

COURSE PROGRESS AND ATTENDANCE POLICY

1. Course Progress

- 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) The course progress of all students will be assessed at the end of each study period (semester) of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full study period.
- d) To demonstrate satisfactory course progress in any one study period, students will need to:

Ipswich Girls' Grammar School – Years 7 to 12

- Be on track to complete their course of study in the timeframe of their visa
- Achieve a 'C' result in at least 50% of subjects in any study period (semester)
- Demonstrate they are working to their ability.

Ipswich Junior Grammar School – Prep to Year 6

- Be on track to complete their course of study in the timeframe of their visa
- Evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum

- e) Intervention will be activated when there are two 'D' level results in any two subjects in one study period. The Middle School Co-ordinator, Head of House or the Deputy Principal Junior School 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;
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Counselling – time management
 - vii. Counselling -academic skills
 - viii. Counselling - personal
 - ix. 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.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by Dean of Studies and **records of student response to the strategy will be kept.**

- h) If the student **does not improve sufficiently** academically and achieve satisfactory course progress by the **end of the next study-period**, Ipswich Girls' Grammar School including Ipswich Junior Grammar 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 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 Ipswich Girls' Grammar School including Ipswich Junior Grammar School, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within **10 days**. Please see Ipswich Girls' Grammar School including Ipswich Junior Grammar School's Complaints and Appeals Policy for further details.
- i) 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 complaints and appeals process **within 20 days**, or
 - ii. withdraws from the complaints and appeals process, or
 - iii. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study

- 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 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.
- c) The school will only extend the duration of the student's study where it is clear the student will not complete their course by the expected date because of:
 - i. compassionate or compelling circumstances (see Definitions below)
 - 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 Ipswich Girls' Grammar School including Ipswich Junior Grammar 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 this change via PRISMS **within 14 days** and/or issue a new COE if required.

3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours/days.
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c) Late arrival at school on any school day will be recorded but will **NOT** be included in attendance calculations.
- d) All absences from school **will be included in absentee calculations** and should be accompanied by a medical certificate, an explanatory communication from the student's career or evidence that leave has been approved by the Principal/Head of School.

- e) Any absences longer than **5 consecutive days** without approval will be investigated. (5 days is the maximum allowed under NC St 11.4]
- f) Student attendance will be monitored by the Clerical Assistant, Senior School and Junior School with notification to the Deputy Principal Junior School, Dean of Students and Enrolments Registrar. The Clerical Assistants will:
 - i) record attendance every day into Student Administration System, TASS
 - ii) notify Dean of Students, Head of Boarding and Enrolments Registrar of any absences **longer than 5 consecutive days** at time of occurrence
 - iii) 15% absence for a study period is the intervention point.

The following method is used to assess student absence:

- i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for intervention for a term e.g. number of study days x 15%. (For example, a ten week semester with 5 contact days would equal 50 contact days. 15% of this is 7.5days. This takes into consideration that a school day is always the same number of contact hours for a student at this school).
 - ii. Any period of exclusion from class **will be** included in student attendance calculations. [See [School Deferment, Suspension and Cancellation Policy](#) points 5 and 6]
- g) Parents of students at risk of breaching Ipswich Girls' Grammar School including Ipswich Junior Grammar School's attendance requirements will be contacted by phone if possible in the first instance and then students will be counselled and offered any necessary support when they have absences totaling 15% in any one study period.
 - h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Ipswich Girls' Grammar School including Ipswich Junior Grammar 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 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 school.
 - j) Students will **NOT** be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student **produces documentary evidence** clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
 - ii. the student's **attendance 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 30%.
 - l) If a student is assessed as having nearly reached the threshold for 70% attendance, **Dean of Studies will assess** whether a suspension of studies is in the interests of the student as per Ipswich Girls' Grammar School including Ipswich Junior Grammar School's Deferment, Suspension and Cancellation Policy.

- m) If the student **does not obtain a suspension** of studies under the Ipswich Girls' Grammar School including Ipswich Junior Grammar School's 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 condition 8202) will occur as outlined in 3.h – 3.i.

4. 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 (with evidence of death, a certificate if possible)
 - 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) **Study period** – a discrete period of study within a course which cannot exceed 24 weeks. Ipswich Girls' Grammar School including Ipswich Junior Grammar School defines a 'study period' for the purposes of monitoring course attendance and progress as **one semester or two terms**.