



## **Scope**

---

The Friends' School recognises the additional needs of International Students and the obligations under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

## **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:

- 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.

*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

## **Associated Documents**

---

Course Progress and Attendance for International Students Policy (TFS-ENR-L1-008)

The Friends' School's Deferment, Suspension and Cancellation Policy (TFS-ENR-L1-006)

The Friends' School Complaints and Appeals Procedures for International Students (TFS-HRM-L2-007)

## **Procedure**

---

### **1. Course Progress**

- b) The Friends' School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.



## The Friends' School

### Guidelines for Monitoring Course Progress and Attendance of International Students

- c) The course progress of all students will be assessed at regular intervals during the year. Years 11 & 12 will have at least two full subject reports and three progress checks in the course of the year. A specific audit of international students will be conducted bi-annually by the Dean of Students. Reporting in the High School will occur in each term. Progress reports are issued early in Term 1 and Term 3. Subject reports will be issued at the end of Terms 2 and 4. In Primary Years assessments and evaluations are ongoing. Regular standardised assessments and tests are used to monitor and track each child – portfolios, learning progress reports, parent teacher meetings.
- d) Students who have begun part way through a semester or term will be assessed as appropriate.
- e) To demonstrate satisfactory course progress, students will need to attend classes regularly and complete all assigned tasks punctually and to at least a minimum standard.
- f) If a student is struggling with the demands of his or her academic program his or her tutor will in consultation with the Head of School and/or the Dean of Students and /or the TCE or IBD Coordinators organise an intervention strategy for the student. This may include:
  - i) additional supervised study periods
  - ii) mentor assistance
  - iii) modification of the student's program
  - iv) counselling or study support
  - v) other intervention strategies as deemed necessary
- g) A copy of the student's individual strategy and reports of progress in achieving improvement will be forwarded to parents if deemed necessary.
- h) The student's individual progress for academic improvement will be monitored by means of the International Hub and by the student's tutor in consultation with the Heads of School or Dean of Students. Records of student response to the strategy will be kept.
- i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, The Friends' School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals procedures for international students. 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 Friends', he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days.
- j) The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - i) the student does not access the School's complaints and appeals procedures for international students within 20 days, or



## The Friends' School

### Guidelines for Monitoring Course Progress and Attendance of International Students

- ii) withdraws from complaints and appeals procedures for international students, or
- iii) the School's complaints and appeals procedures for international students 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 study period 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) Friends' will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
  - i) compassionate or compelling circumstances
  - 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 The Friends' School'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 at least 80% of scheduled course contact hours.
- b) Student attendance is:
  - i) checked and recorded daily
  - ii) assessed regularly
  - iii) recorded and calculated over each semester.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school 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.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by their tutor each week over a semester 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, 20 week semester with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.]



## The Friends' School

### Guidelines for Monitoring Course Progress and Attendance of International Students

- ii) Any period of exclusion from class will not be included in student attendance calculations.
- g) Students at risk of breaching The Friends' School's attendance requirements will be counseled and offered any necessary support when they have absences of 5 days during any 1 term.
- h) If the calculation at 3.f. indicates that the student has exceeded the absence threshold for the study period, The Friends' School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals procedures except in the circumstances outlined in 3.j.
- i) The Friends' 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 procedures within 20 days
  - ii) withdraws from the complaints and appeals procedures
  - iii) the complaints and appeals procedure results in a decision for the school.
- j) Students will not be reported for failing to meet the 80% threshold where:
  - i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, 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 Head of School/Principal will assess whether a suspension of studies is in the best interest of the student as per The Friends' School's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the The Friends' School's 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

#### **Document Control**

---

Document Reference TFS-ENR-L2-009

Version: 0.0.1

Date Effective: 22 January 2016

Document Author: Enrolments Manager

Authorised by: Principal's Committee