



The Hills Sports High School

56 Best Road, Seven Hills 2147 – PO Box 657, Seven Hills 1730

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Principal: Mitchell Struyve

"N" Award Policy

Satisfactory completion of a Course:

A student will be considered to have satisfactorily completed a course if in the Principal's view there is sufficient evidence that the student has:

- ***followed the course developed or endorsed by the Board of Studies; and***
- ***applied themselves with diligence and sustained effort to the set tasks and***
- ***achieved some or all of the course outcomes.***

Students at risk of not satisfying these requirements and consequently likely to be given an 'N' determination, will be provided with at least 2 warnings regarding the problem, in writing, in time for the problem to be corrected.

Procedures:

- From the beginning of each course for Years: 10 School Certificate; 11 Preliminary & 12 Higher School Certificate, teachers will maintain records of student attendance, submission of tasks and achievement of outcomes and results.
- Teachers send a 1st warning letter home indicating work missing or not up to standard and outcomes not achieved. A new date will be set for work to be completed. You must see the teacher to discuss what needs to be done to resolve the problem by the date due.
- Failure to resolve this warning will result in further action by the class teacher.
- A 2nd Warning letter will be sent by the class teacher.
- Failure to resolve the 2nd warning issues within the timeframe indicated on the 2nd warning letter will result in further action. Students will be referred to the Principal for his determination as an 'N' Award in that subject.
- Students are able to appeal this decision using the paperwork provided by the Board of Studies.
- Students who have had their appeal declined, or did not appeal the 'N' Award decision will be determined to have an 'N' Award. These students will need to have an interview with the Principal, or DP to determine their status at the school. This may include:
 - Progression to the next year using 'pathways' to pick up 'N' Awarded number of units (Yr 12 students only)
 - Repeating the year in which the 'N' Award was obtained
 - Leave school