



## **Student Progress, Attendance and Course Duration Policy**

Overseas students are required to meet and maintain satisfactory progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for providers of Education and Training to Overseas Students 2018.

### **1. Student Progress**

- a) The College will monitor, record and assess the progress of each student for the year level in which the student is currently enrolled.
- b) The progress of all students will be assessed at the end of each semester of enrolment.
- c) Reports will give an overview of the progress being made by the student and will be issued each semester.
  - a. Students in Year 11 and Year 12 participate in the Tasmanian Certificate of Education (TCE). All TCE courses use criterion-based assessment and are accredited by the Office of TASC. A student's achievement is assessed against each course – specific criterion typically using an A, B or C rating (with 't' used to indicate not reaching C standard, and 'z' used to indicate no evidence of achievement). Based on final criterion ratings in a course, TASC issues qualifications for each course comprising the course's title and overall award gained (on a scale of Exceptional Achievement (highest) to Preliminary Achievement (lowest). Students who reach the required standards are also issued with the Tasmanian Certificate of Education (TCE) by the Office of TASC.
  - b. Students in Year 7 to Year 10 will be assessed against the Australian Curriculum. Reports sent to parents four times per year will have the following ratings: Satisfactory, Not Yet Satisfactory or Not Applicable to their understanding in each subject
  - c. Students in Prep to Year 6 will be assessed against the Australian Curriculum and will be rated: Well Above the Standard, Above the Standard, Meeting the Year Level Standard, Approaching the Standard, Below the Standard to their understanding in each subject in reports sent to parents.
- d) Students who have begun part way through a semester will be assessed after one full period of attendance.
- e) To demonstrate satisfactory progress in:
  - a. Year 11 and Year 12, students will be required to meet the minimum achievement requirements of each course as prescribed by TASC (Tasmanian Assessment Standards and Certification) and within any given reporting period
    - i. Students will also be required to attain satisfactory achievement in subjects that allow them to meet the literacy, numeracy and ICT ticks necessary to meet their course requirements
  - b. Year 7 to Year 10, students will be required to successfully complete or demonstrate competence in at least 50% of the course requirements in a school academic year
    - i. The student's English literacy must continue to make progress
  - c. Prep to Year 6, students will be required to successfully complete or demonstrate competence in at least 50% of the course requirements in a school academic year
    - i. It is important for V500 students to develop a competent level on English, in order to support satisfactory course achievement. Supporting students to become proficient in English will be a priority of College literacy programs
    - ii. It is unlikely that the College would report a primary school student for unsatisfactory achievement, except in the case that there was evidence that the student was not developing a functioning literacy in English
- f) If a student is not demonstrating satisfactory progress, the House Head / Head of Department / Class teacher / International Student Coordinator will meet with the student to develop an intervention strategy for academic improvement. Intervention strategies might include:

- i. additional supervised study periods
  - ii. tutorial assistance
  - iii. other intervention strategies as deemed necessary including private tutoring at additional cost to the family
  - iv. counselling in time management, academic skills and personal organization.
- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student's individual strategy for academic improvement will be monitored over the following semester by the assigned person; records of the student's response to the strategy will be kept.
- i) If the student does not improve sufficiently academically and achieve satisfactory progress by the end of the next assessment period, Scotch Oakburn College 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 College'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 Scotch Oakburn College, they may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Please see Scotch Oakburn College's Complaints and Appeals Policy for further details.
- j) The College 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 complaints and appeals process within 20 days
  - ii. withdraws from the complaints and appeals process or
  - iii. the complaints and appeals process results in a decision for the College.

## **2. Completion (of Course) Within the Expected Duration of Study (Course Progression)**

- a) As noted in 1a the College will monitor, record and assess the progress of each student for the year level in which the student is currently enrolled.
- b) Part of the assessment of 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 ie 1 academic year for each year from Prep to Year 10, and 2 academic years for TCE (Year 11 and Year 12).
- c) The College 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 Scotch Oakburn College's 'Deferment, Suspension and Cancellation Policy'
- d) Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new COE if required.

## **3. Extension (of Course) Duration by the College**

- a) Should the College extend the duration of the student's enrolment, the College will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

## **4. Course Attendance**

- a) Satisfactory attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
- i. checked and recorded daily by class or subject teachers and Student Reception at each campus
  - 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 parent or carer or evidence that leave has been approved by the Principal (this approval may be delegated by the Principal to appropriate pastoral person)

- e) Any absences longer than three consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Principal (or delegated pastoral person) every two weeks over a semester to assess student attendance using the following method.
  1. Calculating the percentage of days the student has been absent as a fraction of the total number of days in a semester. A half day is counted as 0.5 days.
  2. Any period of suspension from class will not be included in student attendance calculations.
- g) Students at risk of breaching Scotch Oakburn College's attendance requirements will be counselled and offered any necessary support when they have been absent for more than 10% of scheduled contact hours over a two week period. This provides sufficient time for the student to improve their attendance record during the four week period to achieve the minimum threshold of 80% attendance.
- h) If the calculation at 3.f. indicates that the student has exceeded the minimum attendance threshold for the study period, Scotch Oakburn College 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 College's internal complaints and appeals process except in the circumstances outlined in 3.j.
- i) 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 College.
- 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 saying the student is unable to attend classes) apply, 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 80% attendance, the Principal (or specific pastoral delegate) will assess whether a suspension of studies is in the interests of the student as per the College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the College's Deferment, Suspension and Cancellation Policy, and falls below the 80% threshold for attendance (or 70% where compassionate and compelling circumstances exist), the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i (above)

## 5. 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.

- b) *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.

- c) *School day* – any day for which the school has scheduled course contact hours
- d) *Academic Study period* – a period of study within a course which cannot exceed 24 weeks. Scotch Oakburn College defines an “Academic Study Period” for the purposes of monitoring course progress as a semester.
- e) *Attendance Study period* – a period of study within a course which cannot exceed 24 weeks. Scotch Oakburn College defines an “Attendance Study Period” for the purposes of monitoring course attendance as two consecutive school terms.

*This policy should be checked and updated whenever this is a change in regulations about NC Standard 8, in Department of Immigration regulations, or when existing policies need to be adapted or strengthened.*

*Last updated February 2022*

## Overview of College monitoring activities for student progress, attendance and course duration (Standard 8)

