



BSSS – YEAR 12 EARLY EXIT POLICY

Rationale

This process applies to students who have already met the required points for the ACT Senior Secondary Certificate. Once a student has fulfilled these requirements, they are eligible to conclude their classes before the end of Semester Two in Year 12, as they have completed the learning and assessment necessary to qualify for the certificate.

Eligibility

Eligibility for early exit can only be confirmed once Semester 1, Year 12 results have been released, and all end-of-semester audits are finalised. These checks ensure that each student has genuinely met the ACT Senior Secondary Certificate requirements. Because this verification process cannot be completed until early in Semester 2, eligibility cannot be determined any earlier.

To support this process, students are required to remain enrolled in and attending their classes until at least the beginning of Week 3, Semester 2. This ensures the College has sufficient time to complete all academic checks, confirm certificate eligibility, and prepare accurate graduation documentation for the end of the year.

Process

Intention to Leave

To initiate the early-exit process, the student must submit a written Notice of Intention to Leave to both the Senior Studies Coordinator and the Assistant Principal – Teaching and Learning. This communication must be made jointly with a parent or carer and must clearly outline the proposed date of exit as well as the student's intended post-school pathway (for example, further study, employment, or training).

Meeting

Following the submission of the Notice of Intention to Leave, the College will arrange a meeting involving the student, their parent or carer, the Senior Studies Coordinator, and the Careers Coordinator. The purpose of this meeting is to confirm eligibility for early exit and to ensure all relevant academic, administrative, and post-school considerations are addressed. The meeting will include discussion of the following:

- Eligibility to exit early and confirmation of ACT Senior Secondary Certificate requirements
- Post-school pathways, including career planning and further study options
- End-of-year graduation events and the student's participation status
- Outstanding or ongoing school fees and associated financial obligations
- School communication protocols once the student has formally exited.

Term 3 Requirements

Students are required to:

- Attend the compulsory Year 12 Retreat held in early Term 3.
- Remain enrolled in, and attend, all scheduled classes for the first two weeks of Semester 2, Year 12.

Although no assessment tasks will be completed during this period, attendance at both the Retreat and scheduled classes are mandatory.

End of Year Events

Students who have met all ACT Senior Secondary Certificate requirements and who remain in good standing with the College are eligible to participate in end-of-Year 12 events.

Students who exit the College at age 17 without completing the Senior Secondary Certificate are not eligible to attend any end-of-Year 12 events.

Eligibility to participate in end-of-year events is also contingent upon students attending the first two weeks of Semester 2 and participating in the compulsory Year 12 Retreat.

Approved by: Merici Executive
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Merici Contact Officer: Assistant Principal Teaching and Learning

