



ASPIRE - LEARN - ACHIEVE

Year 11 and Year 12 Enrolment Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Bentley Park College staff, students and parents/carers must work in partnership to ensure students achieve to their potential and attain a Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA) at the end of Year 12. **The Year 11 and 12 Enrolment Policy** outlines the commitments students, parents/carers and the College must make to achieve this goal.

Purpose

To clearly articulate the requirements for Year 11 and 12 students, their parents/carers and College staff to ensure students achieve their QCE or QCIA.

Operation of the Policy

The **Year 11 and Year 12 Enrolment Policy** details the expectations of students, requirements of parents/carers, Bentley Park College commitments, and the requirements of the Compulsory Participation Phase of schooling.

The Policy aligns with the **Year 11 and Year 12 Assessment Policy**, the **Uniform and Dress Code Policy** and the **Representative Eligibility Policy**. The Policy links to the **Year 11 and Year 12 Enrolment Agreement**. Policies and agreements are available on the Bentley Park College website.

Expectations of Students

QCE Eligibility

Bentley Park College Year 11 and 12 students must be committed to:

- selecting subjects/vocational qualifications aligned with their interests, ability level and recommendations from the Heads of Department based on evidence of their achievement, engagement and attendance
- limiting subject changes to ensure their eligibility for the QCE is maintained.

Classwork and assessment

Bentley Park College Year 11 and Year 12 students must be committed to:

- completing all classwork, homework, assignments and exams to the best of their ability in order to achieve a QCE at the end of Year 12
- ensuring all drafts are completed to the highest possible standard to maximise the benefit of teacher feedback, and responding to this feedback prior to submitting a final copy
- requesting assistance from class teachers when learning is unclear
- designating time at home daily to complete homework, revision and assessment drafting
- following the Year 11 and Year 12 Assessment Policy, including:
 - ◇ completing all summative assessment requirements for the subjects/qualifications enrolled in, including practical and theory components
 - ◇ meeting deadlines for all assessment checkpoints, drafts and final copies
 - ◇ applying for a Variation to Assessment Date via the Deputy Principal prior to the assessment due date/exam date if there are exceptional circumstances that will impact ability to meet the required timelines.
 - ◇ providing a medical certificate if requesting an extension for sick or medical reasons.
- utilising the Study Centre to complete homework, assignments or study
- attending mandatory assessment catch up sessions if required as per directives provided by class teachers, the Head of Department Senior Secondary or the Deputy Principal
- ensuring work or personal commitments do not interfere with school work.

Students working towards achieving a QCE are expected to:

- engage in the learning for the subject or course of study
- produce evidence of achievement that is authenticated as their own work
- submit responses to assessments on or before the due date.

QCIA pathway students complete a two-year highly individualised program of learning and evidence is collected from their participation in subjects where opportunities are provided for students to demonstrate knowledge, understanding and skills in relation to their identified learning goals. No formal assessment is completed by students on a QCIA pathway.

Expectations of Students

Representative Eligibility

Bentley Park College Year 11 and Year 12 students must be committed to following the Representative Eligibility Policy, which includes meeting at least the minimum expectations for Attendance, Behaviour and Finance.

- **Attendance:**
 - ◇ Minimum of 90% actual attendance
 - ◇ Being punctual to school daily and to all timetabled classes, with less than 10% unacceptable or unexplained reasons for lateness to school.
 - ◇ Providing evidence of any legitimate absences. For absences of three or more consecutive days due to illness, a medical certificate is required.
 - ◇ If unable to attend an exam or submit an assessment by the due date due to illness, a medical certificate is required.
- **Behaviour:**
 - ◇ Adhere to behaviour expectations, including the Student Code of Conduct and school rules.
 - ◇ Consistently display a high standard of behaviour in class, in the school grounds, on excursions and in the community.
 - ◇ No incidents resulting in a red or yellow behaviour monitoring card or suspension.
 - ◇ No incidents of truancy.
 - ◇ Submit final copies of assessment pieces on time.
 - ◇ Attend all scheduled exams and catch up block/s (VET/prac subjects).
- **Finance:**
 - ◇ Student Resource Scheme (SRS) deposit paid - \$75 per student.
 - ◇ Active payment plan/Centrepay deduction in place for all owed outstanding fees.

Uniform and Dress Code

Bentley Park College Year 11 and 12 students must be committed to following the Uniform and Dress Code Policy, which includes:

- being clean, well-groomed and wearing a uniform that is correct, clean, neat and tidy
- following legal responsibilities regarding Workplace Health and Safety (WHS) requirements, for example, in workshops, laboratories and outside activities where loose clothing or jewellery could be caught in machines and protective footwear must be worn.

Requirements of Parents/Carers

Access to resources

Parents/carers are to support their student to achieve to their potential by:

- ensuring they have the equipment required to engage in learning (e.g. stationery, calculator)
- by making arrangements to pay the SRS fees and subject fees so their student can access all materials and learning experiences provided by the College.

Attendance

Absences from school have a significant detrimental impact on student learning and can negatively impact on achievement. Also, taking Year 11 or 12 students on family holidays during school time may lead them to become QCE or ATAR ineligible if assessments are not completed prior to our departure.

Parents/carers are to support their student to achieve to their potential by:

- ensuring they are punctual to school daily
- providing documentation to explain legitimate absences, including medical certificates for absences of three or more consecutive days
- ensuring a medical certificate is supplied if student unable to attend an exam or submit an assessment by the due date due to illness
- minimising disruptions to my student's education by scheduling non-urgent appointments and family holidays during school holiday periods, as family holidays do not provide justifiable grounds for assignment extensions/variation to exam dates, under directives provided to the College by the QCAA.

Engagement with learning

Parents/carers will support their student to achieve to their potential by:

- monitoring assessment due dates emailed at the start of each term and ensuring that homework, study or assignment work is occurring regularly at home
- providing a quiet, distraction-free homework/study space at home.

Requirements of Parents/Carers

Communication

Parents/carers will support their student to achieve to their potential by:

- advising the Deputy Principal or Head of Department Senior Secondary of issues (e.g. school-related challenges, health and wellbeing concerns, family issues, bereavement) that may impact on their student's achievement, participation or attendance as early as possible so support or Access Arrangements and Reasonable Adjustments can be put in place
- maintaining contact with teachers regarding their student's progress by attending parent-teacher interviews, engaging with teachers via phone calls, emails etc.

Representative Eligibility

It is the responsibility of parents and carers of all Bentley Park College students to fulfill at least minimum financial requirements; provide the College with legitimate reasons for absences and/or late arrivals of students as soon as possible; and provide medical certificates for illness/injury if possible, as per the Representative Eligibility Policy.

Bentley Park College Commitments

QCE eligibility

The staff of Bentley Park College are committed to:

- providing recommendations for selection of subjects/vocational qualifications based on evidence of student achievement, engagement and attendance
- tracking QCE eligibility and projected QCE credits based on mid-unit feedback from teachers and reported unit results
- maintaining partnerships with external training providers to monitor student progress in qualifications delivered off-site (e.g. school-based traineeships or apprenticeships, TAFE VET in Schools program)
- conducting QCE progress meetings at least once per term for all students at risk of not achieving a QCE
- conducting QCE progress meetings at least annually for all students who are on track to achieve a QCE.

Classwork and assessment

The staff of Bentley Park College are committed to:

- distributing course planners at the beginning of each unit outlining the work to be covered, check points, draft due dates, assignment due dates and exam dates
- emailing assessment dates to parents/carers at the commencement of each term
- following up promptly with students who miss/do not meet the requirements of assessment check points and draft due dates to provide support to meet course requirements
- providing students with high-quality feedback on their classwork and assessment items
- working with students to develop individualised learning goals and strategies for improvement in each subject at least once per unit
- the provision of Access Arrangements and Reasonable Adjustments in line with directives from the Queensland Curriculum and Assessment Authority to ensure equity for all students
- the provision of academic support via the Study Centre from 3.00 pm to 4.45 pm two afternoons per week after school.

Attendance

The staff of Bentley Park College are committed to:

- providing SMS notification daily of student absences
- contacting parents/carers by phone or requesting a meeting regarding ongoing attendance concerns.

Requirements of the Compulsory Participation Phase

The Compulsory Schooling Phase in Queensland ends when a student turns 16 years of age, or has completed Year 10, whichever occurs first. Students then enter the Compulsory Participation Phase, meaning they must be 'learning or earning'. During the Compulsory Participation Phase young people must be:

- enrolled at and attending school, or
- completing an apprenticeship or traineeship, or
- completing other full-time training through a Registered Training Organisation (e.g. TAFE), or
- working full-time (minimum of 25 permanent hours per week).

Once students have completed their compulsory schooling, the College Principal may cancel their enrolment if they fail to participate in the program of instruction offered at the College. Grounds for cancellation of enrolment include:

- frequent absenteeism
- truancy
- failure to complete assessment
- refusal to engage in classwork.

Documentation

- [Student Code of Conduct](#)
- [Year 11 and Year 12 Assessment Policy](#)
- [Uniform and Dress Code Policy](#)
- [Representative Eligibility Policy](#)
- [Year 11 and Year 12 Enrolment Agreement](#)