COURSE PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

Human Resources and Compliance
Version 2.2
Last Reviewed: 8 October 2018

1 Statement

FSAC Ltd trading as St John's International College and St John's Anglican College (the College) is committed to assisting overseas students to meet and maintain satisfactory course progress and attendance requirements. Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code).

2 Scope

This policy applies to the College Council members, employees, international students and their parents/legal guardians.

3 Principles

This policy is based on the following principles:

- International Students have the right to feel safe, be listened to, be involved in decisions that affect them, have their cultural values respected, not be unjustly discriminated against based on their status, activities, expressed opinions or beliefs of their parents or carers, and have their best interests considered.
- Students under the care of the College should be provided with the knowledge and information they require to feel empowered to act in the event of abuse or neglect.
- The College acknowledges that International Students are unique and valued individuals and deserve to be treated with care and respect.
- The College recognises that respect for students is the foundation on which all policies and procedures are developed.
- The College is committed to promoting the wellbeing of International Students under its protection by protecting their security, safety and wellbeing.

4 Student Protection

The College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

5 Definitions

Compassionate or compelling circumstances:	circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include: • serious illness, where a medical certificate states that the student was unable to attend classes; • bereavement of close family members such as parents or grandparents (with evidence of death, a certificate if possible); • major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies; • a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist's reports); • where the College was unable to offer a pre-requisite unit; • inability to begin studying on the course commencement date due to delay in receiving a student visa. For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.
Expected duration:	the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
School day:	any day for which the college has scheduled course contact hours.
Study period:	a discrete period of study within a course which cannot exceed 24 weeks. The College defines a "study period" for the purposes of monitoring course attendance and progress as a semester.

6 Course progress

The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. The course progress of all students will be assessed at the end of each study period /semester of enrolment according to the College's course assessment requirements. Students who have begun part way through a study period / semester will be assessed according to the College's course assessment requirements after completing one full study period/semester.

To demonstrate satisfactory course progress, students will need to progress as appropriate for the registered course – e.g. ELICOS, primary, secondary in any study period.

The Deputy Principal will review a student's academic performance at the end of each term. If a student has not achieved a C (SA) grade in every subject studied in their end of term report, a first warning letter for unsatisfactory academic progress letter will be issued to the student and a copy provided to their parents/legal guardians. The student will meet with the Deputy Principal and an explanation will be provided verbally and in writing advising the student as to why the letter has been issued. The Deputy Principal will also counsel the student and recommend early intervention strategies as listed in the below paragraph to assist the student with improving their academic performance.

If at the end of the current semester a student does not achieve satisfactory course progress as described, the Deputy Principal will formally contact the parent(s)/legal guardians to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:

- After hours tutorial support;
- Subject tutorial support in class time;
- Mentoring;
- Additional ESL support;
- Change of subject selection, or reducing course load (without affecting course duration);
- Counselling – time management;
- Counselling - academic skills;
- Counselling – personal; or
- other intervention strategies as deemed necessary.

A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. The student's individual strategy for academic improvement will be monitored over the following study period by the Deputy Principal and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

If the student does not achieve satisfactory course progress by the end of the next study period, the College will advise the student verbally and in writing of the reasons why and its intention to report the student for breach of visa condition 8202; and that he/she has 20 working days in which to access the school's internal complaints and appeals process.

The College will notify the student promptly of its intention to report the student. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by the College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Please refer to the College's *Complaints and Appeals Policy* for further details.

The College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

- the student does not access the complaints and appeals process within 20 days; or

- the student withdraws from the complaints and appeals process by notifying the Principal in writing; or
- the complaints and appeals process results in a decision in favour of the College.

6.1 ELICOS

Students must achieve a 'C' or higher in the key subjects of Reading, Writing, Listening, Speaking, Grammar and Vocabulary attempted in any study period. Students must not achieve lower than a 'D-' in other subjects. Where a student has 'C-' or has achieved higher than 'C' in the key subjects, special consideration may be given. If the student hasn't achieved the required standard it is very likely that the student will repeat the same level the following term.

Assessment tasks will cover all macro skills over the study period – Reading, Writing, Speaking, Listening, Grammar and Vocabulary. Assessment tasks may include:

- In-class participation;
- Homework;
- Research assignments/projects;
- Other tasks as set by the teacher and approved by the Head of St John's International College.

6.2 Mainstream Courses

Students entering and continuing their enrolments in one or more courses (refer below) are required to meet the following satisfactory levels of achievement as determined by the registered provider, St John's Anglican College and in accordance with Standard 8 of the National Code of Practice;

CRICOS Code 084816J – Junior secondary Studies (Years 7-10)

A minimum overall achievement of a C (SA) grade in Literacy (including English), Numeracy (including Mathematics), SOSE and Science.

A minimum overall achievement of a C (SA) grade in every subject studied is required.

Students will be required to have achieved satisfactory course progress at the end of each term if they have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.

CRICOS Code 077491F – Senior Secondary Studies (QCE) Years 11 – 12

A minimum overall achievement of a C (SA) grade in every subject studied.

Students will be required to have achieved satisfactory course progress at the end of each term if they have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.

7 Completion within expected duration of study

As noted above the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.

The College will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:

- the student can provide evidence of compassionate or compelling circumstances (refer to Section 5 of this Policy – 'Definitions');
- the student has, or is, participating in an intervention strategy as outlined in this policy; or
- an approved deferment or suspension of study has been granted in accordance with the College's *Deferment, Suspension and Cancellation Policy*.

Where the College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and/or issue a new 'Confirmation of Enrolment' (CoE) if required to the student's parent/s and agent. The College will inform the student's parent/s/agent to extend the student's visa if necessary.

8 Monitoring course attendance

Satisfactory course attendance is attendance of 80% of scheduled course contact hours. (Note: Standard 8 of the National Code specifies a minimum attendance requirement of 80%, or under certain conditions, of 70%).

Students must attend at least 80 per cent of the course contact hours for the duration of the course dates specified on their CoE.

Student attendance is:

- checked and recorded daily
- assessed weekly
- calculated per semester

Late arrival at school will be recorded and will be included in attendance calculations.

Please note: if a student is late to class 5 times, it will be recorded as 1 day absent.

All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.

Any absences longer than 2 consecutive days without approval will be investigated.

Student attendance will be monitored by student services every 5 days over a study period to assess student attendance using the following method:

- **Example calculation**: a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.

Where a student is only enrolled for part of the term, the calculation would be made for that portion of time the student was enrolled in the course.

Attendance for any period of exclusion from class will be assessed in accordance with the College's *Deferment, Suspension and Cancellation Policy*.

Parents of students at risk of breaching the College's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totalling less than 90% in any study period. Students and parents are formally advised in writing in accordance with the table below.

If attendance falls to 86% - 90% in the term	First Warning Letter issued advising the student that he/she is at risk of breaching their student visa conditions due to unsatisfactory attendance.
If attendance falls to 81% - 85% in the term	Second Warning Letter issued advising the student that he/she is at risk of breaching student visa conditions due to unsatisfactory attendance.
If attendance falls below 80% but remains at or above 70% in the school term	Intention to report for unsatisfactory attendance. Student can access internal complaints and appeals. Refer to the College Complaints and Appeals Policy on the website; https://stjohnsanglicancollege.com.au/international-college-policies/

If the calculation for student attendance explained above, indicates that the student has gone below the attendance threshold for the study period, the college will assess the student against its obligation to notify the ESOS agency via PRISMS, as explained below. The College will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process.

The College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- the student does not access the complaints and appeals process within 20 days;
- the student withdraws from the complaints and appeals process by notifying the Principal of the college in writing; or
- the complaints and appeals process results in a decision in favour of the College.

Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

- the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances for example, medical illness supported by a medical certificate or as per the definition outlined in section 5 of this policy, and
- the student's attendance has not fallen below 70% for the study period.

The method for calculating 70% attendance is:

number of study days x number of days per week x 30%.

If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Deputy Principal of Pastoral Care will assess whether a suspension of studies is in the interests of the student in accordance with the College's *Deferment, Suspension and Cancellation Policy*.

If the student does not obtain a suspension of studies in accordance with the College's *Deferment, Suspension and Cancellation Policy*, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

9 Privacy

Personal information that may be obtained, stored and released is done so in accordance with the *Privacy Act 1988*. For further information please refer to the College's *Privacy Procedure*.

10 Accountabilities and Responsibilities

The table below outlines the accountabilities and responsibilities for governing and managing the College.	
College Council:	Is responsible for ensuring the proper and effective management and operation of the College. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the College Council and College, and establishing control and accountability systems.
Principal:	Is responsible for the administration and implementation of the College's strategic direction, policies and procedures and control and accountability systems developed by the College Council. The Principal works closely with and is accountable to the College Council for leading the College to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, a strong College community and driving market growth.
Manager Human Resources and Compliance:	Is responsible for ensuring the achievement of College strategic objectives through the development and application of best practice Human Resource Management principles and practices that comply with legislative requirements. The Manager Human Resources and Compliance works closely with and is accountable to the Principal for developing, implementing and evaluating an appropriate policy framework compliant with all statutory requirements.
Employees:	Are expected to abide by all College policies and procedures.

11 Related policies, procedures and other documents

11.1 Policies

Complaints and Appeals Policy

Deferment, Suspension and Cancellation Policy

Entry Requirements Policy

International College Homestay Management Policy

Refund Policy

Student Transfer Request Policy

11.2 Procedures

Accommodation and Welfare Procedure

Privacy Procedure

11.3 Other documents

Australian Privacy Principles

College Vision, Mission and Values Statement

Student Code of Conduct

11.4 Legislation

Child Protection Act 1999 (Qld)

Education Services for Overseas Students Act 2000

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Privacy Act 1988

12 Approval

This policy was issued on 8 October 2018 under the authority of the Principal. This document represents the current policy of the College until it is revised or rescinded.

13 Managing this policy

13.1 Review

This policy is to be reviewed every two years or earlier if necessary. The Manager Human Resources and Compliance is responsible for reviewing or making approved modifications to the policy.

14 Authorisation

Suzanne Bain
Principal
Date: 8 October 2018