

COURSE PROGRESS AND ATTENDANCE FOR INTERNATIONAL STUDENTS POLICY

Premise or Rationale

The Friends' School recognises the importance of regular monitoring of academic progress and attendance for all students. In the case of International Students, progress is systematically monitored in accordance with the School's procedures outlined in the document *Assessment at Friends'* and Standard 10 of the *National Code of Practice for Registration Authorities and Providers of Education and Training of Overseas Students*.

Student attendance is monitored daily and class-by-class in accordance with established school procedures and Standard 11 of the *National Code of Practice for Registration Authorities and Providers of Education and Training of Overseas Students*.

Policy

The Friends' School monitors the progress of International Students for each unit of their chosen courses.

All students are made aware of the requirements for achieving satisfactory course progress and the timeline for assessments.

The results of assessment are recorded and feedback given to the student. Parents and students receive regular reports about students' progress.

Additional monitoring measures are in place for International Students (see *Guidelines for monitoring course progress and attendance for international students*).

There is a range of intervention strategies for supporting students at risk of not meeting the course requirements.

Where an International Student fails to make satisfactory progress despite intervention, the School notifies the student in writing of its intention to report the student to the National ESOS authority for breach of visa condition 8202 and informs the student that she/he has 20 working days in which to access the School's grievance procedures. Following the outcome of the internal process, further appeal to the Overseas Student Ombudsman must be done within 10 working days.

THE FRIENDS' SCHOOL

The Friends' School monitors the attendance of all students on a daily and class-by-class basis. All unexplained absences are followed up by the student's tutor.

An International Student who breaches the visa condition 8202 by failing to meet the 80% attendance threshold and failing to produce documentary evidence clearly demonstrating compassionate or compelling circumstances will be notified in writing of the School's intention to report the student for breach of visa condition 8202. The student is informed that she/he has 20 working days in which to access the School's complaints and appeals procedures for international students. Following the outcome of the internal process, further appeal to the Overseas Student Ombudsman must be done within 10 working days.

Associated Guidelines and Procedures

Guidelines for monitoring course progress for international students (TFS-ENR-L2-009)

Assessment at Friends' (TFS-CUR-L2-012)

Complaints and Appeals Procedures for International Students (TFS-HRM-L2-007)

Notes or Links to other documents

National Code of Practice for Registration Authorities and Providers of Education and Training of Overseas Students.

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