



International Student Program

Course Progress and Attendance Policy

Status	CURRENT
Classification	Board Endorsed
Established	2005
Last Review	2024
Responsibility	Deputy Principal - Student/ Deputy Principal – Academic / International Student Office

Course Progress

- 1) The Deputy Principal – Academic will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- 2) The course progress of all students will be assessed at the end of each semester of enrolment.
- 3) Students who have begun part way through a semester will be assessed after one full period of attendance.
- 4) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period.
- 5) If a student does not achieve competency in at least 50% of units studied in an assessment period, the International Student Academic Advisor, in consultation with Deputy Principal – Student/ Deputy Principal – Academic, will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - i. additional supervised study periods
 - ii. tutorial assistance
 - iii. other intervention strategies as deemed necessary
- 6) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents/guardians.
- 7) The student's individual strategy for academic improvement will be monitored over the following semester by the Student Formation Leader and records of student response to the strategy will be kept on file.
- 8) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, St Augustine's College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the College internal complaints and appeals process.
- 9) The International Student Office will notify DHA 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,
 - ii. withdraws from the complaints and appeals process, or
 - iii. the complaints and appeals process results in favour of the College

(CRICOS Requirement 3.11 Overseas student visa requirement)

Updated 20/09/2024



Completion within expected duration of study (course progression)

- 1) As noted above, the Deputy Principal – Academic will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- 2) 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 course within the expected duration of the course.
- 3) The College will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i. compassionate or compelling circumstances
 - ii. student participation in an intervention strategy as outlined above.
 - iii. an approved deferment or suspension of study has been granted in accordance with St Augustine's College Deferment, Suspension and Cancellation Policy.
- 4) Where the College decides to extend the duration of the student's study, the International Student Office will report via PRISMS and/or issue a new COE if required.
- 5) The International Student Office will advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Course attendance

- 1) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- 2) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each semester
- 3) Late arrival at school will be recorded and will be included in attendance calculations.
- 4) All absences, of more than 1 day, from school 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.
- 5) Any absences longer than 5 consecutive days without approval will be investigated.
- 6) Student attendance will be monitored by the Student / House Formation Leader every day over a term to assess student attendance using the following method.
 - i. For example, each term is deemed to be 10 weeks (50 days). For a student to maintain 80% attendance they would need to be in class for 40 days. Students arriving late (prior to 11:00am) are recorded as half day absent. After 11:00am students are recorded as a full day absent.
 - ii. Any period of exclusion from class will not be included in student attendance calculations.
- 7) Students at risk of breaching St Augustine's College attendance requirements will be counselled and offered any necessary support (i.e. interviews with Student / House Formation Leader and/or Deputy Principal – Students, counselling from the

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- College Psychologist, additional tutoring sessions to complete subject tasks, etc.) when they have absences totalling 5 days during any assessment period.
- 8) If the calculation at 6.i) indicates that the student has passed the attendance threshold for the study period, St Augustine's College will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the College internal complaints and appeals process except in the circumstances outlined in 10).
 - 9) The International Student Office will notify DHA 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. withdraws from the complaints and appeals process
 - iii. the complaints and appeals process results in a decision for the College
 - 10) Students will not be reported for failing to meet the 80% threshold where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate, and
 - ii. has not fallen below 70% attendance
 - 11) The method for calculating 70% attendance is the same as that outlined in 6.i)
 - 12) If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Principal – Academic and the Executive Officer: International Student Program will assess whether a suspension of studies is in the interests of the student as per St Augustine's College Deferment, Suspension and Cancellation Policy.
 - 13) If the student does not obtain a suspension of studies under the St Augustine's College Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 8) and 9).

Definitions

- 1) *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:
 - a. serious illness, where a medical certificate states that the student was unable to attend classes
 - b. bereavement of close family members such as parents or grandparents
 - c. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - d. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - e. where the College was unable to offer a pre-requisite unit
 - f. 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.

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- 2) *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.
- 3) *School day* – any day for which the College has scheduled course contact hours.

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