

Student Progress, Attendance and Course Progress Policy

International Students

(This policy is available to staff and to students.)

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.

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 Redeemer Lutheran College's course assessment requirements.
- c) Students who have begun part way through a semester will be assessed according to Redeemer Lutheran College's course assessment requirements after completing one full semester.
- d) To achieve satisfactory course progress at Redeemer Lutheran College an international student should meet the majority of the following criteria
 - A sound level of Achievement in 3-4 core subjects
 - Demonstrated improvement in English language proficiency
 - Demonstrated Academic improvement
 - Active involvement in class and meet all assessment timeframes
 - Show respect for others' learning
 - Engagement with the support services of the College when referred by a staff member
- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of Senior School 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 student to develop an intervention strategy for academic improvement. This may include;
 - i. After hours tutorial support
 - ii. Mentoring
 - iii. Additional ESL support
 - iv. Change of subject selection, or reducing course load (without affecting course duration)
 - v. Counselling – time management
 - vi. Counselling -academic skills
 - vii. Counselling - personal
 - viii. 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 Year Level Coordinator 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 study period, Redeemer Lutheran College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College'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 wherever possible.] 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 Redeemer Lutheran College, he/she may contact the Overseas Student Ombudsman at no cost. Please see Redeemer Lutheran College's Complaints and Appeals Policy for further details.
- i) The College 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 Redeemer Lutheran College in writing, or

ii. the complaints and appeals process results in a decision in favour of the College.

2. Completion within expected duration of study

- a) As noted in 1.a., the College 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 College 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 Redeemer Lutheran College's Deferment, Suspension and Cancellation Policy.
- d) Where the College decides to extend the duration of the student's study, the College 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 Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a) A student must attend at least 90% 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.]
- b) Student attendance is:
 - i. checked and recorded daily by classroom teachers
 - ii. assessed
 - iii. recorded and calculated over each study period.
- c) Late arrival at College will be recorded and will be included in attendance calculations. Parents/Caregivers/Homestay families should report absences prior to 8:30am on the day, on the Absentee Hotline 33408828 (press #2), giving the reason and, if relevant, explaining prior approval. College term dates are available from the middle of the previous year. If parents wish their child to have any additional vacation time, they must seek permission by writing to the Principal and explaining their reasons. Permission will only be given if the absence will not impact Course Progress or affect the student's on-going adaptation to the College community.
- d) All absences from College 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 2 consecutive days without approval will be investigated.
- f) Student attendance will be assessed by the International Registrar every 4 weeks during a study period to assess student attendance using the following method: multiplying the number of days in a school term by 5 (the number of contact hours) x 10%. This percentage should not be greater than 10%.
NB Attendance for any period of exclusion from class will be assessed under Redeemer Lutheran College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching Redeemer Lutheran College's attendance requirements will be contacted by email (and a copy sent to the education agent, if one is engaged by the parents upon enrolment) and students will be counselled and offered any necessary support when they have absences totalling 8% in any study period.
- h) If the calculation at 3.f) indicates that the student has passed the attendance threshold for the study period, Redeemer Lutheran College 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 College will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process
- i) The College 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 Redeemer Lutheran College in writing,
 - iii. the complaints and appeals process results in a decision in favour of the College.

[If allowing a 70% attendance threshold for compelling or compassionate circumstances under NC St 8.15, include the following:]

- j) Students will not be reported for failing to meet the 90% 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 contact hours x 30%,
- l) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Head of Senior School will assess whether a suspension of studies is in the interests of the student as per Redeemer Lutheran College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the Redeemer Lutheran College'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.

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 College 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) **College day** – any day for which the College has scheduled course contact hours.
- d) **Study period** - Name of School defines a "study period" for the purposes of monitoring course attendance and progress as a semester.