



Subject: **SCHOOL COURSE PROGRESS AND ATTENDANCE PROCEDURE**

Covers: **ALL INTERNATIONAL STUDENTS**

Policy No: INT3 – Version 2

Effective: September 2014

Revised: June 2021

Review Date: June 2023

National ESOS Code: Standard 8

CRICOS Provider no.00482K

# School Course Progress and Attendance Procedure

## International Students

This policy is available to staff and to students. This policy and the Breach Schedules herein, must be provided to students/families as an attachment to the Offer of Place.

### 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. Should a student undertake any subject being delivered at a cooperative school i.e., The Hutchins School, the cooperating school will monitor the student's course progress and alert St Michael's Collegiate School (the course provider school) to any 'at risk' student as per the attached Academic Progress Schedule. St Michael's Collegiate School will then monitor and
- b) The course progress of all students is assessed by St Michael's Collegiate School and reported to Collegiate by any cooperative school arrangement, on a continual online reporting basis. This means that at least twice per term, students are assessed as whether they are 'at risk' of falling below satisfactory academic progress.
- c) Students who have begun part way through a semester will be assessed at the end of that semester as well as participating in the continuous online assessment as explained above.
- d) If a student does not achieve the minimum standards in a study period, the Head of 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 relevant action and be overseen by the Head of School and the attached '*Schedule of Academic Breaches*' will be activated.
- e) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parent
- f) The student's individual strategy for academic improvement will be monitored over the following study period by House Mentor / Pastoral Contact / Class Teacher and records of student response to the strategy will be kept.
- g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, St Michael's Collegiate 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.
- h) The School will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - i)
    - 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



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## 2. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 90% 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) 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 Principal.
- d) Any absences longer than 5 consecutive days without approval will be investigated.
- e) Student attendance will be monitored by each Head of School every month 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 10%. [For example, an eight-week semester with 5 contact hours a day would equal 200 contact hours. 10% of this is 20 hours.]
  - ii. Any period of exclusion from class will not be included in student attendance calculations.
- g) Parents of students at risk of breaching St Michael's Collegiate 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% of any study period. The attached Schedule of Attendance Breaches and consequences will be explained to provide an opportunity for the student (with family being included in discussions) to rectify attendance expectations and avoid a breach of student visa conditions.
- h) If the calculation at 3.f. indicates that the student has not passed the attendance threshold for the study period, St Michael's Collegiate School will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the School's internal complaints and appeals process except in the circumstances outlined in 3.g.
- 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 90% [if applicable: see National Code Standard 11.9] threshold 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 has not fallen below 80% attendance.
- k) The method for calculating 80% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 20%.



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- l) If a student is assessed as having nearly reached the threshold for 80% attendance, the Head of School will assess whether a suspension of studies is in the interests of the student as per St Michael's Collegiate School's policy.
- m) If the student does not obtain a suspension of studies under St Michael's Collegiate School's policy, and falls below the 80% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur.

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## Schedule of Academic Breaches – reviewed May 2021

	Level1	Level 2	Level 3
Type of Breach	Fall below assessment level of SA in 3 or more subjects - or below "C" in 80% of the criteria being assessed. In addition should student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in 3 or more subjects the student is at risk.	Fall below assessment level of SA in any 2 subjects - or below "C" in 80% of the criteria being assessed. In addition should student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in any 2 subject the student is at risk.	Fall below assessment level of SA in any 1 subject - or below "C" in 80% of the criteria being assessed (review other subjects before applying). In addition should student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in any 1 subject the student is at risk – (review other subjects before applying).
First Breach	Meeting of Serious Concern	Academic Probation	Letter of Censure
Second Breach	Meeting of Serious Concern + Notice of Intent to Report attached to Letter	Meeting of Serious Concern	Academic Probation
Third Breach		Meeting of Serious Concern + Notice of Intent to Report attached to Letter	Meeting of Serious Concern
Fourth Breach			Meeting of Serious Concern + Notice of Intent to Report attached to Letter

Note: A breach of enrolment conditions is deemed to have occurred if a student is placed on Academic Probation or has a Meeting of Serious Concern

## Schedule of **Attendance** Breaches – reviewed May, 2021

		First Breach	Second	Third	Fourth
Level 1	Less than 90%	<i>At Risk of Breach</i> Letter of Censure	Academic Probation      Meeting of Serious Concern      Show Cause		
	Less than 85%	Academic Probation			
Level 2	Less than 80% with documentary evidence	Meeting of Serious Concern	Show Cause		
	Less than 80% without documentary evidence	Show Cause – Notice of Intent to Report is Issued.			
	Between 80% and 70% with documentary evidence	<i>If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Principal will assess whether a suspension of studies is in the interests of the student as per St Michael's Collegiate School' Deferment, Suspension and Cancellation Policy.</i>			
Level 3	Less than 70%	Show Cause – Notice of Intent to Report is Issued.			
	Less than 70%	<i>If the student does not obtain a suspension of studies under St Michael's Collegiate School' Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined.</i>			
Level 4	Less than 70%	Show Cause – Notice of Intent to Report is Issued.			

**Green: At Risk of Breach**

**Orange: Breach of St Michael's Collegiate School' Attendance Policy**

**Red: Breach of Visa Conditions**

Note: A breach of attendance enrolment conditions is deemed to have occurred if a student is placed on Academic Probation or has a Meeting of Serious Concern. At a Meeting of Serious Concern or Show Cause Meeting, the student will be asked to provide documentary evidence clearly demonstrating compassionate or compelling circumstances.

A 'Study Period' is considered to be a minimum of 24 weeks or 1 x full semester of study.