Lourdes Hill College

International Students Course Progress and Attendance Procedures

This document 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 achieve a C pass in 50% of all subjects in any study period.

   e) If a student does not achieve a C pass in all subjects in a study period the Director of International Education 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 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

   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 study period by the Director of International Education 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 study period, Lourdes Hill College will advise the student in writing 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.

i) 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 Lourdes Hill College, she may contact the Overseas Student Ombudsman at no cost. This must be done within 7 days. Please see Lourdes Hill Complaints and Appeals Policy for further details.

k) The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

l) 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 Lourdes Hill College 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 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. [NB the National Code St 11 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 11.9. School policy can require a higher minimum attendance rate.]

b) Student attendance is:

   i. checked and recorded daily
ii. Assessed regularly
iii. recorded and calculated over each study period.

c) 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.

d) Any absences longer than three (3) consecutive days without approval will be investigated.

e) Student attendance will be monitored by Director of International Education every 5 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 semester e.g. number of study days x contact hours x 20%. [For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]

ii. Any period of exclusion from class will not be included in student attendance calculations. [See Sample School Deferment, Suspension and Cancellation Policy points 5 and 6.]

f) Parents of students at risk of breaching Lourdes Hill College attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totalling 10% for the study period.

g) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Lourdes Hill College 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 except in the circumstances outlined in 3.i.

h) 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% [if applicable: see NC St 11.9] threshold 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. has not fallen below 70% attendance.
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 for 70% attendance, the Director of International Education will assess whether a suspension of studies is in the interests of the student as per Lourdes Hill College Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under the Lourdes Hill 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:

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
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.

c) **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.

d) **School day** – any day for which the school has scheduled course contact hours.

e) Study period – a discrete period of study within a course which cannot exceed 24 weeks. Lourdes Hill College defines a “study period” for the purposes of monitoring course attendance and progress as two semesters/one year.

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**THE POLICY AND PROCEDURES FOR MONITORING COURSE DURATION, PROGRESS AND ATTENDANCE WAS LAST UPDATED BY JANE WINTER ON 19/3/15.**
**Sample Overseas student referral form for intervention**

Date:

Student name: Grade:

Referred by:

Reason for Referral:

Interview / Discussion Notes:

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<th>Agreed Actions:</th>
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<th>Timeline</th>
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Agreed by:

Date for review/next meeting:

Follow up:

- □ Copy of meeting notes and actions to Assistant Principal, Learning & Teaching
- □ Appointment made with Assistant Principal, Learning & Teaching
- □ Student Counsellor
- □ Homestay Parent

Follow up completed:

Date: \[\] Signed:

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**THE OVERSEAS STUDENT REFERRAL FORM FOR INTERVENTION WAS LAST UPDATED BY JANE WINTER ON 19/3/15**
Letter of intention to report for unsatisfactory course progress

Date:
Student name:
Year Level:
Current Address:
Phone no: Email:
Address:

This letter is to inform you that Lourdes Hill College intends to report you to the Department of Immigration and Border Protection for unsatisfactory course progress as required by the Education Services for Overseas Students Act 2000.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:
☐ maintain enrolment in a ‘registered course’
☐ maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act and Lourdes Hill College Course Policy and Procedures is attached.

This is despite having been provided with the following support:
☐ ................
☐ ................

You have 20 days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy attached.

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Immigration Border Protection and notified of termination of your enrolment at Lourdes Hill College.

Lourdes Hill College

Date:

THE LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS WAS LAST UPDATED BY JANE WINTER ON 19/3/15.
Sample Letter of intention to report for unsatisfactory attendance

Date:
Student Name:
Year Level:
Current Address:
Phone no: Email address:

This letter is to inform you that Lourdes Hill College intends to report you to the Department of Immigration and Border Protection for unsatisfactory attendance as required by the Education Services for Overseas Students Act 2000.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

□ maintain enrolment in a ‘registered course’
□ maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and/or the school’s Course Progress and Attendance Policy attached for Lourdes Hill College. This is despite having been provided with the following support:

□ ................
□ ................

You have 20 days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy attached.

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Immigration and Border Protection and notified of termination of your enrolment at Lourdes Hill College.

Lourdes Hill College

THE LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE WAS LAST UPDATED BY JANE WINTER ON 19/3/15
Sample Letter of notification that enrolment will not be cancelled

Date:
Student name:
Year Level:
Current Address:
Phone no:
Email address:

This letter is to inform you that your appeal against reporting you to Department of Immigration and Border Protection for failing to meet satisfactory [insert as applicable course progress / attendance] has been successful.

Your enrolment will not be cancelled because of the following reasons:

[Insert reasons / OSO findings, etc]

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, and maintaining satisfactory attendance and course progress for your visa to remain valid.

Lourdes Hill College

THE LETTER OF NOTIFICATION THAT ENROLMENT WILL NOT BE CANCELLED WAS LAST UPDATED BY JANE WINTER ON 19/3/15
Sample Letter of notification that enrolment will be cancelled

Date:
Student Name:
Year Level:
Current Address:
Phone no:
Email address:

This letter is to inform you that your appeal against reporting you to Department of Immigration and Border Protection for failing to meet satisfactory [insert as applicable course progress / attendance] has not been successful. Your enrolment will be cancelled as of --/--/-- because of the following reason:

[Insert reason(s) as applicable:

- You have chosen not to access Lourdes Hill College’s complaints and appeals process within 20 working days
- The outcome of Lourdes Hill College’s complaints and appeals process has found in favour of the Lourdes Hill College
- You have advised you are withdrawing from Lourdes Hill College’s complaints and appeals process

Lourdes Hill College will now notify Department of Immigration and Border Protection that your enrolment has been cancelled for failure to meet [insert as applicable course progress / attendance] requirements.

[Insert any further instructions/advice to student prior to leaving the school, e.g., returning textbooks, etc.]

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course. If you wish to seek re-enrolment with another education provider, you should do this within 28 days of your termination of enrolment at Lourdes Hill College to avoid possible visa cancellation.

[If applicable: Even though you are no longer be enrolled with Lourdes Hill College as of --/--/-- , you will need to maintain approved arrangements for welfare and accommodation until another education provider enrols you and takes over responsibility for approving arrangements, or until you depart Australia.]

Lourdes Hill College

THE LETTER OF NOTIFICATION THAT ENROLMENT WILL BE CANCELLED WAS LAST UPDATED BY JANE WINTER ON 19/3/1