, traineeship, apprenticeship, Head Start subject
- school representation – cultural, sporting, leadership etc
- suspension or other disciplinary absence

It is **not possible** for a student to reverse NPs for assessment during an absence unless a medical certificate or approved AARA medical documentation is provided for:

- late or non-submission of assignments/projects
- failure to sit or attempt an exam
- truancy

Assessment and application of AGS

Students are expected to complete all assessment in each subject or VET course. Assessment involves assignments (student work over several lessons, weeks or a term) or an examination. Assignments for AGS purposes can include:

- Extended response
- Investigation
- Performance
- Product
- Project
- Practical
- Any other way that a reporting result is determined in subjects or VET courses

NOTE:

- Failure to meet assessment timelines accrues NP and/or AGS levels.
- Failure to assign NP to checkpoints and/or drafts, with appropriate parent/carer contact and consultation, prevents the application of the NP or AGS level. All AGS levels must be recorded in OneSchool in a timely way and following the school's process for documentation. Meetings must be held in a timely way and include the subject HOD if AGS 2 or AGS3.
- AGS requires documented support and evidence of tracking and intervention with sufficient time to allow the support to be actioned.

AGS and Assignments

- Checkpoints - NP can be assigned for each checkpoint missed (ensure Checkpoints are clearly detailed on task sheets). Students can negotiate to reverse NP by completing the required work by a re-negotiated set date. Expectations need to be clear.
- Draft – failure to submit a draft – 3 x NP (NPs cannot be reversed).
- Final – failure to submit the final copy – 3 x NP (NPs cannot be reversed). The student will be assigned a result based on work completed up to the final deadline.
- If a student has failed to submit both draft and final assessment a total of 6 NPs is assigned (maximum).

Examinations

- Failure to attend or sit or attempt – 6 x NPs
- ALWAYS contact home and discuss reasons for examination absence before assigning NP and/or AGS level, in case there are extenuating circumstances.

General

Students should monitor their own *Good Standing* for each subject. They should communicate early and regularly with their class teacher to ensure they meet their obligations as a student in the compulsory phase of learning.

The AGS practice is implemented in levels to ensure BOTH student and parent/carer are kept informed at all times. The practice is supportive in its intent, providing multiple opportunities for students to address their loss of good standing and to work with their teachers to implement strategies for improvement.

Students cannot be assigned NP or placed at an AGS level without their knowledge. At all times of the process, timely communication with students and parents/carers is required and transparency in the application of the process evident. This needs to be supported by reasonable requirements and timeframes. Student and parent contact must be recorded on OneSchool.

Loss of Good Standing

Should a student lose Good Standing in one or more subjects, the school will review the information available, and consider several options:

- Curriculum support as identified in the AIP developed in AGS meetings
- GO support or other counselling arrangement
- Pathways support and intervention
- Referral to North Coast Regional Office support team
- QCE intervention and alternative pathways (TAFE, GS4W, T2S or other external provider options)
- Show Cause - warning
- Cancellation of enrolment

While loss of Good Standing and/or Show Cause does not always lead to a cancellation of enrolment, the school reserves the right to cancel a student's enrolment at school, should their disengagement amount to a refusal to participate in the learning program offered.

The Principal has the authority under the Education (General Provisions) Act 2006 (s.316) to cancel the enrolment of any post compulsory age student whose behaviour and/or low attendance amounts to a refusal to participate in the educational program provided at Hervey Bay State High School. As part of this, comprehensive evidence of proactive and consistent contact with the student and parent must be demonstrated and opportunities offered to support re-engagement. Where there is no evidence of process, loss of good standing and/or refusal to participate in the educational program provided, the Principal cannot action cancellation of enrolment.

The Appeal Process

If students and families wish to appeal the decision of NP or loss of Good Standing, students must submit their application to the Principal within five (5) school days of written notification of loss of Good Standing and/or Show Cause. A meeting will be held to review the case. Good Standing may be reinstated if the student is able to provide documentary evidence to substantiate legitimate absences or if extenuating circumstances have been a major contributor to absences/non-participation. Students may continue to attend the subject during the appeals process. Teachers who apply NP and/or AGS levels must make students aware of the appeal process as part of the support and intervention practice.

Acknowledgement of Academic Good Standing Policy:

We acknowledge that the requirements of the Academic Good Standing Policy and Senior Schooling have been discussed at this meeting, and intend on meeting good standing requirements for senior school, or have the consequences listed applied.

Student Name: _____ Signed: _____ Date: _____

Parent Name: _____ Signed: _____ Date: _____