



Toorak College International Student Course Progress and Attendance Policy

Purpose

The National Code standards 6,8,9, and 10 ensure providers monitor the workload of students to ensure they complete the course within the duration specified in their COE, monitor students course progress, are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements, report students who have breached the course progress requirements, monitor students compliance with student visa conditions relating to attendance, and report students who have breached the attendance requirements.

Scope

Applies to all international students.

Policy Statement

1. Course Progress

- a) Toorak 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 continually assessed and a report is sent to Student Supervisors and Parents at the end of each Term of enrolment.
- c) Students who have begun part way through a Term will be assessed at the end of the Term.
- d) To demonstrate satisfactory course progress, students will need to achieve competency as required by the school.
- e) If a student does not achieve competency as required by the School in an assessment period, the Head of Year or Classroom Teacher will meet with the student and their guardian to develop an intervention strategy for academic improvement. This may include;
 - i. additional supervised study periods
 - ii. tutorial assistance
 - iii. attendance at timetabled specialist workshops
 - iv. visit to the School Psychologist
 - v. other intervention strategies as deemed necessary

If a student is deemed not competent in any work outcome the **Intervention strategy** will be implemented.

- f) An Unsatisfactory Progress Report (see below) will be sent to the Parents, Student Supervisor and Agent.
- g) Each student's individual strategy for academic improvement will be constantly monitored by the Director of International Education and Boarding, the classroom teacher, Head of Year, the tutor and when necessary the school psychologist.
- h) If the student does not show sufficient improvement academically and achieve satisfactory course progress by the end of the next assessment period, Toorak College will advise the student and their guardian in writing of its intention to report a breach of visa condition 8202, and also that the student has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify the Department of Education, Employment and Workplace Relations (DEEWR) 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. withdraws from the complaints and appeals process, or
- iii. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study (course progression)

- 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 course within the expected duration of the course.
- c) The school 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 in 1(e)
 - iii. an approved deferment or suspension of study has been granted in accordance with Toorak College's Deferment, Suspension, Cancellation and Transfer Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.

3. Course attendance

- a) Satisfactory course attendance is a minimum 80% of scheduled course contact hours.
- b) Student attendance is:
 - i. Attendance is checked and recorded daily.
 - ii. Attendance is marked every period via Synergetic or the IELC Daily Attendance Roll and absences' are reported to reception,
 - iii. Records are assessed regularly by Heads of Year and Classroom Teachers
- c) Late arrival at school will be recorded on Synergetic and will be included in attendance calculations.
- d) All absences from school should be accompanied by a medical certificate/or explanatory communication from the Parent/Guardian or Head of Boarding/Student Supervisor or evidence that leave has been approved by the Principal/Head of School.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Schools administrative management system.
- g) Students at risk of breaching Toorak College's attendance requirements will be counselled and offered any necessary support when they have absences totalling 20% during any assessment period.
- h) If the calculation indicates that the student has passed the attendance threshold for the study period, Toorak College will advise the student of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3(j).
- i) The school will notify DEST 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 school.
- j) 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.
- k) If a student is assessed as having nearly reached the threshold for 70% attendance, The Deputy Principal will assess whether a suspension of studies is in the interests of the student as per Toorak College's Deferment, Suspension, Cancellation and Transfer Policy.

- l) If the student does not obtain a suspension of studies under the Toorak College's Deferment, Suspension, Cancellation and Transfer 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 3(h) – 3(i)

Definitions

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
- major political upheaval or natural disaster in the home country requiring their 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)
- 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

Related Documents

International Students Policy

The Education Services for Overseas Students (ESOS) Act 2000

The National Code of Practice 2018

Document Review

This document was reviewed in February 2018.

CRICOS Provider Code: 00349D, CRICOS Course Code: 005454G (Senior), 097816B (Primary)