

## **INTERNATIONAL FULL-FEE PAYING STUDENTS COURSE PROGRESS AND ATTENDANCE POLICY**

Last reviewed: Feb 2018

Next review date: January 2019  
By: Head of Boarding in consultation with ISC

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The ESOS framework and National Code sets out the standards, which Australian education providers offering education services to international students must obey. These standards cover a range of information you have a right to know and services that must be offered, including details in regards to your attendance requirements and course progress.

Under subsection 19 (2) of the ESOS Act, the school is required to notify the Commonwealth when international students have breached their student visa conditions, such as failing to maintain satisfactory course attendance or progress.

### **COURSE PROGRESS**

St Mary's Anglican Girls' School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The academic progress of all students at St Mary's Anglican Girls' School is carefully monitored; however, the School provides additional mentoring and support for international students through the International Students Co-ordinator and the Boarders Academic Support Officer for girls in the Senior School, and the Head of Junior School and classroom teacher for Junior School students.

These staff will monitor an international student's progress and follow up any concerns.

Academic progress is managed using SEQTA and regular meetings are held with international students to ensure that they are reaching their potential academically.

Teaching staff are advised of all international students at the start of each academic year and of their obligations to support these students through the ESOS framework and National Code.

All students and their parents or legal guardians receive interim progress reports, semester reports, concern and commendation notes and missed homework notes where applicable. Following the issue of each of these groups of reports, individual girls about whom there are concerns regarding their academic progress, are followed up by the Head of Year, School Psychologist or a member of the School's Executive team. The International Student Co-ordinator is informed of all concerns in regard to international students.

To demonstrate satisfactory course progress, students need to compile drafts and assessments on time, attend class regularly and achieve a satisfactory result in all subjects, which in most cases would be considered to be a C grade or better.

If a student does not achieve a satisfactory result, academic staff will meet with the student to develop an intervention strategy. In the Junior School this would be the classroom teacher and Deputy Head of Junior School (Academic); in the Senior School this would be the International Student Co-ordinator and the Boarding Academic Support Teacher.

The Head of Year and Dean of Curriculum may also be involved where necessary to support the international student.

Intervention strategies to support the international student may include:

- after hours tutorial support either before or after school or in prep time for boarders;
- subject tutorial support in class time with the teacher;
- additional revision topics to be done at home;
- mentoring support within the boarding house;
- additional EALD support and literacy guidance;
- change of course or subjects in consultation with parents and the Dean of Administration; and/or
- School psychologists intervention for study structures and guidance.

The details pertaining to this meeting will be discussed with the parents by the International Student Co-ordinator and also with the relevant Head of Year and Deans or Head of Junior School as applicable.

The International Student Coordinator or Deputy Head of Junior School (Academic) will continue to monitor the student carefully to ensure that improvements occur with their academic progress.

If the student does not sufficiently improve and fails to achieve satisfactory course progress by the end of the next study period, St Mary's Anglican Girls' School will advise the student in writing of its intention and reasons to report the student for breach of visa condition 8202, and that 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 St Mary's Anglican Girls' School, she may contact the overseas ombudsman at no cost. Details of these contacts are given in the International Student Handbook which is issued on enrolment and discussed during orientation and the induction period annually with all international students by the International Student Co-ordinator.

The School will notify the National ESOS Authority via PRISMS of the student's failure to achieve satisfactory progress as soon as practicable where:

- the student does not access the complaints and appeals process within 20 working days, or
- the student withdraws from the complaints and appeals process and notifies the School in writing, or
- The complaints and appeals process results in favour of the School.

The School will only extend the duration of the student's study where it is clear that the student will not be able to complete their course by the expected date because of:

- compassionate or compelling circumstances with demonstrable evidence, or
- student participation in an intervention strategy to support their success, or
- an approved deferral or suspension of the international student's enrolment has been granted.

Where the School decides to extend the duration of the student's study, the school will request that the student contact immigration to seek advice in regard to their student visa, including potentially the need to obtain a new visa.

## **MONITORING COURSE ATTENDANCE**

Satisfactory course attendance is attendance of 80% of the annual scheduled course contact hours.

Student attendance is

- checked and recorded daily,
- assessed regularly, and
- recorded and calculated over the course of each term.

All absences from school should be accompanied by a medical certificate, an explanatory communication from the School's Medical Centre or boarding staff, or documentary evidence that the leave has been approved by the School Principal.

St Mary's does not allow students to leave before the end of term or to return late from vacation, unless there are exceptional circumstances.

Students would be expected to provide documentary evidence for all absences.

Any absences longer than one (1) day without approval will be investigated by the International Student Co-ordinator.

A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a term.

A student at risk of not meeting attendance requirements will be seen by both the International Student Co-ordinator and Dean of Students or Head of Junior School.

At this meeting it will be explained that the student's pattern of attendance is unsatisfactory and that, unless corrected, it may place her position at the School in jeopardy.

Parents of students at risk of breaching attendance requirements will be contacted by email and students will be counselled and offered any necessary support regarding the reasons for their absences from school.

If a student's attendance falls below the attendance threshold, St Mary's Anglican Girls' School will advise the student of its intention to report the student in writing for breach of visa condition 8202, and that she has 20 working days to access the School's internal complaints and appeals process.

The School will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- the student does not access the complaints and appeals process within 20 days, or
- the student withdraws from the complaints and appeals process, or
- the complaints and appeals process result in a decision for the School.

Students will not be reported for failing to meet the 80% attendance guidelines where the student is still attending at least 70% of the scheduled course contact hours and the student provides documentary evidence demonstrating that compassionate or compelling circumstances apply for their absences.

Compassionate or compelling circumstances are those beyond the control of the student that have an impact on their attendance and progress. These could include:

- serious illness, where a medical certificate is issued to validate non-attendance;
- death or serious illness of a close family member such as parents or siblings;
- major political upheaval or natural disaster in their home country requiring emergency travel impacting their studies;
- a traumatic experience that has impacted the student. Such instances would be expected to be supported by a police or psychologists report; or
- inability to start due to delay in the approval of a student visa.