



## **THE KOORALBYN INTERNATIONAL SCHOOL**

### **INTERNATIONAL STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY**

This Policy is available to staff and to students.

International 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.

#### **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 The Kooralbyn International School's (TKIS) course assessment requirements.
- c) Students who have begun part way through a semester will be assessed after one full study period (semester or unit) and will be assessed according to TKIS's course assessment requirements after completing one full study period (one semester).
- d) Students will need to demonstrate satisfactory course progress in any study period (one semester).

##### For Secondary Junior Years 7-10

International students must pass all core subjects with a C grade and fail no more than 2 elective subjects studied in any semester.

##### For Secondary Senior Years 11-12 – Full Duration

To demonstrate satisfactory progress for the senior secondary course, students must progressively accrue sufficient credit in Units in Years 11-12 to remain eligible to be awarded a Queensland Certificate of Education (QCE). Students enrolled for all four units of a senior secondary course will be identified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible are becoming limited.

##### For Senior Secondary Years 11-12 – less than full duration (for example, study abroad programs)

To demonstrate satisfactory course progress for the Senior Secondary Course, students must achieve a satisfactory C+ result in a minimum of 6 learning options in a Unit.

- e) If, at the end of a study period a student does not achieve satisfactory course progress as described above, the Deputy Principal will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Curriculum Coordinators, the Deputy Principal

and the student to develop an intervention strategy for academic improvement. This may include:

- i) After hours / lunchtime tutorial support;
  - ii) Subject tutorial support in class time
  - iii) Mentoring
  - iv) Differentiated teaching instruction;
  - v) Academic Advising Program (e.g. time management and academic skills);
  - vi) Additional ESL support;
  - vii) Change of subject selection, or reducing course load (without affecting course duration);
  - viii) Offer to repeat a year level (requiring an extension of course duration under item 2c) ii) of this policy
  - ix) Counselling – personal; and
  - x) Other intervention strategies as deemed necessary;
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by the Deputy Principal and records of student response to the strategy will be kept. At times feedback from teachers may be requested regarding the student's effort and their application in class so that any issues can be addressed. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

If the student does not achieve satisfactory course progress by the end of the next study period, TKIS will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access TKIS 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 TKIS, they may contact the Overseas Student Ombudsman at no cost. Please see The Kooralbyn International School's International Students Complaints and Appeals Policy for further details.

- h) TKIS 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
  - ii) the student withdraws from the complaints and appeals process by notifying the Interim Principal of TKIS in writing, or
  - iii) the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of TKIS.

## 2. **Completion within expected duration of study**

- a) As noted in 1.a), TKIS will monitor, record and assess the course progress of each student for the course in which
  - a. the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each study period 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) TKIS 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 I. e).
  - iii) an approved deferment or suspension of study has been granted in accordance with The Kooralbyn International School's International Student 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 Confirmation of Enrolment (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. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.]
- b) Student attendance is:
  - i) checked and recorded daily
  - ii) assessed regularly; and
  - 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 Interim Principal or Deputy Principal.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Admissions Coordinator every 2 weeks over a study period to assess student attendance using the following method:
  - i) Calculate 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) The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below).
  - iii) Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see The Kooralbyn International School International Student Deferment, Suspension and Cancellation Policy).
  - iv) Attendance for any period of exclusion from class will be assessed under The Kooralbyn International School International Student Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching The Kooralbyn International School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totaling 10 % in any study period.
- h) If the calculation at 3.f). indicates that the student has fallen below the 80% attendance threshold for the study period, TKIS will assess the student against the provisions of Item 3.i). (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do not apply, TKIS will promptly 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 TKIS's internal complaints and appeals process.
- i) TKIS 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 Interim Principal of TKIS in writing,
  - iii) the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of TKIS.
- j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
  - i) the student has produced documentary evidence in a timely manner clearly demonstrating the presence of 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 number of days per week x 30%.
- l) If the student's attendance falls below the 70% threshold 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 course progress or attendance 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 TKIS 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 course progress or attendance through a course.

NB. Ethnic Festivals will not be considered as compassionate and compelling circumstances.

- 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 TKIS 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 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) **Core subjects** – subjects considered to be at the centre of the curriculum, e.g. Maths, English, Science.
- f) **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.

