



ASPIRE - LEARN - ACHIEVE

Representative Eligibility Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Representing Bentley Park College (BPC) is a privilege that students must earn through their ability, effort and attitude. Students who wish to participate in activities and/or events in which they are representing the College at all levels across the five 'Pillars of Excellence' should be proud of their school and will demonstrate this through their actions at all times.

As part of its commitment to Positive Behaviour for Learning (PBL), BPC focuses on improving student standards and performance by rewarding positive behaviours. The **Representative Eligibility Policy** allows students who embrace our values of Respect, Responsibility and Resilience, and meet certain expectations, to access privileges that are part of the educational experience at the College.

Purpose

To clearly outline the minimum expectations, privileges and consequences for student participation in non-curriculum events, non-curriculum excursions and/or non-curriculum sport to give them Representative Eligibility.

Operation of the Policy

Students need to meet **attendance, behaviour** and **financial** expectations to fulfil the requirements of Representative Eligibility.

Some examples of activities where students need to fulfil the expectations of Representative Eligibility to participate are:

- Non-curriculum events: Year 12 Formal
- Non-curriculum excursion: Reward activities such as Lagoon excursions
- Non-curriculum sport: Gala Days, Trinity Coast South, Peninsula and College representative Rugby League and Netball.

Representative Eligibility - Responsibilities

Student	<ul style="list-style-type: none"> Meet the minimum expectations for attendance, behaviour and finance. Complete and submit Representative Eligibility Clearance Check (RECC) to the with Excursion Administration Officer (EAO) if requested by activity organiser.
Parent/Carer	<ul style="list-style-type: none"> Fulfil financial minimum requirements. Provide the school with legitimate reasons for student's absence/late arrival as soon as possible. Provide medical certificates for illness/injury if possible.
Activity organiser	<p>Individual Representation/Team or Group Representation:</p> <p>Provide a team/group list to the EAO and request RECC a minimum of six weeks prior to the planned non-curriculum activity (e.g. when completing Excursion Planner application for sports representation, arrangement for the Formal etc.)</p> <p>Eligible Students:</p> <ul style="list-style-type: none"> Activity organiser informs students to inform them of their positive Representative Eligibility. <p>Ineligible Students:</p> <ul style="list-style-type: none"> Inform students of their negative Representative Eligibility status and that they have four weeks to meet criteria. Contact parents/carers to notify of their student's negative Representative Eligibility status and details of criteria to be met within the timeline. Email Primary PBL Coordinator or Head of Department Junior/Senior Secondary to organise strategy to assist student to achieve eligibility. Submit a Representative Eligibility Review with EAO four weeks before the event. EAO will do follow-up REP checks two weeks and three days prior to the event. If students fail to meet the Representative Eligibility expectations within the review period, conduct student/parent/carers interview to advise of being ineligible to represent - withdraw from activity/event. <p>Following any representative event, record student participation in Oneschool as an extra-curricular activity.</p>
Excursion Administrative Officer (EAO)	<ul style="list-style-type: none"> Provide Attendance and Behaviour data from Oneschool for requested <i>Representative Eligibility Clearance Check</i> within 48 hours of receipt of request and email to Activity Organiser - EAO REP Check (Excel spreadsheet). Maintain records of events and students attending in IDAttend. <p>Ineligible Students:</p> <ul style="list-style-type: none"> Direct students to the Activity Organiser for review process. Inform relevant Primary PBL Coordinator/Head of Department Junior/Senior Secondary and relevant Year Coordinator of ineligible status. Advise Activity Organiser and Primary PBL Coordinator/Head of Department Junior/Senior Secondary if student has not met minimum expectations by the two week review date so that further action may be taken. Set final date for review one week prior to activity/event.

Representative Eligibility - Responsibilities

Class teachers	<ul style="list-style-type: none"> • Set clear classroom expectations. Follow the school's <i>Code of Conduct</i> when violations occur. Record incidents, parent/carer contact and consequences given in OneSchool. • Set clear assessment checkpoints, draft and final copy due dates. • Contact parent/carer for any non-submission of checkpoints, draft and final copy of assessment. • Mark rolls accurately and submit through IDAttend every lesson. • Ensure student has Uniform Pass for all uniform violations. • Ensure students are conscious when their behaviour and/or effort need improvement. Keep parents/carers informed of concerns. • Complete and return student progress reports to Primary PBL Coordinator/HOD Junior/Senior Secondary/Deputy Principal promptly when requested.
Curriculum Heads of Department	<ul style="list-style-type: none"> • Ensure assessment items have clear checkpoints, draft and final copy due dates and that teachers follow correct procedures for non-submissions/non-attendance at exams. • Support teachers in ensuring students meet curriculum expectations by imposing consequences for breaches of a more serious/ongoing nature. Record incident, parent/carer contact and consequences in OneSchool.
Senior Secondary AO	Record Year 11 and 12 assessment non-submissions and exam non-attendance in Oneschool and send SMS notification.
PAO/CAO/SAO	Confirm unexplained absences recorded on IDAttend as truant or justified/legitimate absences and follow Attendance Policy .
Secondary Year Coordinators	<ul style="list-style-type: none"> • Maintain regular contact with and assist students who have not achieved <i>Representative Eligibility</i> to make more appropriate choices. Refer to Student Support Services through referrals process if deemed necessary.
Business Manager Finance/EPO	<ul style="list-style-type: none"> • Provide information on students financial eligibility on REP check form.
College Executive (Deputy Principals, Heads of School, College Principal)	<ul style="list-style-type: none"> • There may be instances of extenuating circumstances for some individuals, and the College Executive will consider these on a case-by-case basis. • In the event a complaint is received from a parent/carer regarding student ineligibility to represent the College, refer to Complaints Policy.

Bentley Park College Criteria for Representative Eligibility

Criteria	Minimum expectation for <i>Representative Eligibility</i> :	Loss of <i>Representative Eligibility</i> will occur as a result of:	<i>Representative Eligibility</i> will only be reinstated when the following requirements are met:
Attendance	<ul style="list-style-type: none"> 90% actual attendance. Less than 10% unacceptable or unexplained reasons for lateness to school. 	<ul style="list-style-type: none"> failing to meet minimum expectations for attendance having an unacceptable reason for lateness to school. <p>Note: Warnings to be given at 10% absences.</p>	<ul style="list-style-type: none"> Absences explained by parents/carers (medical certificates for illness/injury provided if possible). An 'Application for exemption for a child or young person enrolled in a Queensland state school' form (for 11+ days) has been completed and approved by the College Principal - for acceptable reasons only as per Attendance Policy.
Behaviour	<p>Over the previous four weeks:</p> <ul style="list-style-type: none"> adhere to the BPC behaviour expectations. consistently display a high standard of behaviour in class, in the school grounds, on excursions and in the community. no incidents resulting in a red or yellow behaviour monitoring card or suspension. no incidents of truancy. Year 11/12 only: submit final copies of assessment pieces on time; attend all scheduled exam/s and catch up block/s (VET/prac subjects). 	<ul style="list-style-type: none"> any incident resulting in suspension. any 'major' incident recorded on OneSchool Year 11/12 only: failure to submit the final copy of any assessment piece on time without an extension being approved by the HOD prior to the due date. Year 11/12 only: failure to attend an exam or catch up block (VET/PRAC subjects) without an acceptable reason (medical certificate to be provided) any significant incident of plagiarism or cheating. 	<ul style="list-style-type: none"> No 'major' incidents or referrals to executive (Deputy Principal, Head of School, College Principal) for inappropriate behaviour in class, in the school grounds, on excursions and in the community for a minimum of four weeks. Year 11/12 only: submitting assessment pieces that have been missed. Standard must be deemed acceptable by class teacher; result will not be changed. Year 11/12 only: negotiating alternate exam or catch up time (VET/PRAC subjects) with the HOD SS or DP SS and completing exam or catch up time.
Finance	<ul style="list-style-type: none"> Student Resource Scheme (SRS) deposit paid - \$75 per student. Active payment plan/ Centrepay deduction in place for all owed outstanding fees. 	<ul style="list-style-type: none"> failure to honour minimum financial obligations, which also includes fees to be paid in full by the end of Term 2 for Year 12 students, and the end of Term 3 for Prep to Year 11 students. 	<ul style="list-style-type: none"> Compliance with minimum financial obligations.

IMPORTANT NOTE:

There may be instances of extenuating circumstances for some individuals, and the College Executive will consider these on a case-by-case basis.

Documentation

- [Student Code of Conduct](#)
- [Representative Eligibility Clearance Check](#)
- [Payment Plan Participation Agreement](#)