



## ST MARGARET'S ANGLICAN GIRLS SCHOOL STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION 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 of Practice for Providers of Education and Training to Overseas Students 2018.

### *I. 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 according to St Margaret's Anglican Girls School's course assessment requirements.
- c) Students who have begun part way through a semester will be assessed after one full study period (semester) will be assessed according to St Margaret's Anglican Girls School's course assessment requirements after completing one full study period (semester).
- d) To demonstrate satisfactory course progress, students in Secondary Junior Years 7-10 will need to achieve competency in at least 80% of units in any study period. Competency can be defined as a grade of C- or above in 80% of academic subjects. In Secondary Senior Years 11-12 the student is expected to attain the competency required to be awarded a QCE. This may be by achieving 20 semester credits of 5 school subjects at C- or a combination of 4 school subjects and a vocational qualification. For Primary school students, Course Progress indicates that a student is capable of progressing onto the next phase of learning.
- e) Active participation in school life, a positive attitude to learning and consistent effort can also be considered as Course Progress for students who are struggling with their academic outcome. Demonstrated effort could include:
  - i. Consistent engagement in class;
  - ii. Attending additional English language classes;
  - iii. Attending additional voluntary tutoring classes;
  - iv. Seeking help from teachers;
  - v. Thorough attempts and timely submission of all homework and assessment tasks; and
  - vi. Engagement in the Mentoring Program.

An effort rating will be recorded each semester and the effort rating categories are:

**E – Excellent; VG – Very Good; G – Good; S – Satisfactory; and I – Needs Improvement.**

The student must not receive a rating below Satisfactory.

- f) If a student does not achieve competency in at least 80% of units studies in a study period (one semester) the International Pastoral Care Coordinator / Dean of Studies / Dean of Pedagogy 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 / lunchtime tutorial support;
  - ii. Subject tutorial support in class time;
  - iii. Mentoring;
  - iv. Additional EAL support;
  - v. Change of subject selection, or reducing course load;
  - vi. Counselling – time management;
  - vii. Counselling - academic skills;
  - viii. Counselling – personal; and
  - ix. Other intervention strategies as deemed necessary.
- g) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student’s individual strategy for academic improvement will be monitored over the following study period by the International Pastoral Care Coordinator and Dean of Studies / Dean of Pedagogy 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.
- i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, St Margaret’s Anglican Girls School 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 the school’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. 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 St Margaret’s Anglican Girls School, they may contact the Overseas Student Ombudsman at no cost. Please see St Margaret’s Anglican Girls School’s Complaints and Appeals Policy for further details via [www.stmargarets.qld.edu.au](http://www.stmargarets.qld.edu.au).
- j) The school will notify the National ESOS Authority 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 by notifying the Principal of St Margaret’s Anglican Girls School in writing, or
  - iii. the complaints and appeals process results in favour of the school.
- k) St Margaret’s does acknowledge that in some circumstances, a student’s application to study can be assessed for course progress, when the criteria mentioned in *l. e)* above is not met. This will be assessed on a case by case basis.

## II. Completion within expected duration of study

- a) As noted in I.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 I. f).
  - iii. an approved deferment or suspension of study has been granted in accordance with St Margaret's Anglican Girls School's Deferment, Suspension and Cancellation Policy.
- e) 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 Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

## III. 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 and early departures from 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/Dean of Students.
- e) Any absences longer than 2 consecutive days without approval will be investigated.

- f) Student attendance will be monitored by The International Pastoral Care Coordinator every 2 weeks over a study period to assess student attendance 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 study period e.g. number of study days x contact hours x 20%. [For example, a 20-week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours. Alternatively, a school may choose to 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. Attendance for any period of exclusion from class will be assessed under St Margaret's Anglican Girls School's Deferment, Suspension and Cancellation Policy.
  
- g) Parents of students at risk of breaching St Margaret's Anglican Girls School's attendance requirements will be contacted by email and/or phone and students will be counselled and offered any necessary support when they have absences totalling 10 % any study period.
  
- h) If the calculation at *III. f)* indicates that the student has passed the attendance threshold for the study period, St Margaret's Anglican Girls School will assess the student against the provisions of *Item III. i)* (below). Where the student has failed to meet the minimum attendance requirement, and *Item III. i)* 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 they have *20 working days* in which to access the school's internal complaints and appeals process except in the circumstances outlined in *III. i)*.
  
- i) The school will notify the 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*; and/or
  - ii. withdraws from the complaints and appeals process by notifying the Principal of St Margaret's Anglican Girls School in writing; and/or
  - iii. the complaints and appeals process results in a decision for the school.

[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 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 *III. f)* with the following change; number of study days x contact hours 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 Principal will assess whether a suspension of studies is in the interests of the student as per St Margaret's Anglican Girls School's Deferment, Suspension and Cancellation Policy.

- m) If the student does not obtain a suspension of studies under the St Margaret's Anglican Girls 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 III. h) – III. i).

#### IV. 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; and
  - 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.

d) *Study period* – St Margaret's Anglican Girls School defines a "study period" for the purposes of monitoring course attendance and progress as a semester.

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