International Student Progress Attendance and Course Duration Policy

Policy ID	INT-S08-POL	**Applies To**	International students, parents/legal guardians, education agents, and authorised representatives involved in matters relating to student attendance, course progress, and course duration.

1. PURPOSE AND SCOPE

Purpose

This policy establishes the requirements for monitoring, supporting, and reporting international student course progress, attendance, and course duration.

The policy ensures that international students are supported to successfully complete their studies while meeting the requirements of their Student Visa (subclass 500), the Education Services for Overseas Students (ESOS) Act 2000, and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The policy also outlines the circumstances under which intervention strategies, extensions to course duration, and reporting obligations may apply where students are at risk of not meeting course progress or attendance requirements.

Scope

This policy applies to:

- All international students enrolled at Moreton Bay Boys' College on a Student Visa (subclass 500);
- Parents, legal guardians, education agents, and representatives acting on behalf of international students;
- Staff responsible for monitoring attendance, academic progress, student welfare, and compliance obligations; and
- Decisions relating to course progress, attendance, course duration, intervention strategies, extensions of study, and reporting requirements under the ESOS framework.

2. POLICY STATEMENT

This policy is available to staff and to students.

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 *Moreton Bay Boys' College's* course assessment requirements.

c) Students who have begun part way through a study period will be assessed according to Moreton Bay Boys' College's course assessment requirements after completing [one full study period].

d) Students will need to demonstrate satisfactory course progress in any study period

For ELICOS courses

To demonstrate satisfactory course progress in ELICOS studies, the student must continue to advance from one English level to the next in accordance with the duration specified on the student's written agreement and CoE. The ELICOS student progresses into mainstream studies at the required level and within the agreed timeframe.

Primary Years: Prep-6	A minimum overall achievement of a C grade in the majority of subjects studied. You will be considered to have achieved satisfactory course progress at the end of each term if you 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.
Junior Secondary: Years 7-10	A minimum overall achievement of a C grade in the majority of subjects studied including elective subjects. You will be considered to have achieved satisfactory course progress at the end of each term if you 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.

Senior Secondary: Years 11-12	Maintain eligibility for QCE and associated pathways. You will be considered to have achieved satisfactory course progress at the end of each term if you 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.

e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the *Head of School* will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with *the Deputy Head of Secondary – (Teaching and Learning)* 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 ELICOS 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 [Moreton Bay Boys' College's] registered course duration.*
xii. *For ELICOS 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 *Deputy Head of Secondary – (Teaching and Learning)* 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) For ELICOS courses: If following support and intervention the ELICOS 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, Moreton Bay Boys' 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 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 *Moreton Bay Boys' College*, he/she may contact the Overseas Student Ombudsman at no cost. Please see *Moreton Bay Boys' College*'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 *Principal of Moreton Bay Boys' College* 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 *Moreton Bay Boys' College*'s 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. [*NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.]*

b) Student attendance is:

i. checked and recorded daily
ii. assessed regularly
iii. recorded and calculated over each study period.

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/Head of School.

e) Any absences longer than 2 consecutive days without approval require a medical certificate and a medical certificate is also required for any Year 11 or 12 students who misses an assessment due to absence.

f) Student attendance will be monitored by the International Coordinator every 2 weeks over a study period to assess student attendance using the following method*:*

i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period. 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 Moreton Bay Boys' College's Deferment, Suspension and Cancellation Policy).

iv. Attendance for any period of exclusion from class will be assessed under *Moreton Bay Boys' College's* Deferment, Suspension and Cancellation Policy.

g) Parents of students at risk of breaching *Moreton Bay Boys' College*'s attendance requirements will be contacted by *email* and students will be counselled and offered any necessary support when they have absences totalling 90 % in any study period.

h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Moreton Bay Boys' 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 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

i) 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 *Principal of* Moreton Bay Boys' College 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.

j) *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.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%, or number of study days x number of days per week x 30%.

l) 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.h – 3.i.

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*)

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.s.

3. ROLES & RESPONSIBILITIES

Role	*Responsibility*
Principal	Approves this policy and makes final decisions regarding reporting, course duration extensions, and appeals where applicable.
Director of International	Oversees compliance with attendance, course progress, course duration and ESOS requirements, and monitors implementation of intervention strategies.
International Coordinator	Monitors attendance and course progress, maintains records, communicates with students and families, coordinates intervention strategies, and manages PRISMS reporting requirements.
Heads of School / Deputy Heads of School	Monitor academic performance, participate in intervention planning, and support students identified as being at risk of unsatisfactory progress.
Teaching Staff	Monitor student engagement and academic performance and provide support and feedback as part of intervention strategies.
International Student	Maintains satisfactory attendance and course progress and complies with visa conditions and College expectations.

4. PROCEDURE

1. The College will monitor and record international student attendance, course progress, and expected course duration throughout enrolment.
2. Students identified as being at risk of not meeting attendance or course progress requirements will be provided with appropriate intervention and support strategies.
3. Attendance and course progress will be reviewed at the intervals specified in this policy and recorded in accordance with College procedures.
4. Where a student fails to meet attendance or course progress requirements, the College will follow the notification, intervention, appeals, and reporting processes outlined in this policy and the ESOS framework.
5. Requests or decisions affecting course duration will be managed in accordance with this policy and recorded through PRISMS where required.

6. Detailed operational processes relating to attendance monitoring, course progress monitoring, intervention strategies, and reporting requirements are contained within the International Student Progress, Attendance and Course Duration Procedure.The.

5. SUPPORTING INFORMATION

Legislative References

- Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students Regulations 2019
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 8)
- Migration Act 1958
- Migration Regulations 1994

Related Documents

- International Student Written Agreement
- International Student Entry Requirements and Enrolments Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Transfer Policy
- Accommodation and Welfare Policy
- Complaints and Appeals Policy
- Refund Policy
- Student Behaviour Policy
- International Student Progress, Attendance and Course Duration Procedure

Definitions

Term	Definition
Compassionate or Compelling Circumstances	Circumstances beyond the student's control that have a significant impact on attendance, course progress, or ability to complete the course.
CoE	Confirmation of Enrolment issued through PRISMS.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
ELICOS	English Language Intensive Courses for Overseas Students.
Expected Course Duration	The period of study recorded on the student's CoE and CRICOS registration.
PRISMS	Provider Registration and International Student Management System.
Satisfactory Attendance	Attendance that meets the requirements outlined in this policy and the National Code.
Satisfactory Course Progress	Academic progress sufficient to complete the course within the expected duration.

Study Period	The period used by the College to assess attendance and course progress, as defined in this policy.
Student Visa	Student Visa (subclass 500).

6. DOCUMENT CONTROL

The following accountabilities apply to this document:

Policy Owner	Director of International
Policy Approver	Principal

The review cycle for this policy is every year:

Last Approved	December 2025
Next Review	December 2027

The following revisions have been made to this document:

Version	*Date*	*Summary of Material Changes*
4.0	06 2026	Third Review – updated to new policy template
3.0	12 2025	Second Review – updated to separate MBC from MBBC
2.0	10 2024	First Review – updated to new policy template
1.0	07 2022	Policy Creation