



International Student Progress, Attendance and Course Duration Policy

CRICOS Provider Code 00979G

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1. Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period of enrolment according to All Saints Anglican School's course assessment requirements.
- c) Students who have begun part way through a study period will be assessed according to All Saints Anglican School's course assessment requirements after completing [one full study period].
- d) Students will need to demonstrate satisfactory course progress in any study period as follows:

High School Preparation Course (ELICOS)

To demonstrate satisfactory course progress, the student must continue to advance from one HSP level to the next in accordance with the course duration specified on the student's written agreement and CoE. Students must not study for more than 2 terms in any one HSP level.

Students must also demonstrate a commitment to studies; complete class learning activities and homework and continue to meet achievement standards to progress to the next level of NLLIA bandscale; used to describe English language proficiency.

High School Preparation students should progress into mainstream studies at the required level and within the agreed timeframe, as per their written agreement and COE, unless the school is satisfied one additional term of study will realistically give the student a chance to meet minimum English language entry requirements for entry into the mainstream school. A student's parents will be duly informed if additional High School Preparation and must agree with the extension for it to proceed.

For Primary Years 1-6

Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

Students in Prep – 3 who have attained a standard of achievement of at least "Developing"; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

Students in Years 4 - 6 who have attained a standard of achievement of at least "Demonstrated"; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

For students who do not achieve "Developing" (P-3) or "Demonstrated" (4-6) in all subjects/areas studied at the end of a semester, All Saints Anglican School may take the student's effort [defined as no less than "Demonstrated"] into consideration provided the student is still able to progress to the next year level.

For Junior Secondary

Years 7-9

At the end of each semester, students must demonstrate:

- A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- A minimum overall achievement of a C- grade in other subjects studied, with no more than two of these subjects below a C-.

All students must participate regularly during class, complete scheduled course assignments, tests, homework and activities.

For students who do not achieve a C- in two or more other subjects studied at the end of a semester, All Saints Anglican School may take the student's effort [defined as no less than a grade of B in Effort Criteria] into consideration for one semester only. In any subsequent semester the student must achieve a C grade in the relevant subject in order to be considered as having achieved satisfactory course progress.

Year 10

At the end of each semester, students must demonstrate:

- A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- A minimum overall achievement of a C- grade in other subjects studied, with no more than two of these subjects below a C-. All students must participate regularly during class, complete scheduled course assignments, tests, homework, and activities.

****Note: A final progress report for Year 10 studies will be produced at the end of term 3. Commencement of the Senior Secondary course, Unit 1, will occur in Term 4 of Year 10.***

For Senior Secondary Years 11 & 12 – full duration/intending to graduate

To demonstrate satisfactory course progress for the Senior Secondary Course, students must progressively accrue sufficient Unit credit in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

For Senior Secondary – less than full duration (“Study Abroad Experience” students)

To demonstrate satisfactory course progress students must maintain a minimum grade point average of C- (Satisfactory achievement) in a minimum of three learning options, as per the QCAA categories of learning. These include General and Applied Senior Syllabuses, and QCAA Short Courses; or vocational education and training certificates. Study Abroad students do not have to be eligible for a QCE.

- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Director of International Education will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and there will be a meeting with the Director of International Education and/or Director of Studies and the student to develop an intervention strategy for academic improvement.

This may include:

- i. *After hours tutorial support*
- ii. *Subject tutorial support in class time*
- iii. *Mentoring*
- iv. *Additional ESL support*
- v. *Change of subject selection, or reducing course load (without affecting course duration)*
- vi. *Offer to repeat a year level*
(requiring an extension of course duration under Item 2c) ii) of this policy)

- vii. *Counselling – time management*
 - viii. *Counselling -academic skills*
 - ix. *Counselling – personal*
 - x. *other intervention strategies as deemed necessary*
 - xi. *For High School Preparation students - opportunity to repeat a level of study which may result in an extension to the student's original intended duration of study in the ELICOS course. Note: this option can only be utilised where the student will not exceed All Saints Anglican School's registered course duration.*
 - xii. *For High School Preparation students – At the school's discretion, and if appropriate, entry into mainstream studies at a lower year level than originally accepted in the student's written agreement.*
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by the Director of International Education and records of student improvement and 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.
- h) **High School Preparation Studies:** If following support and intervention the student cannot, or will not, meet the required English language benchmark for entry into their requested mainstream course, the school's Conditions of Enrolment specified in the written agreement and Entry Requirements policy will apply.
For mainstream studies: If the student does not achieve satisfactory course progress by the end of the next study period, All Saints Anglican School will advise the student in writing 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 school's internal complaints and appeals process.
 The notification of intention to report will be issued to the student prior to the commencement of the next semester. 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 All Saints Anglican School, he/she may contact the Overseas Student Ombudsman at no cost. Please see the school's Complaints and Appeals Policy for further details.
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- i. the student does not access the complaints and appeals process within 20 days, or
 - ii. the student withdraws from the complaints and appeals process by notifying the Headmaster of All Saints Anglican School in writing, or
 - iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

2. Completion within expected duration of study

- a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each study period 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.

- c) The school 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:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with All Saints Anglican Schools Deferment, Suspension and Cancellation Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a) 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%).
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate (if more than 2 days), an explanatory communication from the student's carer/boarding staff, or evidence leave has been approved by the Director of International Education.
- d) Any absences longer than 3 consecutive days without approval will be investigated.
- e) Student attendance will be monitored by International Administration Officer every 7 days over a study period to assess student attendance using the following method:
- f)
 - i. The school will calculate attendance using a formula based on the number of days absent. For example, a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days
 - ii. The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below).
 - iii. Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see School's Deferment, Suspension and Cancellation Policy).
 - iv. Attendance for any period of exclusion from class will be assessed under All Saints Anglican School's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching All Saints Anglican School's attendance requirements will be contacted by *email / communication app. or phone* and students will be counselled and offered any necessary support when they have absences totalling 10 % in any study period. An "at risk" letter will be issued.
- h) If the calculation at 3.f. indicates that the student has fallen below the 85% attendance threshold for the study period, another "at risk" warning letter will be issued advising the student that he/she is at risk of breaching student visa conditions due to unsatisfactory attendance.

- i) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, All Saints Anglican School will assess the student against the provisions of Item 3.j. (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do not apply, the school 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 school's internal complaints and appeals process
- j) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days
 - ii. the student withdraws from the complaints and appeals process by notifying the Headmaster of All Saints Anglican School in writing,
 - iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.
- k) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student has produced documentary evidence in a timely manner clearly demonstrating the presence of compassionate or compelling circumstances (e.g. medical illness) supported by a medical certificate or as per Definition, below, and
 - ii. the student's attendance has not fallen below 70% for the study period.
- l) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x number of days per week x 30%.
- m) If the student's attendance falls below the 70% threshold for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.i – 3.j.

4. Definitions

- a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's course progress or attendance through a course. These could include:
 - i. serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. where the school was unable to offer a pre-requisite unit
 - vi. 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 course progress or attendance through a course.

- b) *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.
- c) *School day* – any day for which the school has scheduled course contact hours.
- d) *Study period*
- for the purpose of monitoring attendance, a *study period* is a *semester*
 - for the purpose of monitoring course progress in ELICOS, a study period is a term
 - for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
 - for the purpose of monitoring course progress in a Senior Secondary School course, a *study period* is a *Unit* of a subject or course of study (i.e., *Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12*)
- e) *Learning Options* – the range of subjects and programs as outlined in [Learning Options 1.2.2](#) of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook.