

4th October, 2017

Dear Parents,

Since you are considering making an Application for Special Consideration, I thought it useful to offer some ideas which may assist you in the process.

As you are already aware, before students gain promotion to a higher level they are required to have acquired certain basic ideas and facts and have developed particular subject-related skills. The extent to which this has been achieved is measured through formal examinations and other indicators (assignments, topic tests, homework exercises, other class tasks). These assessments will be communicated to you at the end of each term.

Why have "Special Consideration"?

We are conscious, however, that there are circumstances which either make it difficult for students to learn or even prevent learning altogether. In addition, even when learning has taken place, some circumstances can prevent students from showing what they have learnt.

Conscious of this, we have identified in broad terms those circumstances so that any student so affected can ask to have the results of the final exams viewed against this background. If it can be established that a student has been hampered to a **significant** degree during the school year the Principal may grant permission for that student to proceed to a higher level for which level entry requirements have not been met in the final examinations.

Note: An absence during term because of a family holiday or to take part in non- College activity will not be regarded as grounds for Special consideration.

ELIGIBILITY FOR CONSIDERATION

Parents may apply on the Application Form on behalf of their son/daughter.

1. Circumstances applying during the Semester

- 1.1 If the student was hampered to a **significant** degree by illness during this school semester, by any factor relating to personal environment, or other serious cause;
(The above includes such circumstances as bereavement in the family, other family difficulties which may have affected the student).
- 1.2 If the student is disadvantaged by any handicap such as blindness, deafness, dyslexia, paraplegia or spasticity

All applications relating to the above circumstances close on:

Friday 3rd November, 2017 for Year 11

Friday 3rd November, 2017 for Years 10

Monday 27th November, 2017 for Year 7-9

2. Circumstances applying during the Examination Period

2.1 If the student was affected to a significant degree by illness, by any factors relating to personal environment or by other serious cause, during the course of the examination for any subject or subjects

2.2 If the student was prevented by illness, by any factors relating to personal environment or by other serious cause from presenting for all or part of the examinations for any subject or subjects.

N.B. A student who misreads the examination timetable or a question paper **will not** be eligible for consideration.

Medical conditions must be supported by a Confidential Medical Report. Additional medical certificates may be supplied.

All Applications relating to circumstances outlined in 2. above close on:

Monday 20th November, 2017 for Year 11

Monday 20th November, 2017 for Years 10

Friday 8th December, 2017 for Years 7-9

COMPLETING THE APPLICATION FORM

Please ensure that **all** parts of the Application are carefully completed and that the Application Form is with the Principal by the due date. **Under no circumstances will late Applications be accepted.**

PROCESSING OF APPLICATION

Before your application is considered by the College Principal and a group of Senior Staff a **Confidential Report** will be required from the House Leader or Year 9 Director and, when appropriate, the Subject Teacher.

NOTIFICATION OF RESULTS

The Principal of the College will communicate the outcome of your application in writing if it has needed to be taken into account in the assessment process. Once made this decision is not subject to appeal or further discussion.

Yours faithfully,



Mr Tony Hirst
PRINCIPAL