



**VERSION:** 1.1

**CODE:** SM1.2

**OWNER:** DP3

**EFFECTIVE:** Term 1, 2019

**REVIEW:** Term 4, 2019

# STUDENT AUDIT POLICY

## 1. SCOPE:

Students may be subject to audit by Kedron SHS due to a number of factors. These include academic, attendance, behaviour, welfare and warning of cancellation audits. This policy outlines each of the conditions under which an audit may be undertaken and the associated school responses. It is intended for students, parents, year level co-ordinators, Heads of Department and Deputy Principals.

## 2. PURPOSE:

The purpose of this policy is to provide guidance for sector staff in conducting student audits. It provides information for students and teachers about the conditions under which an audit will be undertaken and provides the typical but not exclusive responses made by the school as a consequence of audit.

## 3. POLICY STATEMENT:

The following table illustrates the categories of audit, the conditions under which an audit will be conducted and the typical, but not exclusive, response provided by the school. It is important to note that a student may be subject to more than one audit type at one time. A combination of school responses will be used in these instances.

AUDIT TYPE	AUDIT CONDITIONS	TYPICAL RESPONSES
Academic	2+ D/E/N results for Achievement in Interim or Semester Report Cards	<ul style="list-style-type: none"> <li>• Meeting with parent;</li> <li>• pathway discussion;</li> <li>• assessment of learning difficulties;</li> <li>• subject change procedures</li> </ul>
Behaviour	2+ Needs Attention or Unacceptable Behaviour results in Interim or Semester Report Cards	<ul style="list-style-type: none"> <li>• Meeting with parent;</li> <li>• Behaviour monitoring card;</li> <li>• pathway discussion;</li> <li>• Discipline Improvement Plan.</li> </ul> <p>School Disciplinary Absence may occur if conditions of Behaviour Monitoring card are not met.</p>
Attendance	>85% attendance as measured by fortnight reports including approved absences. 2+ consecutive unexplained absences Patterns of non-attendance Truancy	<ul style="list-style-type: none"> <li>• Meeting with parent;</li> <li>• Wellness Hub referral;</li> <li>• engagement with school support groups;</li> <li>• DoE enforcement of attendance procedure (yr7-10);</li> <li>• DoE warning of cancellation (yr11-12 and students over 16yrs old);</li> <li>• pathway discussion;</li> <li>• subject change procedures;</li> <li>• external referral.</li> </ul>
Welfare	Identified due to concerns raised by student, parent, teacher or external stakeholder.	<ul style="list-style-type: none"> <li>• Meeting with parent;</li> <li>• Wellness Hub referral;</li> <li>• External referral;</li> <li>• Student Protection Notification;</li> </ul>

		<ul style="list-style-type: none"> <li>• Consultation with external support agency;</li> <li>• Graduated Return to School</li> <li>• Subject change procedures</li> </ul>
Warning of Cancellation	<p>Students must be over 16 years of age or have commenced Year 11 or 12.</p> <p>&gt;85% attendance</p> <p>2 or more Needs Attention or Unacceptable Effort results in Interim or Semester Report Cards</p> <p>Any N ratings for Achievement results in Interim or Semester Report Cards</p> <p>Failure to adhere with any of the conditions outlined in the Post-Compulsory Schooling Contract (appendix 1) signed at SET-Plan or enrolment into Senior School (yr 11-12).</p>	<ul style="list-style-type: none"> <li>• Meeting with parent;</li> <li>• Pathways discussion;</li> <li>• Written warning of cancellation;</li> <li>• Probation period identified;</li> <li>• Action plan identified;</li> <li>• Enrolment with Youth Engagement Hub;</li> <li>• Subject change procedures</li> </ul> <p>Should students fail to improve on the conditions for which they have been placed on a Warning of Cancellation Audit students will have their enrolment cancelled.</p> <p>Students will be supported by the Youth Engagement Hub upon finalisation of cancellation of enrolment from Kedron SHS.</p>

#### 4. RESPONSIBILITIES:

The following illustrates the responsibilities of all stakeholders described in this policy.

STAKEHOLDER	RESPONSIBILITY
Deputy Principal / Sector HOD / Year level co-ordinator	<p>Identification of students who will be audited.</p> <p>Development of case management plan.</p> <p>Conduct case management meeting with parent and student.</p> <p>Monitor student achievement in probationary period.</p> <p>Enact school responses as outlined in Section 3.</p>
Parent	<p>Engage with school audit process.</p> <p>Provide opportunities for students to address concerns raised in audit.</p> <p>Monitor student achievement in probationary period.</p> <p>Liaise with sector and curriculum teaching staff about student progress.</p> <p>Liaise with external professionals as advised by school staff.</p>
Student	<p>Engage with school audit process.</p> <p>Adhere to school action plan for improvement.</p> <p>Liaise with teaching staff about progress.</p> <p>Liaise with external professionals as advised by school staff.</p>

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## 5. RELATED POLICIES OR PROCEDURES: (optional)

Subject change policy

Education Act

AARA

Enforcement of Attendance Procedure

Attendance Policy

Responsible Behaviour Plan for Students

## 6. IMPLEMENTATION PROCEDURES:

Post-Compulsory Contract

Unexplained Absence Procedures

Attendance Enforcement Procedures

Behaviour Monitoring Card

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