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INTERNATIONAL STUDENT PROGRESS, ATTENDANCE AND 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 Overseas Students 2018.

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 or unit) of enrolment according to The Glennie School's course assessment requirements.
- c. Students who have begun part way through a semester will be assessed after one full study period (semester or unit) and will be assessed according to The Glennie 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).
 - i. For Secondary Junior Years 7-10, to demonstrate satisfactory course progress, students will need to achieve competency in at least 80% of units in any study period. Competency can be defined as a grade of C- or above in 80% of academic subjects.
 - ii. For Secondary Senior Years 11-12, to demonstrate satisfactory course progress, the student is expected to attain the competency required to be awarded a QCE. This may be by achieving a minimum of 20 semester unit/credits of school subjects or at C- or a combination of 3 (4 semesters) school subjects and a vocational qualification.



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- e. An effort rating will be recorded each semester through the reporting process. The rating will consider the student's engagement in and attitude to learning.
- f. Demonstrated effort can partly contribute as evidence of Course Progress and could include:
 - i. Consistent engagement in class;
 - ii. Attending additional English language classes'
 - iii. Attending additional voluntary tutoring classes;
 - iv. Seeking help from teachers;
 - v. Thorough attempts and timely submission of all homework and assessment tasks; and
 - vi. Engagement in the Academic Advising Program

The effort rating categories are:

A, B, C or D

The student must not receive a rating below Satisfactory (C grade).

- g. If a student does not achieve the academic requirements outlined in 1d) the Head of House and Deputy Principal/Head of Curriculum 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/lunchtime tutorial support;
 - ii. Differentiated teaching instruction;
 - iii. Academic Advising Program (e.g. time management and academic skills);
 - iv. Additional ESL support;
 - v. Change of subject selection, or reducing course load;
 - vi. Counselling - personal; and
 - vii. Other intervention strategies as deemed necessary.



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- h. A copy of the student's individual strategy and progress reports in achieving improvements will be forwarded to parents.
- i. The student's individual strategy for academic improvement will be monitored over the following study period by the Head of House and Head of Curriculum and records of student response to the strategy will be kept. At times feedback from teachers may be requested regarding the student's effort and their application in class so that any issues can be addressed. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- j. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, The Glennie School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they have *20 working days* in which to access the school's internal complaints and appeals process as per the Complaints Management in Anglican Schools Policy and Complaints Management in Anglican Schools Procedure. 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 Glennie School, they may contact the Overseas Student Ombudsman at no cost. Please see The Glennie School's International Student Complaints and Appeals Policy for further details.
- k. 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 working days, or
 - ii. Withdraws from the complaints and appeals process by notifying the Principal of The Glennie School in writing, or
 - iii. The complaints and appeals process results in favour of the school.
- l. The Glennie School does acknowledge that in some circumstances, a student's application to study can be assessed for course progress, when the criteria mentioned in 1e) above is not met. This will be assessed on a case by case basis.



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2. Completion within expected duration of study

- 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 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 1f)
 - iii. An approved deferment or suspension of study has been granted in accordance with The Glennie School's International Student 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 Confirmation of Enrolment (COE) if required. In this case, the student will need to contact the Department of Home Affairs 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. NB: Standard 8 of the National Code 2018 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in Standard 8.15. School policy can require a higher minimum attendance rate.
- b. Student attendance is:
 - i. Checked and recorded daily;
 - ii. Assessed regularly; and
 - iii. Recorded and calculated over each study period



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- c. Late arrival at school and early departures from school 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/Deputy Principal.
- e. Any absences longer than 2 consecutive days without approval will be investigated.
- f. Student attendance will be monitored by the Head of House every 2 weeks over a study period to assess student attendance using the following method:
 - i. Calculating attendance using a formula based on the number of days absent. For example, a 20 week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.
 - ii. Attendance for any period of exclusion from class will be assessed under The Glennie School's International Student Deferment, Suspension and Cancellation Policy.
- g. Parents of students at risk of breaching The Glennie School's attendance requirements will be contacted by email and/or phone and students will be counselled and offered any necessary support when they have absences totalling 10% of any study period.
- h. If the calculation at 3f) indicates that the student has passed the attendance threshold for the study period, The Glennie School will assess the student against the provisions of item 3j) (below). Where the student has failed to meet the minimum attendance requirement, and item 3j) 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 they have *20 working days* in which to access the school's internal complaints and appeals process as per the Complaints Management in Anglican Schools Policy and Complaints Management in Anglican Schools Procedure except in the circumstances outlined in 3i).
- i. The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:



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- i. The student does not access the complaints and appeals process within 20 days; and/or
- ii. Withdraws from the complaints and appeals process by notifying the Principal of The Glennie School in writing; and/or
- iii. The complaints and appeals process results in a decision for the school.

[If allowing a 70% attendance threshold for compelling or compassionate circumstances under Standard 8.15 of the National Code 2018, include the following:]

- 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% for the study period.
- k. The method calculating 70% attendance is the same as that outlined in 3f) with the following change; number of study days x contact hours x 30%, or number of study days x number of days per week x 30%
- l. If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Principal will assess whether a suspension of studies is in the interest of the student as per The Glennie School's International Deferment, Suspension and Cancellation Policy.
- m. If the student does not obtain a suspension of studies under The Glennie School's International 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 3h) - 3i).



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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 a death 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 prerequisite unit; and
- vi. Inability to begin studying on the course commencement date 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:
- for the purpose of monitoring attendance, a *study period* is a semester
 - for the purpose of monitoring course progress in a Junior or 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)



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- e. *Learning Options* - the range of subjects and programs as outlined in *Learning Options* 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA)

NB: Ethnic Festivals will not be considered as compassionate and compelling circumstances.

REVIEW AND PUBLICATION OF THE POLICY

The Glennie School will review the content and use of these guidelines and associated policies and procedures at least once every two years.

The Registrar will ensure that this policy is published on the School's website.

This policy should be checked and updated whenever there is a change in regulations about NC Standard 5, in Department of Immigration regulations, or when existing policies need to be adapted or strengthened.

QUESTIONS

If you have any questions regarding this policy, please contact the Registrar in the first instance; alternatively, you may email enrol@glennie.qld.edu.au or phone 07 4688 8888.

PUBLICATION AND REVIEW DATE DETAILS

July 2021. Review by July 2022.