



DOCUMENT TYPE:	POLICY
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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.

Course Progress Definitions

- **Primary School Students (Years 5 to 6)**

Students will need to demonstrate a commitment to their studies; continue to meet achievement standards to progress to the next year level.

- **Junior Secondary Students (Years 7 to 10)**

Students will need to achieve a minimum 'C' GPA in all of their core subjects; with no more than 1 elective below a 'C', after a settling-in time of one study period.

- **Secondary Senior Year Students (Years 11 and 12)**

Students will need to achieve a minimum 'C' GPA in all subjects studied and must remain eligible for a Queensland Certificate of Education (QCE).

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 semester of enrolment according to Whitsunday Anglican School's assessment requirements.
- c) Students should also participate in additional study or lessons which will serve to improve their English language proficiency.
- d) Students who have begun part way through a semester will be assessed according to Whitsunday Anglican School's course assessment requirements after completing one semester.
- e) To demonstrate satisfactory course progress as per the above definitions:
- f) If at the end of a semester/unit a student does not achieve satisfactory course progress as described above, the Deputy Principal - Pastoral Head of Senior School or Deputy Principal - Head of Curriculum will formally contact the parent (s) to advise that the student is at risk of breaching the course progress requirement and propose an intervention strategy for academic improvement. This may include:
 - i. A meeting with the student's teacher/s and the Deputy Principal - Pastoral Deputy Principal - Pastoral Head of Senior School to discuss the academic concerns and to identify strategies for academic improvement and strategy for completion.
 - ii. Weekly meetings to be conducted with the student's Tutor Group teacher to ensure that all homework and assessment is recorded and to ensure the student's time is being managed effectively.



- iii. The student's Head of House to meet with the student fortnightly to monitor progress and discuss feedback on academic progress.
 - iv. Any other tailored intervention strategies that will benefit the student and result in academic improvement.
- g) A copy of the student's individual strategy for academic improvement and any relevant progress or school reports will be forwarded to the parent(s).
- h) The student's individual strategy for academic improvement and completion of the semester/unit will be monitored over the following study period by the Deputy Principal - Pastoral Head of Senior School and records of student response to the strategy will be kept. Parent(s) will be kept informed of the student's academic progress while the student is receiving formal intervention.
- i) If the student does not achieve satisfactory course progress by the end of the next study period, or is no longer eligible for a QCE, Whitsunday Anglican School will issue the student a Notice of intention to Report, for breach of visa condition 8202, and that he or she has 20 working days in which to access the School's internal complaints and appeal process. 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 Whitsunday Anglican School, he or she may contact the Overseas Student Ombudsman at no cost. Please see Whitsunday Anglican School's Complaints and Appeals Policy for further details.
- j) 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 10 days, or
 - ii. the student withdraws from the complaints and appeals process by notifying the Principal of Whitsunday Anglican School in writing, or
 - iii. The complaints and appeals process result 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.f
 - iii. An approved deferment or suspension of study has been granted in accordance with Whitsunday Anglican School'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.
- 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.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Student Administration every week over a study period to assess student attendance using the following method:
 - i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a semester e.g 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 Whitsunday Anglican School's Deferment, Suspension and Cancellation Policy.
- g) Parent(s) of students at risk of breaching Whitsunday Anglican School's attendance requirements will be contacted by email / phone and students will be counselled and offered any necessary support when they have absences totally 10% in any study period.
- h) If the calculation at 3.f indicates that the student has passed the attendance threshold for the study period, Whitsunday Anglican School will assess the student against the provisions of Item 3.j. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.j. 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 Whitsunday Anglican School in writing,
 - iii. The complaints and appeals process result 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 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 30%, or 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 Dean of Students will assess whether a suspension of studies is in the



interests of the student as per Whitsunday Anglican School's Deferment, Suspension and Cancellation Policy.

- m) If the student does not obtain a suspension of studies under Whitsunday Anglican School'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 fulltime. 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 – Whitsunday Anglican School defines a "study period" for the purposes of monitoring course attendance and progress as a semester.