

	Senior Secondary Student Records and Results Policy	Endorsed by School Council: March 2018 Developed: March 2018
Information: 02 6076 1566 Manager: Principal	DET Schools Reference Guide: Associated Policies: Previous College Policies view "500 Curriculum", Student Learning Outcomes Statement	Next review: Term 4 2020 Issue No: 1.1

Rationale/Aims:

To facilitate positive outcomes for all students it's necessary to maintain accurate records such as attendance, assessment and student enrolment details. Accurate subject enrolment data is necessary to ensure the successful completion of senior school certificates.

Implementation:

Staff are required to keep detailed coursework and assessment data.

All teachers will record attendance for each lesson in their teacher professional planners and on SIMS (Student Information Management System).

VASS coordinator will identify key dates on VASS and collect relevant results and data from teachers to update VET, SBAT, VCAL and VCE results.

School ensures that census deadlines are met and enrolment data is checked at the beginning of each year; updating VASS and CASES21.

Career Practitioner plans and coordinates time with students to develop Career Action Plans, focusing on recording student pathway plans.

VCE/VCAL teachers will be provided with meeting time and will analyse participation and completion rates.

VCE teachers will be provided with meeting time to analyse results data from VASS Report 17 and VASS School Statistic Criteria Data.

VCAL results internally and externally audited to meet VRQA standards.

On Track and Destination data analysed by VCE, VCAL and Careers coordinators to monitor patterns of student participation and completion rates.

VCE data, subject scores and ATAR mean recorded and analysed by VCE coordinators and shared with VCE/VCAL teachers.

Career practitioner accesses VTAC ATAR data, as per guidelines in VTAC and Careers Framework, to review pathways plans.

Review Process:

This policy will be reviewed annually, or more often if necessary, due to changes in regulations or circumstances.

References:

On Track Data
Cases Destination Data

Related Policies and Documents:

Student Learning Outcomes Statement