



## COURSE PROGRESS AND ATTENDANCE POLICY

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 2018.

As part of an international student's induction procedures, the International team will meet with all students to outline any rules or requirements including requirements to meet satisfactory course progress and attendance.

### COURSE PROGRESS

Our Lady of the Sacred Heart College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students is monitored regularly to ensure each student can complete the course within the expected duration and it does not exceed the CRICOS registered duration.

Monitoring of course progress shall include but may not be limited to:

- Subject teacher assessment of international student attainment
- Subject teacher assessment of graded tasks
- Formal recording of attained grades using the Online Learning Management system
- Subject teachers communicating with support staff with the College such as International Student Co-ordinator, Pastoral Care Coordinators and Learning Area Co-ordinators for assistance and devising and implementing intervention strategies on a case by case basis

To demonstrate satisfactory progress, students will need to achieve competency in all units and maintain a C grade average in a semester.

If the student does not achieve competency or is not meeting this level, the International Student Co-ordinator will meet with the relevant staff and Co-ordinators to develop an intervention strategy for academic improvement. This may include:

- Additional help from the classroom teacher inside or outside of class time
- Learning support assistance through the after-school Homework club in the ILA
- Assistance with time management, planning and study skills
- Voluntary sessions with the counsellor
- Learning support with the International Student Services Officer
- Other intervention strategies as deemed necessary

The student will then be asked to attend a support program meeting with the International Program Officer to talk about strategies to improve their performance. These may include undertaking work in an agreed timeframe using a structured study timetable and the completion of all outstanding assessments according to an agreed timeframe. At this time the student will be reminded of her rights and obligations under the ESOS Act and underline that it may lead to her being reported to the Department of Home Affairs and cancellation of her visa, depending upon the outcome of the appeals process. It will also be put in writing for the student and agent to pass onto the family following the meeting.

Progress reports are forwarded to international parents and they will be contacted for any course progress concerns and strategies identified to improve this. During the semester, the International team will conduct review meeting with each international student gaining feedback from subject teachers and pastoral care teachers, discussing progress, concerns and future actions and any action the student needs to take will be communicated with the relevant teachers and Leadership.

If a student does not achieve satisfactory course progress by the end of the following semester, the student will be advised in writing of its intention to report the student for breach of visa condition 8202 in regards to unsatisfactory course progress, and that they have 20 working days in which to access the schools internal complaints and appeals process. Please refer to Catholic Education Complaints and Appeals Policy available in the International Student policy section on our website [www.olsh.catholic.edu.au](http://www.olsh.catholic.edu.au).

The College will notify Home Affairs via PRISMS of the student not achieving satisfactory course progress as soon as practicable where the student does not access the complaints and appeals process within 20 days, withdraws from the complaints and appeals by notifying the College in writing or the complaints and appeals process results in favour of the school.

## COURSE ATTENDANCE

Satisfactory course attendance is 80% of scheduled course contact hours.

Student attendance is checked and recorded daily lesson by lesson, assessed regularly and recorded and calculated over each semester.

### **Late arrival at school is recorded and included in attendance calculations.**

All absences from school are to be accompanied by a medical certificate, an explanatory communication by the student's carer or evidence that leave has been approved by the Principal.

A school day is any day for which the school has scheduled course contact hours.

Any absences longer than 5 consecutive days without approval will be investigated. Students will be counselled and offered any necessary support when they have unexplained absences or unauthorised leave.

Unapproved attendance is any attendance unexplained. This would include family circumstances such as returning late or leaving early at term breaks.

Student attendance is monitored by the International Student Program Co-ordinator and Administration staff regularly over the Semester to assess student attendance.

The College will provide students with two warnings prior to the student being notified of an intention to report their unsatisfactory attendance to the Department of Home Affairs. Parents and homestay families will be notified at each warning stage in writing.

Stage 1 – 90% attendance

- Counsel the student on visa requirements
- Identify any intervention strategy to be implemented if appropriate.
- Provide a copy of the letter to the student's parents and homestay family.
- File a copy in the students personal file.
- Monitor student attendance.

Stage 2 – 80% attendance

- Counsel the student on visa requirements
- Identify any intervention strategy to be implemented if appropriate.
- Provide a copy of the letter to the student's parents and homestay family.
- File a copy in the students personal file.
- Monitor student attendance.
- Reminder intention to report if unapproved absence for 20% or more of the scheduled contact time

### Stage 3 – Intention to Report – unapproved absence for 20% or more of the scheduled contact time

- Student attends a meeting with the International Student Program Co-ordinator, Deputy Principal and Principal for the notice of intention to report to be issued due to unapproved absence for 20% or more.
- The student will be informed of visa implications and options available to them.
- The student will be informed they have 20 working days in which to lodge an appeal in writing to the Principal with supporting evidence against the report being made. Student enrolment will continue pending the outcome of the appeal. Please refer to Catholic Education Complaints and Appeals Policy available in the International Student policy section on our website [www.olsh.catholic.edu.au](http://www.olsh.catholic.edu.au).

The College will notify Home Affairs via PRISMS of the student not achieving satisfactory course progress as soon as practicable where the student does not access the complaints and appeals process within 20 working days, withdraws from the complaints and appeals or the complaints by notifying the College in writing and appeals process results in favour of the school.

Students will then need to withdraw from the program and return home or seek enrolment with another provider. Confirmation is required in writing of their intentions as they cannot continue study at school. Accommodation arrangements will need to be advised and satisfactory.

Students will not be reported for failing to meet the 80% attendance threshold where the student provides documentary evidence clearly demonstrating compassionate or compelling circumstances. These are circumstances beyond a student's control and may include medical illness supported by a medical certificate, bereavement of close family members e.g. parent, major political upheaval or natural disaster in the home country requiring emergency travel, traumatic experience (supported by police or psychologists reports where possible) etc. Evidence needs to be provided to be considered as compassionate or compelling. The student must still be attending at least 70% of the scheduled course contact hours.

## **ALLOWABLE EXTENSIONS TO COURSE DURATION**

The College will not extend the duration of a student's enrolment if they are not overseas student is unable to complete the course within the expected duration unless:

- There are compassionate or compelling as assessed by the College based on demonstrable evidence, or
- The College has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the student is at risk of not meeting course progress requirements, or
- An approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9, National Code 2018 – Deferring, suspending or cancelling the overseas student enrolment

If the College extends the duration of the student's enrolment, we will advise the student to contact Immigration to seek advice on any potential impacts on their visa including the need to obtain a new visa.