

SCHOOL PROCEDURE 50: STUDENT YEAR LEVEL PROMOTION OR RETENTION

Rationale

To provide a guideline which will ensure that all children attend three full years at High School before they turn sixteen.

That children with identified needs are catered for by teachers, using teaching methods, strategies and resources which will cater for these needs.

Purposes

1. To clarify promotional policy throughout the school.
2. To ensure that the age range in any one class-level, is only approximately one year. To ensure guidelines are met when grouping children according to overall class-level age.
3. To ensure that every endeavour is made to cater for the needs of all children within their peer group. Ensuring that all children have success at whatever attainment level they are at, regardless of age.

Guidelines

1. Children should remain in the Junior Department no longer than two years twenty two weeks, and no less than one and a half years, before promotion into Year 3. Discretion will be used in consultation with the child's parents or caregivers if they need to remain in the Junior Department beyond this time.
2. Retention of any child should not occur without regard to:-
 - a) Why retention is being employed.
 - b) The child's needs being paramount.
 - c) Future strategies for the child's development
3. Retention in a year band is not used to solve learning problems for students who are in the "at risk" category for learning or who are identified for renewable resourcing funding (ORRS).
4. Special consideration should be given to the relocation/promotion of children whose birthdays occur in the months of May and June. In such cases, the school will consult with the parent/s of the child/ren under consideration.
5. The Ministry of Education uses the following classification criteria for administrative purposes, for example, the July 1 Roll Return:
 - Children starting school between January and July 1 are classified as Year 1 students.
 - Children starting school after July 1 are classified as Year 0 students.
6. All children's needs should be catered for within their age/peer group. No child will be retained without due consultation and agreement by interested persons such as;
 - Teacher
 - Principal
 - Parents/Caregivers

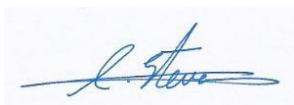
7. **Children with special needs:**

Children with special academic and/or social needs are usually placed in a class with their peer group. However, at times special consideration is given to the children with special needs who would benefit from a placement in a class other than their peer group. This placement is completed in consultation with the Principal, Group Special Education case workers and the parents / caregivers of the child/ren concerned. Class placement for these children is reviewed annually.

8. **Incorrect placements:**

In the event of a child being incorrectly placed, the situation is reviewed through discussion at Management. Recommendations are presented to the parents / caregivers of the child concerned to make a decision as to whether the child is moved to another class or remains where they are. An incorrect placement can occur for any of the following reasons:

- Incorrect Date of Birth recorded on Enrolment Form.
- Administrative error made by previous school.
- Mismatch of birth year identification between New Zealand and other cultures.
- Misplacement due to student enrolling between their 5th and 6th birthday.



C. Stevenson
PRINCIPAL

Dated: 17 March 2022