

## **Ōtāhuhu College Graduation Policy**

### **Rationale**

The Board of Ōtāhuhu College will recognise the successful completion of the secondary school instructional program by the award of Graduation Diploma certifying the student has met all requirements for graduation. The Management will annually verify to the Board each student who has been awarded a diploma has met the requirements for graduation. Graduation requirements will be communicated termly to Year 13 students and their families

### **Requirements of Graduation from Ōtāhuhu College**

A graduation student from Ōtāhuhu College must meet the following requirements by 31 October of their Year 13:

- NCEA Level 2
- 5 credits each, in a minimum of four Level 3 subjects
- A minimum engagement score of 2.5 out of five across all subjects for the year.
- Minimum of 80% attendance as measured by half days for the year.

To be able to Graduate the student must also:

- Submit for all external assessments
- 100% attendance for both school and NCEA examinations

### **Special Learning Needs**

Students with identified special learning needs may graduate if they meet the following:

- Completion of Individual education plan
- A minimum engagement score of 2.5 out of five across all subjects for the year.
- Approved transition plan

### **Chronic Illness/ Medical Concerns**

Students who are unable to attend school regularly may still graduate if they meet the following criteria:

- NCEA Level 2
- 5 credits each, in a minimum of four Level 3 subjects
- A minimum engagement score of 2.5 out of five across all subjects for the year.
- Dual enrolment in Health school, or medical/specialist certificate with approval by Ōtāhuhu College Health Centre.

## **Early Ōtāhuhu College Graduation**

A student who completes early graduation requirements prior to the traditional graduation date may be awarded Certificate of Graduation at the end of the year. Early Graduation requirements are:

- 80% attendance for the year as measured by half days to student's last day of attendance
- 2.5/5 point scale for engagement
- NCEA Level 2
- Approved transition plan

A student who graduates early may continue to participate in school activities and social events and attend and participate in graduation events with the student's cohort, as if the student were still enrolled in Ōtāhuhu College.

## **Informing Students and Families**

Graduation requirements will be informed to students and families throughout the year.

A final list of Graduating students will be compiled by Senior Management by 21 November of each year. Non graduating students will be informed.

## **Exceptional Circumstances and Appeals**

If a student does not meet all the requirement to graduate, then they may appeal to the Board of Ōtāhuhu College in the October meeting. No later appeals will be considered. Appeals will only be considered under the following circumstances:

- Where the student has met all but one of the requirements to graduate in the appropriate category and is close to meeting the final category.
- There are exceptional circumstances.
- No appeals are possible for the Early Graduation category.

The appeal must be in writing outlining the exceptional circumstances and with a cover note from the principal stating that the student has met all but one of the requirements and where they are on the final category. It is the Board's decision if that is deemed 'close' and if the circumstances are exceptional. The Board's decision is final.