

Student Progress, Attendance and Course Duration Policy

International Student Program

Statement

This policy is available to staff and to students. Overseas students are required to meet and maintain satisfactory course 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. A copy of this policy is located on the School's website and in the International Student Handbook at <https://iggs.qld.edu.au/why-iggs/international/international-policies-and-forms/>.

Scope

This policy applies to school staff, international students and their parents/legal guardians.

Responsibility

The Principal & CEO has the primary responsibility for this policy.

The following staff are responsible for ensuring compliance with this policy:

- Deputy Principal
- Dean of Students
- Dean of Studies
- Head of Extension & Intervention
- Enrolments Registrar

Course Progress

Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the School) will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed at the end of each study period (semester) of enrolment according to the School's course assessment requirements. Students who have begun part way through a semester will be assessed according to the School's course assessment requirements after completing one full study period (semester).

To demonstrate satisfactory course progress, students will need to progress as appropriate for the registered course in any study period (semester):

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

Ipswich Girls' Grammar School – Years 7 to 10:

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

For Senior Secondary Years 11 & 12 – full duration:

- To demonstrate satisfactory course progress for the Senior Secondary Course, students must progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE).
- Students must achieve a satisfactory result in Unit 1 and Unit 2. Units 3 and 4 are treated as a pair and the student must achieve at least a pass (C grade or higher) across the 4 summative assessment pieces. The ATAR is calculated from the result in Units 3 and 4.

If at the end of a study period a student does not achieve satisfactory course progress as described above, the Dean of Studies will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Dean of Studies and Head of Extension & Intervention to develop an intervention strategy for academic improvement. This may include:

- After hours tutorial support
- Subject tutorial support in class time
- Mentoring
- Additional ESL support
- Change of subject selection, or reducing course load (without affecting course duration)
- Counselling - time management
- Counselling - academic skills
- Counselling - personal
- Other intervention strategies as deemed necessary

A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.

The student's individual strategy for academic improvement will be monitored over the following study period (semester) by the Dean of Studies and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

If the student does not achieve satisfactory course progress by the end of the next study period (semester), the 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.

The notification of intention to report will be issued to the student prior to the commencement of the next semester. 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 the School, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within ten working days. Please refer to the School's Complaints and Appeals Policy for further details.

The School will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

- the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal & CEO of the School in writing, or
- the complaints and appeals process results in a decision in favour of the School.

Completion within expected duration of study

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

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 studies within the expected duration of the course.

The School will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:

- The student can provide evidence of compassionate or compelling circumstances (see Definitions below)
- The student has, or is, participating in an intervention strategy as outlined on page two of this policy
- An approved deferment or suspension of study has been granted in accordance with the School's Deferment, Suspension and Cancellation Policy.

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. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Monitoring Course attendance

Satisfactory course attendance is attendance of 80% of scheduled course contact hours. (NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15).

Student attendance is:

- Checked and recorded daily
- Assessed regularly
- Recorded and calculated over each study period.

Late arrival at school will be recorded and will be included in attendance calculations. If a student is late to class five times, it will be recorded as one day absent.

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 carer or evidence that leave has been approved by the Dean of Students.

If a student is away on a test day, they will need to provide a medical certificate on their return.

Students are not permitted to take time off outside of the School holiday dates. Approval must be granted by the School if a student is requesting to depart for holidays early, prior to the School term finishing or returning after the term has commenced. Only students with Compassionate or Compelling Circumstances as detailed in this policy, will be permitted to take time off.

Any absences longer than two consecutive days without approval will be investigated.

Student attendance will be monitored by the Enrolments Registrar every five days over a study period to assess student attendance using the following method:

- Example calculation: a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.

Attendance for any period of exclusion from class will be assessed in accordance with the School's Deferment, Suspension and Cancellation Policy.

Where a student is only enrolled for part of the term, the calculation would be made for that portion of time the student was enrolled in the course.

Parents of students at risk of breaching the School's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totalling 90% in any study period.

Student Attendance Calculations (Explanation):

First Warning Letter	Attendance falls between 86%-90% in the term	Student issued a First Warning Letter advising that he/she is at risk of breaching their student visa conditions due to unsatisfactory attendance.
Second Warning Letter	Attendance falls between 81%-85% in the term	Student issued a Second Warning Letter advising that he/she is at risk of breaching student visa conditions due to unsatisfactory attendance.
Third Warning Letter	Attendance falls below 80% but remains at or above 70% in the School term	Intention to Report letter for unsatisfactory attendance will be issued to the student. The student can access the internal complaints and appeals process. Refer to the School Complaints and Appeals Policy on our website: https://iggs.qld.edu.au/why-iggs/international/international-policies-and-forms/

If the calculation for student attendance displayed on page three indicates that the student has passed the attendance threshold for the study period, the School will assess the student against the provisions below.

Where the student has failed to meet the minimum attendance requirement, and the below provisions does not apply, the School will promptly 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.

Provisions

The School will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- the student does not access the complaints and appeals process within 20 days,
- the student withdraws from the complaints and appeals process by notifying the Principal & CEO in writing,
- the complaints and appeals process results in a decision in favor of the School.

Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

- the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per the Definition, below, and
- the student's attendance has not fallen below 70% for the study period.

The method for calculating 70% attendance is the number of study days x number of days per week x 30%.

If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Dean of Students and Dean of Studies will assess whether a suspension of studies is in the interests of the student as per the School's Deferment, Suspension and Cancellation Policy.

If the student does not obtain a suspension of studies under the 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 above.

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:

- serious illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
- major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or a psychologist reports)
- 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.

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.

Study period:

- for the purpose of monitoring attendance, a study period is a semester
- for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
- for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)

Learning Options:

The range of subjects and programs as outlined in Learning Options 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCE and QCIA Handbook 2019. Please visit www.qcaa.qld.edu.au for further information.

Approved By: Dr Peter Britton Principal & CEO	Date: 13 March 2020
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