



CRICOS Code 00493G

# International Student Progress, Attendance and Course Duration Requirements Policy

## 1. Intent

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. This policy articulates the College's processes to ensure compliance.

## 2. Scope

This policy is available to staff and to students. It covers details of

- Course Progress
- Course Duration
- Attendance

## 3. Course Progress

When students first enter Clayfield College, it is understood that in most cases, students will need to undergo a transition period. Initially, due to their language levels, students may not be able to complete mainstream assignments or examinations. For this reason, in Prep to Year 10, mainstream tasks may be modified or differentiated depending on the level of support the student requires. Mainstream and EALD staff are aware of the needs of students and work together to assist overseas students in this area.

- a) The College 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 several times during a semester and at the end of each semester of enrolment, depending on the year level of the student, according to Clayfield College's course assessment requirements.
- c) Students who have commenced part way through a semester will be assessed according to Clayfield College's course assessment requirements after completing one full semester.
- d) To demonstrate satisfactory course progress, students will need to progress as follows in any semester:
  - Primary Years (Years 1 to 6): student is making continuous progression on the NLLIA Bandscales
  - Years 7 and 8: student is continuing to progress on the GPA scale
  - Year 9: student is attaining a GPA at a C- level
  - Years 10 to 12: student is eligible for a Queensland Certificate of Education (QCE) at the completion of Year 12

Students in Years 1 to 10 have a six-month period where results may not be calculated. In this case, comments will be used to indicate the progress of the student.

Students in Year 11 and 12 will be assessed and reported on in the same manner as Domestic students. At the end of each semester, or at any other relevant point where the student is not making satisfactory progress, she will be counselled and options will be discussed with her. This may include the opportunity to take a *Selection Rank* pathway. This is a *non-ATAR option* allowing the student to remain enrolled in Clayfield College until the completion of Year 12 and attainment of a QCE and requires that the student take a Vocational Studies course (with a CRICOS registered provider) to achieve a Selection Rank/ ATAR equivalent. This rank can be used for entrance into tertiary institutions in Queensland.



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- e) If at the end of a study period (semester) a student does not achieve satisfactory course progress as described above, the Deputy Principal 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 student to develop an intervention strategy for academic improvement. This may include:
- EALD support classes
  - After hours tutorial support
  - Teacher Aide support in mainstream classes
  - Lunchtime tutorials
  - Mentoring
  - Counselling – time management
  - Counselling -academic skills
  - Change of subject selection, or reducing course load (without affecting course duration)
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents and kept on file.
- g) The student's individual strategy for academic improvement will be monitored over the following semester 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.
- h) If the student does not achieve satisfactory course progress by the end of the next semester, Clayfield College 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 College'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 Clayfield College, he/she may contact the Overseas Student Ombudsman at no cost. Please see Clayfield College's *Complaints and Appeals Policy* for further details.
- i) 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 of Clayfield College in writing; or
  - the complaints and appeals process result in a decision in favour of the College.

#### 4. Completion within expected duration of study

- a) As noted in 3.a), the College 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 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.
- c) The College will only extend the duration of the student's study where there is evidence that the student will not be able to complete their course by the expected date due to:
- compassionate or compelling circumstances (see Definitions below).
  - participation in an intervention strategy as outlined in 3.e).
  - an approved deferment or suspension of study granted in accordance with Clayfield College's Deferment, Suspension and Cancellation Policy.



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- d) 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 COE if required. In this case, the student will need to contact the Department of Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

## 5. Monitoring Course attendance

- a) The National Code St 8 specifies a minimum attendance requirement of 80%. Failure to meet this requirement will be addressed through Clayfield College's Code of Behaviour.
- b) Student attendance is:
- checked and recorded daily
  - assessed regularly
  - recorded and calculated over each semester.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) 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. If no communication has been received by 8:40am, student carers will be contacted.
- e) Any absences longer than 3 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Student Services every 4 weeks over a study period to assess student attendance using the following method:
- Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.
  - Attendance for any period of exclusion from class will be assessed under Clayfield College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching Clayfield College's attendance requirements will be contacted and students will be counselled and offered support when their absences total 70% in any study period.
- h) If the calculation at 3.f) indicates that the student has passed the attendance threshold for the study period, Clayfield College will assess the student against the provisions of Item 3.i) (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i) does 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 to access the College's internal complaints and appeals process
- i) 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 Clayfield College in writing;
  - the complaints and appeals process results in a decision in favour of the College.
- j) 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 e.g., medical illness supported by a medical certificate or as per Definition, below, and
  - the student's attendance has not fallen below 70% for the study period.



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- k) The process for calculating 70% attendance is the same as that outlined in 3.f) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Deputy Principal will assess whether a suspension of studies is in the interests of the student as per Clayfield College's Deferment, Suspension and Cancellation Policy.
- l) If the student does not obtain a suspension of studies under Clayfield 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 in 3.h) – 3.i).

## 6. Definitions

- a) **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 (death certificate if possible)
  - major political upheaval or natural disaster in the home country requiring 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 psychologists' reports)
  - where the school was unable to offer a pre-requisite unit
  - inability to begin studying on the course commencement date due to delay in receiving a student visaFor 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.
- 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 College has scheduled course contact hours.
- d) **Study Period**  
A semester.