



## Acceleration Program Policy and Procedures

2025

# | St Mary & St Mina’s Coptic Orthodox College

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHORS
1	Head of College, NESAs Inspectors	23 March 2017	Policy and procedure review	Head of College, College Board, Anita Yates and Kim Owens (NESAs)
2	Head of Secondary	May 2024	Policy and procedure review	College Executive and HoFs
3	Head of College	January 2025	Policy and procedure review with HoS, and HoFs input	Head of Teaching and Learning, HoF and HoS

\*Next review of policy to take place in December 2025 by the Acceleration Committee

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# Acceleration Policy and Procedures

## 1. Introduction

St Mary and St Mina's Coptic Orthodox College (SMSM) offers an excellent K-12 educational environment. The College continuously collects data on each student's achievements throughout the years and fosters and enhances their learning. SMSM Coptic Orthodox College recognises that all students learn and progress at different rates and that academic standards vary amongst students. The goals of acceleration are to provide and adjust an appropriately challenging curriculum, depending on the needs of the individual students.

This policy outlines specific criteria for consideration in determining appropriate student placement. Students who wish to apply for acceleration in a specific subject must be:

- high achievers in the area(s) in which they wish to accelerate; show reasonable performance on all core subjects (Mathematics, Science and English)
- excellent NAPLAN results
- able to demonstrate social and emotional maturity
- uphold college values in their interactions with teachers, peers and college community

Students' **social and emotional readiness** is determined based on:

- observation of interactions with peers over a reasonable time period
- the student's level of motivation
- anecdotal evidence from teachers and parents.

The content of the acceleration programs will be aligned to NESAs curriculum outcomes. Individual plans (IPs) may be developed for accelerant students to cater for their individual needs. IPs may also be developed for students exiting the program to support their social and emotional wellbeing.

NESA will be notified of all students being accelerated (Stage 5 and 6 courses) by March each year through the Confirmation of Entry form.

## 2. Management

Acceleration is managed by the Acceleration Committee (Acc Committee). This Committee comprises of the HoF of relevant Subject, Head of Teaching and Learning, Head of Secondary and Head of College. Acceleration is incorporated into the school management system, with clear reporting structures from Heads of Faculty to the Head of College.

The program includes intake, ongoing management, and exit procedures to ensure student wellbeing and enrichment.

The policy is based on clear criteria and thresholds to ensure fairness and reduce external pressures from students or parents.

### 3. Eligibility Criteria for Application

Students applying for the Acceleration Program must:

- Demonstrate high achievement in the subject(s) they wish to accelerate (80%+)
- Perform at or above cohort average across all subjects
- Attain excellent NAPLAN results
- Exhibit social and emotional maturity
- Display college values in their attitude, relationships and communication with staff and peers and the wider community.

#### 3.1 Assessment of Social and Emotional Readiness

The following will be taken into consideration when assessing the social and emotional readiness of a student who wishes to commence the Acceleration Program:

- Peer interaction observations over a reasonable period
- Anecdotal evidence from welfare team, teachers and parents
- The student's motivation levels

## 4. Management Procedures

### 4.1 Intake and Exit Process and Management

Student applications are submitted to the relevant HoF by the end of Term 4, Year 8. Decisions are made by the Acceleration Committee and relevant HoF based on the Eligibility Criteria mentioned above. Parents are then notified by end of Term 4 of the decision via interview, and sign required acceptance forms.

	INTAKE	MANAGE	MANAGING EXIT
CRITERIA	THRESHOLDS		THRESHOLDS
1. Subject Mark and Standardised Test	<b>80%</b> or above <sup>1</sup> at the conclusion of Yr 8	Monitor	Less than 75% for each assessment
2. Other Subject Marks	<b>Maintain average results</b> in all courses <sup>2</sup>	Monitor	Below average results in any course for 2 terms
3. NAPLAN	<b>Band 8+</b> in relevant areas in year 7	Monitor	Less than band 8 in year 9 NAPLAN
4. Welfare Team Approval	Assess the emotional maturity and ability to sustain a balanced academic and social perspective.	Monitor	Substantial drop in subject marks and/or student wellbeing (through pastoral team reports) can trigger a counselling session / report. <sup>4</sup>
5. Attendance	80%+ school attendance	Monitor	Continue to monitor attendance and be in discussions with Year Coordinators& parents
6. Overall assessment based on Criteria	4 of the above 5 criteria must be met including the subject mark. If any of the criteria are not met, an assessment will be conducted by the Acceleration committee.		
7. Acc Committee Final Decision <sup>3</sup>	Committee to make a decision by aiming to each consensus. If consensus cannot be reached voting will take place.  Decision will be minuted.		Committee to make a decision by aiming to reach consensus. If consensus cannot be reached voting will take place.  Decision will be minuted.

1. *Progressive mark over the year*
2. *Be at or above the **cohort average** for all subjects, including electives and COS*
3. *Committee can override the criteria above in special cases e.g. extreme medical conditions Max number of overrides should not exceed 5% of total accelerants.*
4. *The welfare team will provide a social wellbeing report for the student to the Acceleration Committee to be considered for their final decision.*

### 4.2 External Intake Process

- Applications for new enrolments to the college will be received by the HoF relevant Faculty on behalf of the Acc Committee.
- The relevant HoF will liaise with the previous school to receive the student's reports, results (which must meet eligibility requirement)
- HoF to liaise with relevant teachers and the acceleration committee – to ensure that the applicant has formally covered all the previous year syllabus / pre-requisites in an approved school-based environment (tutoring NOT included).
- The relevant HoF will inform the Acc Committee and the applicant of the results and decision
- Results and a decision will be made by the HoF and HoT&L during the third week after the student commences.
- HoF will inform student and parents of the decision via email. The parents must return the signed acceptance form by the following week.

### 4.3 How students are managed

- Student progress is managed via Tracking Sheets kept by HoF
- HoF to keep all counsellor recommendations, HoW or pastoral team reports (including poor attendance, behaviour and any other areas of concern)
- NESAs will be notified of all students being accelerated who are studying stage 5 and 6 courses by March each year through the Confirmation of Entry Form
- All students entering Stage 6 will have completed HSC: All my own work prior to commencement of the course.

### 4.4 Managing out Procedure

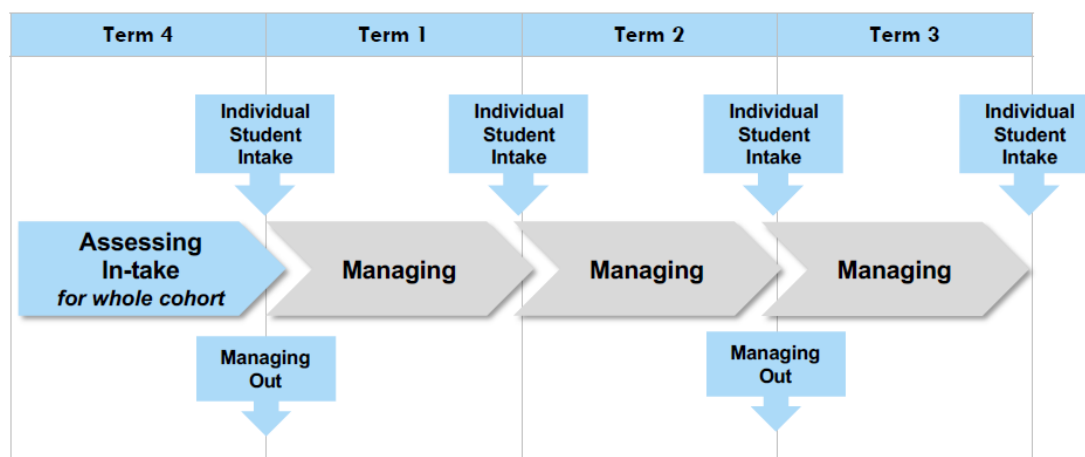
- The first warning letter will be sent to parents via the respective HoF at the conclusion of an assessment task, if the student achieves less than 75% in that accelerated task.
- A one term probation is actioned with written notification signed by HoF & HoT&L.
- If the student does not perform after the one term probation (i.e. they receive a second warning), they will be managed out and not be able to re-enter the program for that course.
- HoF will monitor the transition of the student who is asked to be removed from the acceleration program, working with Parents and the Welfare Team.

## 5. Roles and Responsibilities

Role	Responsibilities
Accelerated Subject Teacher	Raise performance concerns and implement individual plans for students
Head of Faculty (HoF)	Manage the program, track performance, and communicate with stakeholders (class teachers, parents and Committee)
Head of Teaching and Learning (HoT&L)	Oversee policy revisions and implementation
Acceleration Committee	Make intake and exit decisions based on criteria – comprises of HoS, HoT&L and relevant HoF
Welfare Team	Assess social and emotional readiness and provide wellbeing reports
Head of College (HoC)	Communicate policy, 1 <sup>st</sup> escalation point after Committee, manage expectations, and approve program changes

## 6. Program Timeline

- Term 4: Applications assessed for the following academic year
- Term 1: Individual student intake for new College students
- Terms 2–4: Continuous monitoring and managing out where necessary (individual intake after Term 1 is for new enrollments only)



## **7. Reporting and Documentation**

- NESAs are notified annually by March for all Stage 5 and 6 students in acceleration programs.
- All decisions are documented, including those requiring committee consensus or voting.

## **8. Review and Updates**

This policy is subject to annual review by the Acceleration Committee to ensure alignment with educational standards and College objectives.