



## International Course Progress and Attendance Policy

### PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's approval for course progress and attendance of international students.

### 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 semester of enrolment
- c) Students who have begun part way through a semester will be assessed after one full period of attendance
- d) To demonstrate satisfactory course progress, students will need to achieve at least a passing grade C-) in each subject studied in a study period
- e) If a student does not achieve a passing grade in each subject studied in a study period (Under the National Code 2007), the Director of Learning will meet with the student to develop an intervention strategy for academic improvement. This may include;
  - i) additional supervised study periods
  - ii) tutorial assistance
  - iii) 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 semester by the Director of Learning 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 assessment period, Rockhampton Girls Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that 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 Rockhampton Girls Grammar School, she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 days. Please see Rockhampton Girls 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 (course progression)

- a) As noted in 1a), 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 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 1e)
  - iii) an approved deferment or suspension of study has been granted in accordance with Rockhampton Girls 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 via PRISMS and/or issue a new Confirmation of Enrolment if required.

### **3) Monitoring 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 study period
- c) Late arrival at school will be recorded and will 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 carer or evidence that leave has been approved by the Director of Student Wellbeing/Principal
- e) Any absences longer than five consecutive days without approval will be investigated
- f) Student attendance will be monitored by the Director of Student Wellbeing every four weeks over a study period 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, a 20 week study period with five contact hours a day would equal 500 contact hours. 20% of this is 100 hours)
  - ii) Any period of exclusion from class will not be included in student attendance calculations
- g) Parents of students at risk of breaching Rockhampton Girls Grammar School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totalling 16 hours during any study period
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Rockhampton Girls Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that 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% 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) 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 contact hours x 30%
- l) If a student is assessed as having nearly reached the threshold for 70% attendance for a study period, the Principal will assess whether a suspension of studies is in the interests of the student as per Rockhampton Girls Grammar School's Deferment, Suspension and Cancellation Policy
- m) If the student does not obtain a suspension of studies under the Rockhampton Girls 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 the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) website
- c) *School day* – any day for which the School has scheduled course contact hours
- d) *Study period* – Rockhampton Girls Grammar School define a 'study period' for the purposes of monitoring course attendance and progress as a semester

#### POLICY RELEASE DETAILS

Date of Policy	Updated August 2016
Approved by	Board August 2016
Review Date	As required by International Education
Access	Public Availability – RGGS Website

#### RELATED POLICIES AND DOCUMENTS

RGGS Code of Behaviour Policy	RGGS International Complaints and Appeals Policy
RGGS International Parent Student Handbook	RGGS Deferment, Suspension and Cancellation Policy

Board of Trustees of Rockhampton Girls Grammar School *trading as*  
 Rockhampton Girls Grammar School  
 CRICOS Provider No: 00508E



## Appendix A

### International student referral form for Intervention

---

Student Name	Date
Year Level	Referred By
Reason for Referral	

---

Interview / Discussion Notes

Add details

---

Agreed Actions	Person Responsible	Timeline
1		
2		
3		
4		
5		
Agreed By	Date for Review/Next Meeting	

---

Follow Up Meeting Notes:

Add details

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Rockhampton Girls  
Grammar School  
Est 1892

## Appendix B

### Letter of intention to report for unsatisfactory course progress

Student Name	Date
Year Level	Study Period
Current Address	
	Post Code
Phone	Mobile
Email	

This letter is to inform you that Rockhampton Girls Grammar School intends to report you to the Department of Immigration for unsatisfactory course progress as required by the Education Services for Overseas Students Act 2000.

Under the *Migration Act 1958*, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act and the Schools International Course Progress and Attendance Policy. This is despite having been provided with the following support:

Add details

You have 20 days in which to appeal the School's decision in accordance with sections 4 and 5 of the School's International Complaints and Appeals Policy available on our website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au).

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Immigration and notified of termination of your enrolment at Rockhampton Girls Grammar School.

[Name]  
Principal  
Rockhampton Girls Grammar School



## Appendix C

### Letter of intention to report for unsatisfactory attendance

Student Name	Date
Year Level	Study Period
Current Address	
	Post Code
Phone	Mobile
Email	

This letter is to inform you that Rockhampton Girls Grammar School intends to report you to the Department of Immigration for unsatisfactory attendance as required by the Education Services for Overseas Students Act 2000.

Under the *Migration Act 1958*, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and the Schools International Course Progress and Attendance Policy. This is despite having been provided with the following support:

Add details

You have 20 days in which to appeal the school's decision in accordance with sections 4 and 5 of the School's International Complaints and Appeals Policy available on our website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au)

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Immigration and notified of termination of your enrolment at Rockhampton Girls Grammar School.

[Name]  
Principal  
Rockhampton Girls Grammar School



Rockhampton Girls  
Grammar School  
Est 1892

## Appendix D

### Letter of notification that enrolment will not be cancelled

Student Name	Date
Year Level	
Current Address	
	Post Code
Phone	Mobile
Email	

This letter is to inform you that your appeal against reporting you to Department of Immigration for failing to meet satisfactory (course progress / attendance) has been successful.

Your enrolment will not be cancelled because of the following reasons:

Add details

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, and maintaining satisfactory attendance and course progress for your visa to remain valid.

[Name]  
Principal  
Rockhampton Girls Grammar School



## Appendix E

### Letter of notification that enrolment will be cancelled

Student Name	Date
Year Level	
Current Address	
	Post Code
Phone	Mobile
Email	

This letter is to inform you that your appeal against reporting you to Department of Immigration for failing to meet satisfactory (course progress / attendance) has not been successful.

Your enrolment will be cancelled as of --/--/-- because of the following reasons:

- You have chosen not to access Rockhampton Girls Grammar School's Complaints and Appeals process within 20 working days
- The outcome of Rockhampton Girls Grammar School's Complaints and Appeals process has found in favour of the Rockhampton Girls Grammar School
- You have advised you are withdrawing from Rockhampton Girls Grammar School's Complaints and Appeals process

#### Add details

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course. If you wish to seek re-enrolment with another education provider, you should do this within 28 days of your termination of enrolment at Rockhampton Girls Grammar School to avoid possible visa cancellation.

Even though you are no longer enrolled at Rockhampton Girls Grammar School as of --/--/--, you will need to maintain approved arrangements for welfare and accommodation until another education provider enrolls you and takes over responsibility for approving arrangements, or until you depart Australia.

[Name]  
Principal  
Rockhampton Girls Grammar School