

International Students Progress and Attendance Policy

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy on progress and attendance for International students at the school.
Scope and application	Policy applies to all employees of Geraldton Grammar School but mainly the policy makers – members of the senior management or executive team
Related legislation and guidelines	
Related Policies	International Students Behaviour Management Policy, International Students Deferment, Suspension and Cancellation Policy, Senior School Assessment Policy, Middle School Assessment Policy

Date	Action (issue, reissue, amendment, replacement of pages, etc.)	Initials
2014	Draft and adopted	GMY

INTERNATIONAL STUDENTS PROGRESS AND ATTENDANCE POLICY

This policy is provided to all international students at Geraldton Grammar School.

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.
- c) Students who have begun part way through a semester will be assessed after one full semester.
- d) To demonstrate satisfactory course progress, students will need to achieve competency in all of their units in any semester.
- e) If a student does not achieve competency in their units studied the Head of Curriculum will meet with the student to develop an intervention strategy for academic improvement. This may include;
 1. Additional supervised periods
 2. Tutorial assistance
 3. 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 semester by the Head of Curriculum 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 semester Geraldton Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and he /she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify Commonwealth Department of Education (CDoE) via Provider Registration and International Student Management System (PRISMS) of the student not achieving satisfactory course progress as soon as practicable where;
 1. The student does not access the complaints and appeals process within 20 days, or
 2. Withdraws from the complaints and appeals process, or
 3. 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 the student will not complete their course within the expected duration due to:
 - 1. Compassionate or compelling circumstances (see Definitions below)
 - 2. Student participation in an intervention strategy as outlined in 1.e.
 - 3. An approved deferment or suspension of study has been granted in accordance with Geraldton Grammar School'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 Provider Registration and International Student Management System (PRISMS) within 14 days and /or issue a new Certificate of Enrolment (CoE) if required.

3. Monitoring Course attendance:

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours
- b) Student attendance is:
 - 1. Checked and recorded twice daily
 - 2. Assessed regularly
- 3. Recorded and calculated over each semester
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school 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 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Head of Curriculum every 20 weeks over a semester to assess student attendance using the following method;
 - 1. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester eg. Number of study days x contact hours x 20%. (For example an 20 week semester with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours or 20 days)
- a) Students at risk of breaching Geraldton Grammar School's attendance requirements will be counselled and offered any necessary support where that have absences totalling 15% of a semester.
- g) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Geraldton Grammar School 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.

The school will notify Commonwealth Department of Education via Provider Registration and International Student Management System (PRISMS) of the student not achieving satisfactory course attendance as soon as practicable where:

1. The student does not access the complaints and appeals process within 20 days
 2. Withdraws from the complaints and appeals process
 3. The complaints and appeals process results in a decision for the school.
- h) Students will not be reported for failing to meet the 80% threshold where:
1. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg. Medical illness supported by a medical certificate, and
 2. Has not fallen below 70% attendance.
- i) 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%.
- j) If a student is assessed as having nearly reached the threshold for 70% attendance, the Head of Curriculum will assess whether a suspension of studies is in the interests of the student as the Geraldton Grammar School's Deferment, suspension and cancellation Policy.
- k) If the student does not obtain a suspension of studies under the Geraldton Grammar School'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.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:
1. Serious illness, where a medical certificate states that the student was unable to attend classes
 2. Bereavement of close family members such as parents or grandparents
 3. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 4. A traumatic experience which has on the student (these cases should here possible supported by police or psychologists' reports)
 5. Where the school was unable to offer a prerequisite unit
 6. 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 Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

- c) School day – any day for which the school has scheduled course contact hours.