

PROGRESS AND ATTENDANCE (INTERNATIONAL STUDENTS)

INTRODUCTION

The ESOS framework and National Code sets out the standards that 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 regarding your attendance requirements and course progress. Under subsection 19 (2) of the Education Services for Overseas Students (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.

DEFINITIONS

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.

Study period: A discrete period of study within a course which cannot exceed 24 weeks. Walford defines a study period, for the purposes of monitoring course attendance and progress, as a semester.

Compassionate or compelling circumstances are circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- Illness, where a medical certificate states that the student was unable to attend classes;
- Bereavement of a close family member;
- Major political upheaval or natural disaster in the home country requiring emergency travel;
- A traumatic experience supported by a police or psychologist's report; or
- 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.

COURSE PROGRESS

Walford Anglican School for Girls will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. Course progress will be assessed at the end of each study period of enrolment. Students who have begun part way through a semester will be assessed after one full study period.

The course progress of all students is carefully monitored. Academic progress is managed using Seesaw for students in Years R-3 and Canvas for students in Years 4-12. All students and their parents/legal guardians receive interim progress reports, semester reports, and continuous feedback via Canvas. 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 House, Assistant Head of School or Head of School.

To demonstrate satisfactory course progress, students need to submit 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 at a level of satisfactory or above consistently in a study period, the Director of Learning and Teaching 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:

- Subject tutorial support during school time, including in class time with the teacher
- Mentoring support within the boarding house where applicable;
- Additional EALD support and guidance;
- Counselling by the Assistant Head of School, Student Counsellor, SACE Coordinator or Director of Learning and Teaching; or
- Other intervention strategies as deemed necessary.

A copy of the student's individual learning plan (ILP) and progress reports in achieving improvement will be forwarded to parents.

The student's individual strategy for academic improvement will be monitored over the following study period by the Head of Sub-School, subject teachers and Coordinator of International Students and records of student response to the strategy will be kept.

If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Walford Anglican School for Girls 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 assess 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 Walford Anglican School for Girls, she may contact the overseas student ombudsman at no cost. This must be done within 14 days. Please see the School's Handling Complaints Policy for further details.

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 days;
- 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 the student will not be able to complete their course by the expected date because of:

- Compassionate or compelling circumstances;
- Student participation in an intervention strategy to support their success; or
- An approved deferment or suspension of the international student's enrolment has been granted in accordance with Walford's Deferment, Suspension and Cancellation Policy.

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.

The School will report this change via PRISMS within 14 days and/or issue a new COE if required.

MONITORING COURSE ATTENDANCE

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

Student attendance is:

- Checked and recorded daily;
- Assessed regularly; and
- Recorded and calculated over each study period.

All absences from school will be included in the absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the parent or boarding house, or evidence that leave has been approved by the Principal.

Any absences longer than (1) day without approval will be investigated.

Student attendance will be monitored by the class teacher (Junior School), Mentor teachers (Middle and Senior Schools), Assistant Heads of School and Heads of School.

A student at risk of not meeting attendance requirements will be seen by a member of the pastoral care team. 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/legal guardians 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 for the study period, Walford 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 listed below.

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;
- 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.

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.

If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Head of School will assess whether a suspension of studies is in the interests of the students as per the School's Deferment, Suspension and Cancellation Policy.

If the student does not obtain a suspension of studies under the 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 conditions 8202) will occur.

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