

RATIONALE:

The Sandringham East Primary School Student Reference Policy states the school's position with regard to providing personal and/or academic references and providing reports for students seeking transfers to non-government schools.

The school is supportive of students and their aspirations within our Government School system of Education.

AIMS:

- That Sandringham East Primary School is committed to the provision of excellent teaching and learning practices that maximise the learning opportunities for students within the state's education system - Department of Education and Training (DET).
- That SEPS students will be provided with biannual reports that highlight achievement, attendance as well as attitude and effort to learning.
- That students and families are responsible for preparation of documentation required by Non-Government schools if they wish to pursue enrolment there.
- Families transferring overseas may request their new schools to contact SEPS for clarification of Australian reporting standards in order to correctly place students in overseas school.

IMPLEMENTATION

1. Given Sandringham East Primary School's commitment to the provision of excellent education in government schools and supporting our local secondary schools, references cannot be provided for students:
 - Seeking scholarships in non-government schools.
 - Seeking transfers to non-government schools.
 - Seeking to secure placement on waiting lists in non-government schools.
2. Students at SEPS are provided with twice yearly written reports, NAPLAN results, and quarterly assessments of Learning Tasks during their years at SEPS
3. Students are encouraged to develop individual portfolios if they wish to present this information to enrol in schools, other than Government schools.
4. Government schools will be supported with transition information through their extensive programs, particularly at Level 6 transferring to Secondary schooling.
5. Teachers will communicate with all schools that students transfer to as a matter of information sharing and preparation after students are enrolled.
6. Only SEPS initiated reports will be shared with schools.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff handbook/manual
- Included in transition packs.

POLICY REVIEW AND APPROVAL

Policy last reviewed	17 th May 2022
Approved by	School Council
Next scheduled review date	Review cycle 3 years