INTERNATIONAL STUDENT PROGRESS, ATTENDANCE & COURSE DURATION POLICY

International 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 International Students.

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 according to Toowoomba Anglican School's course assessment requirements.

c) Students who have begun part way through a semester will be assessed according to Toowoomba Anglican School's course assessment requirements after completing one full study period (semester).

d) Students will need to demonstrate satisfactory course progress in any study period (semester):

For Primary Years 1 – 6

Years 1 – 3:

Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

Years 4 – 5:

Students must demonstrate a minimum overall achievement of C grade in English (Literacy) and Mathematics (Numeracy) as well as academic outcomes each semester that allow them to remain on track for progression to the next year level.

Year 6:

Students must demonstrate a minimum overall achievement of C grade in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects studied below a C grade.

For Junior Secondary Years 7-10

Years 7 – 9:

At the end of each semester, students must demonstrate:

- a minimum overall achievement of C grade in English (Literacy) and Mathematics (Numeracy) and
- a minimum overall achievement of a C grade, with no more than three other subjects studied below a C grade.

Year 10:

At the end of each semester, students must demonstrate:

- a minimum overall achievement of a C grade in English (Literacy) and Mathematics (Numeracy) and
- a minimum overall achievement of a C grade, with no more than two other subjects studied below a C grade.

For Senior Secondary Years 11 & 12 – full duration

To demonstrate satisfactory course progress, students in Years 11 – 12 must remain eligible to be awarded a Queensland Certificate of Education (QCE) at the conclusion of Year 12.

Eligibility for a QCE is contingent upon the student achieving the set amount of learning, to the set standard, in the set pattern, while meeting literacy and numeracy requirements. Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being 'at risk' of not achieving satisfactory course progress anytime the student does not demonstrate a C / or 'satisfactory' grade for a subject they rely on to meet either their literacy or numeracy requirements or are counting on to meet the required credit points to be awarded a QCE.

e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of Primary/Head of Secondary 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 Head of Primary/Head of Secondary and 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. Offer to repeat a year level (requiring an extension of course duration under Item 2c) ii) of this policy)
    vii. Counselling – time management
    viii. Counselling -academic skills
    ix. Counselling – personal
    x. other intervention strategies as deemed necessary

f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has

significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.

g) The student's individual strategy for academic improvement will be monitored over the following study period by Head of Primary/Head of Secondary 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.

h) If the student does not achieve satisfactory course progress by the end of the next study period, Toowoomba Anglican 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 Toowoomba Anglican School, he/she may contact the Overseas Student Ombudsman at no cost. Please see Toowoomba Anglican School's Complaints and Appeals Policy for further details.

i) The school will notify the ESOS agency 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. the student withdraws from the complaints and appeals process by notifying the Principal of Toowoomba Anglican School in writing, or
   iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

j) Toowoomba Anglican School does acknowledge that in some circumstances, a student's application to study can be assessed for course progress, when the criteria mentioned in I. e) above is not met. This will be assessed on a case by case basis.

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 study period 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.

c) 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:
   i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
   ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
   iii. an approved deferment or suspension of study has been granted in accordance with Toowoomba Anglican 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. 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.

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 **not** be included in attendance calculations.

d) Absent days 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 Principal/Head of Primary/Head of Secondary.

e) Any absences longer than [5] consecutive days without approval will be investigated.

f) Student attendance will be monitored by Student Services fortnightly over a study period to assess student attendance using the following methods:
   i. Calculating attendance using a formula based on the number of days absent. For example:
      - 90% Attendance ('At Risk'): Maximum 10 school days absent per semester (100 days x 10%).
      - Below 80% Attendance (Reportable): Maximum 20 school days absent per semester (100 days x 20%).
      - 70% Attendance (Critical Compliance Concern – requiring demonstrated compassionate or compelling circumstances): Maximum 30 school days absent per semester (100 days x 30%).
   ii. The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below).
   iii. Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see Toowoomba Anglican School's Deferment, Suspension and Cancellation Policy).
   iv. Attendance for any period of exclusion from class will be assessed under Toowoomba Anglican School's International Student Deferment, Suspension and Cancellation Policy.

g) Parents of students at risk of breaching Toowoomba Anglican School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totalling 10% in any study period (refer to f.i).

h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Toowoomba Anglican School will assess the student against the provisions of Item 3.j. (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do 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.

i) The school will notify the ESOS agency 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. the student withdraws from the complaints and appeals process by notifying the Principal of Toowoomba Anglican School in writing,
iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
   i. the student has produced documentary evidence in a timely manner clearly demonstrating the presence of 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% for the study period.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; a 20-week study period with 5 days a week would equal 100 school days. 30% of this is 30 school days.

l) If the student does not obtain a suspension of studies under the Toowoomba Anglican School's International Student Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold 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) *Absence* – School days missed due to: Truancy; Sickness (explained or unexplained); Personal leave (explained or unexplained) e.g., family matters, extended holidays, personal sporting/cultural events.
b) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's course progress or attendance 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 course progress or attendance through a course.

c) *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.

d) *School day* – any day for which the school has scheduled course contact hours.

e) Study period

i. for the purpose of monitoring attendance, a study period is a semester
ii. for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
iii. 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)

f) *Core subjects* - subjects that are required for completion of a course.

g) *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 QCIA Handbook.