



Policy Date:	May 2021
Authorised by:	Principal
Contacts:	Director, Communication and Admissions Dean of Student Wellbeing
Locations:	Intranet – Staff & Parents Website

STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY– INTERNATIONAL STUDENTS ONLY

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 Somerville House's course assessment requirements.
- (c) Students who have begun part way through a study period/semester will be assessed according to Somerville House's course assessment requirements after completing one full semester.
- (d) Students will need to demonstrate satisfactory course progress in any study period/semester.
 - i. For Primary Years and Junior Secondary, a student must achieve the minimum requirements in course coverage and at least five (5) Sound Achievements or 'C' standards in the Key Learning Areas (KLAs); and
 - ii. For Senior Secondary, a student must demonstrate satisfactory course progress for the Senior Secondary Course. Students must progressively accrue sufficient credit in Units 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.

Additional indicators for consideration may include but not be limited to:

- i. Demonstrated improvement in the use of the English Language
- ii. Demonstrated academic improvement

- iii. Active involvement in class
 - iv. Meeting of all assessment deadlines
 - v. Utilisation of support services provided by the School
- (e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Principal will formally contact the parents to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Dean of Student Wellbeing 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 EALD (English as a Second Language or Dialect) support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Counselling – time management
 - vii. Counselling - academic skills
 - viii. Counselling - personal
 - ix. Other intervention strategies as deemed necessary
- (f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- (g) The student's individual strategy for academic improvement will be monitored over the following study period by the Dean of Student Wellbeing and the relevant academic and pastoral staff 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 term, Somerville House will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that 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 Somerville House, she may contact the Overseas Student Ombudsman at no cost. Please see Somerville House'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 the student withdraws from the complaints and appeals process by notifying the Principal of Somerville House in writing, or
 - ii. the complaints and appeals process 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 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 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 Somerville House'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. Failure to meet this requirement will be addressed through Somerville House's Code of Behaviour (Student).
- (b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- (c) Late arrival and early leaving times 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.
- (e) Any absences longer than 3 consecutive days without approval will be investigated.
- (f) Student attendance will be monitored by the Attendance Assistant every 4 weeks over a study period to assess student attendance using the following method:
 - i. Calculating 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. Attendance for any period of exclusion from class will be assessed under Somerville House's Deferment, Suspension and Cancellation Policy.

- (g) Parents of students at risk of breaching Somerville House's attendance requirements will be contacted by the Head of Year and students will be counselled and offered any necessary support when they have absences totalling 80% in any study period.
- (h) If the calculation at 3.f) indicates that the student has failed to meet the 80% attendance threshold for the study period, Somerville House 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 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 Somerville House in writing,
 - iii. the complaints and appeals process 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 produces documentary evidence clearly demonstrating compassionate or compelling circumstances, e.g. medical illness supported by a medical certificate
 - 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 number of days per week x 30%.
- (l) 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 Somerville House's Deferment, Suspension and Cancellation Policy.
- (m) If the student does not obtain a suspension of studies under the Somerville House'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).

4. 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:
 - 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 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 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 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.

Version Control Table			
Version Control	Date Effective	Approved By	Amendment
1	March 2020	Principal	Policy created in accordance with CRICOS update 18 October 2019.
2	September 2020	Principal	Policy updated in accordance with CRICOS renewal assessment notice.
3	May 2021	Principal	Policy updated in accordance with CRICOS update 20 October 2020.