



## Course progress and attendance policy

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 show commitment to their studies, consistency in their work and effort, engage in College life and events, complete required assignments and homework in any study period.
- e) Satisfactory Course Progress for 085039D - Primary School Studies (P-6) students are required to sufficiently meet QCAA curriculum standards, thereby allowing them to progress to the next year level of education.
- f) Satisfactory Course Progress for 085040M- Secondary School Studies (Yr 7-10) students must achieve at least a passing grade in all core subjects studied in each semester thereby allowing them to progress to the next year level of education.
- g) Satisfactory Course Progress for 085041K - Senior Secondary School Studies (Yr 11-12) students must be consistent with the minimum requirements that allow a student to progress towards the qualification for which they are enrolled. To give students the best chance of obtaining their QCE, the College requires a sound passing achievement across all subjects studied in each semester, thereby allowing them to progress to the next year level of education
- h) If a student does not achieve or demonstrate satisfactory course progress as listed above in a study period the Head of Year level and/or Head of Senior Secondary will formally contact the parent(s) / Homestay family / Agent to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include and not limited to;
  - i. After hours tutorial support
  - ii. Subject tutorial support in class time
  - iii. Mentoring
  - iv. Additional ESL support
  - v. Change of subject selection, or reducing course load (without affecting course duration)
  - vi. Counselling – time management
  - vii. Counselling -academic skills



- viii. Counselling - personal
- ix. other intervention strategies as deemed necessary
- i) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- j) The student's individual strategy for academic improvement will be monitored over the following study period by Head of Year level and/or Head of Senior Secondary and records of student response to the strategy will be kept.
- k) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Coomera Anglican 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. 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 Coomera Anglican College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Please see Coomera Anglican College's Complaints and Appeals Policy for further details.
- l) 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, 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 Coomera Anglican College'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 COE if required.

## **3. Monitoring Course attendance**



- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours in a study period.
- 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 may 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/Head of School.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored electronically daily and checked by Student Services each week 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.]
  - ii. Any period of exclusion from class for up to 5 days will not be included in student attendance calculations. See School deferment, Suspension and Cancellation Policy points 5 and 6
- g) Parents of students at risk of breaching Coomera Anglican College's attendance requirements will be contacted by email and/or phone and students will be counselled and offered any necessary support when their absences have been identified at risk and at specific intervention points as stated below;

#### WARNING 1 - 90% Attendance

Students whose attendance falls to 90% or less will be contacted by letter/email and/or SMS to alert them that their attendance is at risk. Students will be advised to discuss the matter with the Head of Senior Secondary

#### WARNING 2 - 85% Attendance

Students whose attendance fall to 85% will be contacted by letter/email warning them that they are now at risk of being reported to DIBP and they must make an appointment with the Head of Senior Secondary ASAP for assistance/advice. Students may take along a support person.

#### Intention to Report (Less than 80% Attendance)



As soon as Coomera Anglican College is aware a student will not achieve 80% attendance, CAC will send students an 'Intention to Report letter' which shall inform the student that they have 20 working days in which to access the College's complaints and appeals process. The student will be given another copy of the Complaints and Appeals Policy with the Intention to Report Letter.

- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Coomera Anglican College will 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 school's internal complaints and appeals process except in the circumstances outlined in 3.j.
- 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
  - 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% 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, Head of Year level and/or Head of Senior Secondary will assess whether a suspension of studies is in the interests of the student as per Coomera Anglican College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the Coomera Anglican 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.

#### 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, sibling 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
- 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 –Coomera Anglican College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.