



Korowa International Student Course Progress and Attendance Policy

Date of Approval – June 2018

Purpose

The Education Services for Overseas Students (ESOS) Act and National Code Standard 8 ensure providers monitor the workload of students to ensure they complete the course within the duration specified in their Confirmation Of Enrolment (COE) , monitor students course progress, are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements, report students who have breached the course progress requirements, monitor students compliance with student visa conditions relating to attendance, and report students who have breached the attendance requirements.

Scope

This Policy applies to all international students.

Policy Statement

1. Course Progress

- a) Korowa 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 continually assessed and a report is sent to the Independent Support Person (where applicable) and Parents at the end of each Term of enrolment.
- c) Students who have begun part way through a Term will be assessed at the end of the Term.
- d) To demonstrate satisfactory course progress, students will need to achieve competency as required by the school.
- e) If a student does not achieve competency as required by the School in an assessment period, the Head of Year (Cripps and Senior School) or Classroom teacher (Junior School) will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - i. additional supervised study periods
 - ii. tutorial assistance
 - iii. attendance at timetabled specialist workshops
 - iv. visit to the School Counsellor and/or School Educational Psychologist
 - v. other intervention strategies as deemed necessary

If a student is deemed not competent in any work outcome the intervention strategy will be implemented

- f) An Unsatisfactory Progress Report (see below) will be sent to the Parents and Independent Support Person (where applicable)

g) Each student's individual strategy for academic improvement will be constantly monitored by the classroom teacher, International Student Coordinator, Head of Year, the advisor and when necessary the School Counsellor and/or School Educational Psychologist.

h) If the student does not show sufficient improvement academically and achieve satisfactory course progress by the end of the next assessment period, Korowa will advise the student, in writing, of its intention to report her for breach of visa condition 8202, and also that she has 20 working days in which to access the school's internal complaints and appeals process as set out in the International Student Grievances Policy

i) The school will notify the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

1. the School has implemented an intervention strategy
2. the student does not access the complaints and appeals process within 20 days, or
3. withdraws from the complaints and appeals process, or
4. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study (course progression)

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
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 Korowa's Deferment, Suspension and Cancellation Policy

d) Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.

3. Course attendance

a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.

b) Student attendance is:

1. Checked and recorded daily.
2. Marked every period via Synergetic and absences are monitored by Student Services.
3. Assessed regularly by Heads of Year (Cripps and Senior School) or Classroom teacher (Junior School)

c) Late arrival at school will be recorded on Synergetic and will be included in attendance calculations.

d) All absences from school should be accompanied by a medical certificate and/or explanatory communication from the Parent/Guardian 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 by the Schools administrative management system.
- g) Students at risk of breaching Korowa's attendance requirements will be counselled and offered any necessary support when they have absences totalling 20% during any assessment period.
- h) If the calculation indicates that the student has passed the attendance threshold for the study period, Korowa will advise the student of its intention 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 as set out in the International Student Grievances Policy, except in the circumstances outlined in 3 (j).
- i) The school will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
1. the School has implemented an intervention strategy
 2. the student does not access the complaints and appeals process within 20 days
 3. withdraws from the complaints and appeals process
 4. 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:
1. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate.
- k) If the student does not obtain a suspension of studies under the Korowa Deferment, Suspension and Cancellation Policy, and falls below the 80% 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)

Definitions

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:

- serious illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents, grandparents or siblings
- major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- a traumatic experience which has impacted on the student (these cases should, where possible be supported by police or psychologists' reports)
- 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.

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.

School day – any day for which the school has scheduled course contact hours

Related Documents

- International Student Grievances Policy
- The Education Services for Overseas Students (ESOS) Act (Commonwealth)
- The National Code of Practice 2018

Document Review

This document was prepared in March 2018 and will be reviewed bi-annually or upon any changes in legislation.

CRICOS Provider Code: 0001022G

CRICOS Course Code: 018172K Primary Years P-6

011306B Secondary Years 7-12