

Kincoppal - Rose Bay School of the Sacred Heart  
**COURSE PROGRESS AND ATTENDANCE POLICY**  
**(OVERSEAS STUDENTS)**



## Purpose

The purpose of this policy is to outline the School's policy and procedures in regards to course progress and attendance for overseas students.

## Document Management

Relevant to	All staff All parents and/or guardians of Overseas Students Overseas Students
Reviewed by	Director of Teaching and Learning Director of Students
Modification history	Created February 2015 Reviewed March 2015 Substantial Review August 2019
Related documents	KRB Deferment, Suspension and Cancellation Policy KRB Complaints and Appeals Policy Assessment Certification Examination <a href="http://ace.bos.nsw.edu.au/">http://ace.bos.nsw.edu.au/</a>
Related legislation	Education Act, 1990 Education Services for Overseas Students (ESOS) Act, 2000 (amended 2015) ESOS Regulations, 2001 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code), 2018 The Education Services for Overseas Students Legislative Amendment (Tuition Protection Service and other Measures) Act, 2012 The Education Services for Overseas Students (Registration Charges) Amendment (Tuition Protection Service) Act, 2012 The Education Services for Overseas Students (TPS Levies) Act, 2012 The National Standards for ELICOS Providers and Courses (the ELICOS Standards), 2018
Review	The policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change).

## Confirmation of Enrolment Form and Course Duration:

The Confirmation of Enrolment Form (CoE) indicates the start and end date of the student's course duration (study period).

A course is considered to be:

- K-6
- 7-10
- 11-12

### 1. Course Progress

- (a) Kincoppal-Rose Bay School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled as stated in the CoE.
- (b) The course progress of all students will be assessed at the end of each semester of enrolment.
- (c) Students who commence their studies at Kincoppal-Rose Bay School during a semester will be assessed after one full period of attendance.
- (d) To demonstrate satisfactory course progress, students will need to achieve competency in **50%** or more of units in any semester of enrolment. This could be indicated by a grade A-C in 50% or more of their units reported in the Semester 1 or 2 reporting cycle.
- (e) If a student does not achieve competency in **50%** or more of units in any semester of enrolment, the Pastoral Mentor, Year Coordinator and International Students Coordinator (as required) will meet with the student to develop an intervention strategy for academic improvement. This may include:
  - (i) Additional help from the classroom teacher outside of class time (e.g. lunch) and/or the provision of further resources (e.g. websites, texts) that the student could consult to support their learning
  - (ii) Learning support assistance through the after school Homework Centre in the school library
  - (iii) Learning support assistance through the Library tutoring service
  - (iv) Assistance with time management, planning, organization and/or study skills
  - (v) Voluntary sessions with the School Counsellor
  - (vi) Learning support sought through the Student Learning Services Team
  - (vii) 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/ legal guardian
- (g) The student's individual strategy for academic improvement will be monitored over the following semester by the Pastoral Mentor and Year Coordinator and a record of the student's response to the strategy will be maintained.
- (h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Kincoppal-Rose Bay School will advise the student in writing

of its intention to report the student for breach of visa condition 8202, and that the student has 20 working days in which to access the School's Internal Complaints and Appeals process.

- (i) Kincoppal-Rose Bay School will notify Department of Home Affairs 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, or
- (ii) withdraws from the complaints and appeals, or
- (iii) the complaints and appeals process 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 as stated in the CoE.
- (b) Part of the assessment of course progress at the end of each semester will include 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 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 Kincoppal-Rose Bay School's Deferment, Suspension and Cancellation Policy.

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 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 are to be accompanied by a certified medical certificate, an explanatory communication from the student's approved guardian, or evidence that leave has been approved by the Principal.
- (e) Any absences longer than five (5) consecutive days without approval will be investigated.
- (f) Student attendance will be monitored by Director of Students regularly over a semester to assess student attendance.

- (g) Students at risk of breaching Kincoppal-Rose Bay School's attendance requirements will be counselled and offered any necessary support when they have unexplained absences or unauthorised leave totaling 24 hours (2 days) during any assessment period.
- (h) If the calculation used by Kincoppal-Rose Bay School shows that the student has passed the attendance threshold for the study period, then the School will advise the student of its intention to report the student for breach of visa condition 8202, and that the student has twenty (20) working days in which to access the School's Internal Complaints and Appeals process except in the circumstances outlined in 3(j).
- (i) The School will notify Department of Home Affairs 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 twenty (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 24 hour (2 day) threshold where:
  - (i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances, e.g. medical illness supported by a certified medical certificate, and
  - (ii) has not fallen below 80% attendance.
- (k) If a student is assessed as having nearly reached the threshold of 80% attendance, the Director of Teaching and Learning will assess whether a suspension of studies is in the interests of the student as per Kincoppal-Rose Bay School's Deferment, Suspension and Cancellation Policy.
- (l) If the student does not obtain a suspension of studies under Kincoppal-Rose Bay School's Deferment, Suspension and Cancellation Policy, and falls below the 80% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3(h) and 3(i).

#### 4. Definitions

- (a) compassionate and 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 certified medical certificate states that the student was unable to attend classes
  - (ii) bereavement of close family members, such as parents, sibling, grandparent
  - (iii) major political upheaval or natural disaster in the home country requiring their emergency
  - (iv) travel that has impacted on the student's studies
  - (v) a traumatic experience which has impacted on the student (to be supported by police or psychologists' reports where possible)
  - (vi) where the School was unable to offer a pre-requisite unit inability to begin studying on the course commencement date due to delay in receiving a student visa

- (vii) 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.