



Course Progress and Attendance Policy

[The School Course Progress and Attendance Policy below is from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at www.isca.edu.au.]

This policy is available to staff and to students.

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 (semester) of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full study period.
- d) To demonstrate satisfactory course progress. Students will need to maintain a passing grade (C) in all subjects in any study period.
- e) If a student does not achieve competency, the Dean of Learning and Teaching will formally contact the parent(s) to advise 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. *Subject tutorial support in class time*
 - iii. *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.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by Dean of Learning and Teaching and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, *St Joseph's Nudgee 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 school's internal complaints and appeals process.

- i) The school will notify DIISRTE 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

- 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 it is clear the student will not be able to complete their course by the expected date because of:
 - i. compassionate or compelling circumstances (see Definitions below)
 - 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 *St Joseph's Nudgee College'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.

3. Monitoring Course attendance

- a) Satisfactory course attendance at Nudgee College is attendance of 90% of scheduled course contact hours. *[NB Student visa conditions and the National Code St 11 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 11.9.]*
- 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 Homestay or evidence that leave has been approved by the Principal/Dean of Students.
- e) Any absences longer than *[5]consecutive* days without approval will be investigated. *(5 days is the maximum allowed under NC St 11.4)*

- f) Compliance with student visa requirement for attendance (minimum 80% scheduled course contact hours) will be monitored by House Dean every two (2) weeks over a study period using the following method:
- i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. [For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]
 - ii. Any period of exclusion from class *will not be* included in student attendance calculations. (See [Sample School Deferment, Suspension and Cancellation Policy](#) points 5 and 6.)
- g) Parents of students at risk of breaching *St Joseph's Nudgee College's* attendance requirements will be contacted by [*email / letter* and students will be counselled and offered any necessary support when they have absences totalling 90 % any study period.
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, *St Joseph's Nudgee College* will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.i.
- i) The school will notify National ESOS Authority 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 or as per Definition, below , and
 - ii. has not fallen below 70% attendance.
- 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 for 70% attendance, The Dean of Students will assess whether a suspension of studies is in the interests of the student as per *St Joseph's Nudgee College's* Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the *St Joseph's Nudgee College's* Deferment, Suspension and Cancellation 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.k – 3.l.

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
 - 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 full-time. 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.

Study period – a discrete period of study within a course which cannot exceed 24 weeks. *St Joseph's Nudgee College* defines a "study period" for the purposes of monitoring course attendance and progress as a *semester*.