IVANHOE GIRLS' GRAMMAR SCHOOL

OUR GIRLS SPEAK FOR THEMSELVES.

Policy Title	**International Students Course Progress & School Attendance Policy**				
Policy Owner	Director of Corporate Services				
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Approved by	Principal				
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Internal Only Document			Public Only Document	**X**	

1. Purpose

The purpose of this Policy is to outline the requirements and procedures for managing the ongoing enrolment of international students at Ivanhoe Girls' Grammar School, and its CRICOS registration, in line with regulations for course progress and attendance requirements.

2. Scope

This Policy applies to the enrolment of all international student at Ivanhoe Girls' Grammar School who hold a 500 Student Visa.

3. Student Course Progress

3.1 Satisfactory Course Progress

The School defines "satisfactory course progress" as follows:

School Program Students up to and including Year 9

- A pass grade in English/EAL and at least 50% of remaining subjects.

School Program Students in Senior School Year 10

- A pass grade in English/EAL and at least 50% of remaining subjects.

VCE

- Satisfactory completion of English/EAL and at least three other Unit 1-4 subjects to allow successful completion of the Victorian Certificate of Education 9VCE) in the time allocated according to the student's visa
- In order to achieve a satisfactory completion of VCE Unit 1-4 subjects, a satisfactory grade must be obtained in all SAC's in accordance with Victorian Curriculum and Assessment Authority (VCAA) regulations.

Should the above criteria not be met, then the student will be considered to have failed to meet satisfactory course progress.

3.2 Monitoring and Assessing Course Progress

The International Student Coordinator, along with Year Level Coordinators, in consultation with teaching staff, are responsible for *monitoring* course progress and ensuring the outcomes are recorded in the relevant platform (i.e. Hive).

The International Student Coordinator, along with the Holistic Student Tracking Team (which includes the Director of Curriculum), are responsible for assessing whether or not a student has demonstrated satisfactory course progress.

Assessment of course progress takes place regularly during each study period, and results of assessment tasks are available to students, their parents and all relevant staff via Hive (Ivanhoe Girls' Learning Management System).

For School Program students, assessments tasks may include:

- In class participation
- Homework tasks
- Formal and informal class tests
- Assignments.

For School Program students completing VCE courses in Units 1-4, assessment tasks will also include School Assessed Coursework (SACs).

At the end of a study period (semester), the School will make a judgement as to whether the student is:

- Making satisfactory course progress and is expected to complete their course within the expected duration of the course
- At risk of not making satisfactory course progress, requiring an intervention strategy to be implemented
- Not making satisfactory course progress after an intervention strategy has already been implemented and completed, and after all complaints and appeals processes have been accessed and finalised

Refer to the Assessment and Reporting Policy and Procedures for detailed information regarding the process of assessment and reporting at Ivanhoe Girls'.

3.3 Intervention Strategy

At the conclusion of each assessment, the International Student Coordinator and/or the Holistic Student Tracking Team will communicate any concerns regarding course progress.
If a student has been identified as being at risk of failing to demonstrate satisfactory course progress, the teacher/s must be able to provide documentary evidence to support their findings (e.g. samples of the student's work, written reports on participation level etc).

It is a requirement under the National Code 2018 that the School must undertake an intervention strategy to attempt to resolve the issue. Intervention strategies may be implemented at any stage during the study period, and may include the following:

- The student may attend some additional sessions with the teacher
- Additional tasks may be set by the class teacher to work on a particular area of weakness
- The student may be counselled by their Tutor, Year Level Coordinator, Deputy Principal/Head of Senior School, Careers Counsellor or school psychologist to identify any personal issues affecting course progress
- Mentoring or tutoring may be arranged either in class or during break times
- The School may also contact the student's parents, Student Guardian or homestay host for assistance.

A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents. The student's individual strategy for academic improvement will be monitored over the following semester by the International Student Coordinator and Holistic Student Tracking Team and records of student response to the strategy will be kept.

The intervention strategy should be tailored to each student's needs, whether academic or personal. The School will document the intervention strategy and have a copy signed by the student placed on the student's file.

A written report will be kept of the procedures undertaken with the student and their outcomes, and the student will be asked to sign a written record of the intervention strategy to demonstrate their understanding of and commitment to the strategy in place. Progress will continue to be monitored for the duration of the study period.

Regular meetings will be held with the student to monitor progress in line with the recommendations in the intervention strategy.

At the conclusion of each semester, the International Student Coordinator and the Holistic Student Tracking Team will review the assessment feedback on Hive, along with Semester subject reports, to ascertain academic course progress meets the required level of achievement. A report will be prepared and shared with the parents.

3.4 Reporting Unsatisfactory Course Progress or Unsatisfactory Course Attendance

Where Ivanhoe Girls' Grammar School has assessed the overseas student as not meeting course progress or attendance requirements, the School will provide the student with a written notice as soon as practicable which:

- Notifies the student that the School intends to report them for unsatisfactory course progress or unsatisfactory course attendance
- Advises the student of the reasons for the intention to report
- Advises the student of their right to access the Ivanhoe Girls' Grammar School complaints and appeals process within 20 working days, in accordance with the National Code Standard 10 and the School's International Students Complaints and Appeals Policy.

Ivanhoe Girls' Grammar School will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with Section 19(2) of the ESOS Act if:

- The internal and external processes have been completed, and the decision or recommendation supports the findings of Ivanhoe Girls'; or
- The student has chosen not to access the internal complaints and appeals process within the 20-working day period; or
- The student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

Ivanhoe Girls' may decide not to report the overseas student for breaching the attendance requirements if the student is still attending at least 70% of the scheduled course contact hours and provides genuine evidence which demonstrates that compassionate and compelling circumstances apply.

4. Course Attendance

4.1 Minimum Attendance Requirements

To be compliant with Student Visa Condition 8202, students must attend at least 80% of all scheduled contact hours in each study period (semester). However, it is school policy that students will attend all contact hours, unless they are ill. Once the minimum attendance rate of 80% is reached (and in certain circumstances 70% if compassionate or compelling circumstances are evidenced), the School is obliged to instigate the reporting process to the Department of Education and the Department of Home Affairs (DHA).

Ivanhoe Girls' utilises an online data platform to monitor student attendance for each scheduled class. Should a student arrive late to, or miss a class, the absence is calculated on a minute-by-minute basis, with a cumulative figure of all absence recorded across the semester, and available via a daily report. Teaching staff register class attendance within the first 10 minutes of each lesson via Hive (School Learning Management System) or the School's Database System, with a morning (Lesson 2) **and** afternoon (end of day) absence report generated and distributed to all staff each day. Students arriving late to class must report to Student Administration, or the class teacher can record their late arrival on Hive.

International student attendance is calculated using the following method:

80% threshold No. of study days x contact hours x 20%

70% threshold No. of study days x contact hours x 30%

Any period of exclusion from class or School related absence (e.g. excursion, school event) will not be included in student attendance calculations. Student absence, with or without a medical certificate, count towards attendance figures.

VCE Students

In line with Victorian Curriculum and Assessment Authority (VCAA) regulations, if a VCE Units 3&4 student is absent from a SAC (School Assessed Coursework), a medical certificate must be provided within 24 hours of the SAC being missed. If a VCE Units 1&2 student is absent from a SAC, formal documentation must be submitted by the student explaining the absence.

The School is not required to report a student for breaching the 80% attendance requirement if:

- the decision not to report is consistent with the school's attendance policies and procedures;
- the student is attending at least 70% of the scheduled course contact hours for the course; and
- compassionate and compelling circumstances apply

Students must provide documented evidence of any compassionate and compelling circumstances to support a minimum attendance rate of 70%.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact on the student's course progress and/or wellbeing. These could include, but are not limited to:

- Serious illness or injury, and where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members (e.g. parents, siblings or grandparents)
- Major political upheaval or natural disaster in the home country, requiring emergency travel which impacts the student's studies and/or ability to attend classes
- A traumatic experience, either through direct involvement (i.e. being the victim of) or witnessing a serious crime or accident. These cases should be supported by police and/or psychologist 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 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 School has scheduled course contact hours

- Competency – In VCE studies competency is defined as achieving 'S' for a unit of study together with the following grades of A to E. In Year 10 competency is defined as achieving a grade of A to E. Unsatisfactory work is graded as UG or NS. Refer to Key to Reports guide

In borderline cases, where the student's attendance falls between 78-80%, the School has the discretionary power to delay reporting if the student has demonstrated:

- A genuine misunderstanding of attendance requirements and what constitutes "contact hours"
- Is a first-time offender
- That mitigating personal circumstances existed
- An agreement to comply with attendance requirements in the future

However, once the student's attendance has fallen below 70%, the School **must** report the student for unsatisfactory course attendance.

4.2 Recording and Calculation of Attendance

Notification of Absence

As is the normal practice for all Ivanhoe Girls' students, parents/guardians or homestay hosts are required to notify Student Administration via the Junior or Senior School Absence Line prior to 9am on the day of absence.

Junior School students whose absence has not been notified by 9.15am will be called by the Junior School Administrator.

For Senior School students whose absence has not been notified by 9am, parents/guardians will receive an SMS message regarding the absence and will be contacted by phone by the Senior School Administrator if there is no response to the SMS message to confirm the absence.

If a student is absent for more than 2 days (explained or unexplained), the Tutor will contact home to check on progress and communicate any important information.

The International Student Coordinator, Year Level Coordinator and Tutors will monitor and follow up any absences or patterns of lateness.

4.3 Office Administration

International students who have been absent for more than 5 consecutive days without approval will be identified, notified and assisted with intervention by the International Student Coordinator, in consultation with the Year Level Coordinator and Director of Wellbeing.

The International Student Coordinator and Year Level Coordinator will monitor the attendance of all international students via the online data platform on a minimum weekly basis, to ensure that any intervention strategies required to assist the student can be implemented in a timely manner.

When the Holistic Student Tracking Team flagsthat a student has reached the following percentages, warning letters will be issued to both the student and their parents/guardians to alert them:

- **88%** - *Approaching 85% Warning Letter* issued to student (in person) and parents (via email). International Student Coordinator meets with student to discuss attendance expectations and clearly

outline the risk of breach of visa conditions should any further absence take place. (Pastoral Care Note made on Hive, soft copy of letter saved on Synergetic and in Student file on Teams)

- **84.99%** - *Dropped Below 85% Warning Letter* issued to student (in person) and parents (via email). Year Level Coordinator meets with student to reiterate attendance expectations and clearly outline the risk of breach of visa conditions should any further absence take place. Discussion regarding possible intervention measures (e.g. attendance at additional supervised classes during or after school). Year Level Coordinator establishes if there are any exceptional circumstances that should be taken into consideration. (Pastoral Care Note made on Hive, soft copy of letter saved on the School's database system and in Student file on Teams)

- **81.49%** - *Close to 80% Final Warning Letter* issued to student (in person) and parents (via email). Year Level Coordinator and/or Deputy Principal/Head of Senior School meets with student to implement intervention strategies and an action plan is agreed with the student. Parents are informed of the agreed action plan via email. Year Level Coordinator establishes if there are any exceptional circumstances that should be taken into consideration. (Pastoral Care Note made on Hive, soft copy of letter saved on the School's database system and in Student file on Teams)

- **79.99% (or 70% if there are demonstrated compassionate or compelling circumstances)** – prior to a student receiving contact regarding breaching the 80% threshold, attendance records are checked to ensure there are no anomalies which may have negatively impacted the calculation (e.g. School approved or related absences have not been included in the calculation). If it is deemed that the calculated attendance figure is correct, the *Dropped Below 80% (or 70%) – Intention to Report Letter* is issued to the student (in person) by the Deputy Principal/Head of Senior School and parents (via email). If parents are onshore, a meeting may be arranged with the student and her parent/s and the Deputy Principal/Head of Senior School to discuss in person

If a student receives a *Dropped Below 80% (or 70%) – Intention to Report Letter* the student is given twenty working days to make an appeal through the school's appeals process. The student is warned that attendance will continue to be monitored during the period of appeal and that the student is required to attend all scheduled classes as normal while the appeals process in taking place.

If the student chooses not to access the complaints and appeals process, withdraws from the process or the appeal is rejected, the student is then reported to DHA via PRISMS as soon as practicable. PRISMS generates a Section 20 breach notice which is sent to the student and a copy placed on the School's database system and in the student file on Teams.

Parents/guardians are kept informed of the situation throughout the process. If the student is unhappy with the procedure followed, they can pursue the complaints procedure outlined in the International Students Complaints and Appeals Policy.

Students whose attendance falls below 80% for any two-week period will be notified in writing and required to attend a meeting with the Year Level Coordinator and International Student Coordinator. They may be required to attend additional lessons outside of class hors to supplement attendance.

All contact points and counselling undertaken with the student will be documented via a Pastoral Care Note on Hive, with any issued documentation uploaded to both the School's database system and the Student file on Teams.

For any counselling which takes place in relation to absence, the student will be reminded of the school's attendance policies and advise that it is a student visa requirement to maintain satisfactory attendance. The student must clearly understand that if their attendance drops below the required level, the student will be reported, and this may result in the student's visa being cancelled. If the student has questions regarding student visa conditions and thew possible outcome of breaching the condition, they should be directed to contact DHA.

4.4 Modes of Delivery – Online Learning

All Ivanhoe Girls' Grammar School courses currently registered on CRICOS in the Schools Sector do not have any distance or online learning components. However, if this changes in the future, the school's policies and procedures will be adjusted to be compliant with the National Code.

5. Extensions of Course Duration

Ivanhoe Girls' Grammar School will not extend the duration of the course of an overseas student if they are unable to complete the course within the expected duration, unless:

- There are demonstrated compassionate or compelling circumstances as assessed by Ivanhoe Girls';
- Ivanhoe Girls' has implemented, or is in the process of implementing, an intervention strategy to assist an overseas student who is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student enrolment (as outlined in the International Students School, Deferment, Suspension and Cancellation Policy.

If Ivanhoe Girls' extends the duration of the student's enrolment, the School must advise the student to contact DHA to seek advice on any potential impacts on visa, including the need to obtain a new visa.