



GLEN AUSTIN SUBJECT CHOICES & SUBJECT CHANGES POLICY

1.0 PREAMBLE.

The policy is to ensure that learners make the correct choices regarding their subjects for the FET phase and to eliminate any subject changes later in their high school career.

All subjects in the Further Education and Training Phase follow a three year programme from grade 10 to 12.

2.0 SUBJECT CHOICES.

All Grade 9 learners will make their subject selection for Grade 10 during August of the Grade 9 year. The SAT Committee and the Life Orientation teachers will inform and liaise with learners regarding career options and the requirements.

3.0 RESTRICTIONS ON CERTAIN SUBJECTS.

3.1 The following subjects must be selected at the start of the Grade 10 academic year and no changes into this subject will be allowed later in the year:

- Engineering Graphics and Design
- Physical Sciences
- Mathematics

3.2 As from 2017 learners in Grade 10 wanting to study Accounting and Physical Sciences must take Mathematics as a subject through to Grade 12.

3.3 Should learners wish to change to one of the following subjects in Grade 11 year these must be taken as from the start of Grade 11 year.

- Computer Applications Technology
- Business Studies
- Geography
- Visual Arts
- Life Sciences

3.4 If a learner's promotional mark is below 25%, they should take Mathematical Literacy in place of Mathematics.

4.0 SUBJECT CHANGES FROM 2017.

The subject change policy has changed as promulgated in the *Regulations Pertaining to the National Curriculum Statement Grades R-12* as amended in the *Government Gazette, No 39435 of 20 November 2015*.

Subject changes in Grade 10

- A learner may change a maximum of two subjects
- The closing date for requests from parents to the school for subject changes is **30 June**.

5.0 Subject changes in Grade 11

- A learner may change a maximum of two subjects.
- The closing date for requests from parents to the school for subject changes is **31st March**.
- In **exceptional cases**, a learner may change one additional subject in Grade 11, after the release of the final end of year results in Grade 11.
- The request for a subject change must be done before or on the last day of the school term i.e. **15th December of each year**.

6.0 Subject changes in Grade 12

- **NO** subject changes will be allowed in the Grade 12 year as from 2017 onwards.
- A learner with 8 subjects may be advised to drop a certain subject as advised by SAT.

The administration of subject changes for Grade 10 – 12

- Early identification of learners in Grade 10 and 11 for subject changes is very important. Subject teachers must identify such learners and inform parents in writing.
- The academic head/principal will consult with the parents, learner and subject teacher and consensus must be reached that it will be in the learner's best interest to change.
- After an agreement has been reached, the principal/academic head, parents and subject teachers must complete and sign a memorandum of agreement (Addendum A - to be collected from the academic head) indicating the subject change.
- This subject change must be captured on **SASAMS** and a copy of the document must be kept for scrutiny.

Policy introduced in 2016. Amended biannually in accordance with the GDE policy. 22/02/2018

- A subject change for Grade 10 and 11 will be approved by the principal.
- The District and Head Office officials will monitor these requests for subject changes.
- The GDE will not accept late request for subject changes in Grade 12
- The National Senior Certificate is a three year qualification and each subject must be offered in Grade 10, 11 and 12. **Candidates may not apply at the beginning of Grade 12 to register for an extra subject.**

7.0 8th SUBJECT.

Learners are permitted to select an eighth subject of their choice provided that:-

- **They have time provisioned for all lessons**
- **They have sought approval from the subject teacher.**
- **Their competence in the subject is above level 4**
- **They show evidence of extra support such as (extra lessons, weekend lessons, tutor engagement).**
- **Their performance is monitored consistently and is maintained above level 4.**

8.0 APPROVAL OF 8TH SUBJECT.

Learners are permitted to select and eighth subject of their choice provided.

- they have time provisioned for all lessons
- they have sought approval from the Subject teacher
- their competence in the subject is above level 4
- they show evidence of extra support such as (extra lessons, weekend lessons, tutor engagement)
- Their performance is monitored consistently and it is maintained above level 4.

The Subject teacher will recommend if a learner has the aptitude for the subject.

The Academic head will make a final approval allowing the learner to have 8 subjects.

9.0 DISCONTINUATION OF THE 8TH SUBJECT.

- The recommendation is made by subject teacher.
- SAT committee reviews the learner performance using (LPS) over a period of time.
- SAT will make a recommendation to the Head of Academics.
- Academics Head consults and advises the parents on the recommendation of the SAT committee.

Policy introduced in 2016. Amended biannually in accordance with the GDE policy. 22/02/2018

- Final approval of the subject discontinuation is made by the Principal.

10 APPEAL OF DECISION.

Parents can appeal decision of the school in writing within 7 working days.

The GAHS Executive Board will sit to consider the appeal. The Board will communicate in writing within 14 working days. In the process of appeal, the learner will not be admitted in the Subject with challenges, the Board has the final authority regarding the appeal decision- required documents for appeal.

- Letter of discontinuation.
- Parents appeal letter
- Relevant policy sections.
- Parents support documents which are (learner timetables with tutor, evidence of tutor engagement, tests and valid tracking tasks, evidence of tutor and subject teacher interaction, written commitment to push learner marks above level 4).
- Academic head summary and recommendation

11 SCHOOL ASSESSMENT TEAM MANDATE.

The SAT committee meets every fortnight to review learner progress, all learners with 8th subject are monitored using LPS schedules. A report is submitted to the SBST (RISC) team for weekly review and analysis with their recommendation is submitted to academic head for action.

12. REGISTRATION OF LEARNERS.

The school registers grade 12 learner for NSC based on the SAT recommendation

- Learners with 8th subject should have an average mark in level 4 to be registered.

Policy introduced in 2016. Amended biannually in accordance with the GDE policy. 22/02/2018

- The school will advise the Department of Education if any subject changes have taken place.

13. AUTHORITY.

The school SMT led by the Academic head have authority to sanction subject changes

The Academic head administers the process (learner counselling, discussions with parents and advising the Dept. of Education). The Principal gives final approval of any recommended action (whether discontinuation or continuation)

The Board of directors are the final authority in case of an **appeal**.

Appeal procedures are indicated in article 10