

## Overseas Students Progress, Attendance and Course Duration Policy

Overseas Students Policy	Last Review and Approved	January 2023
	Next Review Due	2024

### 1. Introduction

- 1.1. 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.
- 1.2. This policy is available to staff and to students.
- 1.3. A copy of this policy is located on the College's website<sup>1</sup> and in the Overseas Student Handbook.

### 2. Scope of the Policy

- 2.1. This policy applies to college staff, agents, overseas students and their parents/legal guardians.

### 3. Policy

#### 3.1. Course Progress

- a) The College 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 of enrolment according to the College's course assessment requirements.
- c) Students who have begun part way through a study period will be assessed according to the College's course assessment requirements after completing one full study period.<sup>2</sup>
- d) **CCC students for Prep -Year 6 (mainstream):** Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level. The academic outcomes needed for progression to the next year level a Sound Achievements (SA), in the core curriculum subjects of English and Maths and fail no more than 4 other subjects studied in any semester.

Academic progress must allow entry into the following year level. Student progress in attaining entry into the following year level and the identification of students at risk of not doing so is monitored by class and EAL/D teachers with consultation from student support department as required.

#### **CCC students for Year 7-10 (mainstream):**

Years 7-8: To demonstrate satisfactory course progress, the student will need to achieve a Sound Achievement (SA), in English, Maths and fail no more than 3 elective subjects studied in any semester.

Year 9: To demonstrate satisfactory course progress, the student will need to achieve a Sound Achievement (SA), in English, Maths and fail no more than 2 elective subjects studied in any semester.

Year 10: To demonstrate satisfactory course progress, the student will need to achieve a Sound Achievement (SA), in English, Maths and fail no more than 1 elective subject studied in any semester.

Academic progress must allow entry into the following year level. Student progress in attaining entry into the following year level and the identification of students at risk of not doing so is monitored by teachers reporting any concerns raised by student involvement in class activities and formative assessments to Heads of Learning Area, Heads of Year, the Head of Additional Needs and the Director of Teaching and Learning; by teachers generating a notification of a failed assessment that is copied to parents, Heads of Learning Area and Heads of

<sup>1</sup> <https://citipointe.qld.edu.au/international/policies/>

<sup>2</sup> Note: not all study periods equate to a semester.

Year; by the Director of Curriculum; by the Head of Secondary compiling a breakdown of students at risk from semester reports and directing senior staff to follow up depending on the specific student circumstances.

**CCC students for Year 11-12 (mainstream)** - 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 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 when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

Student progress in attaining QCE credit and the identification of students at risk of not doing so is monitored by teachers reporting any concerns raised by student involvement in class activities and formative assessments to Heads of Learning Area, Heads of Year, the Head of Additional Needs and the Director of Teaching and Learning; by teachers generating a notification of a failed assessment that is copied to parents, Heads of Learning Area and Heads of Year; by the Director of Curriculum and Head of Student Pathways running QCE eligibility reports from the QCAA Portal; by the Head of Secondary compiling a breakdown of students at risk from semester reports and directing senior staff to follow up depending on the specific student circumstances.

**CCCI students:** ELICOS Students aiming to enter mainstream Years 7-9 must attain level 5+ on the EAL/D Secondary Bandscales within 2 semesters. ELICOS Students aiming to enter mainstream Years 10-11 must attain level 6 on the EAL/D Secondary Bandscales within 2 semesters or such other times as indicated on their CoE. The ELICOS student must be able to progress into mainstream studies at the required mainstream level and within the agreed timeframe as indicated on their CoE

- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of School 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 Head of International College 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 EAL/D 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 3.2 c) of this policy)
  - vii. Counselling – time management
  - viii. Counselling -academic skills
  - ix. Counselling – personal
  - x. Other intervention strategies as deemed necessary
  - xi. For ELICOS students – opportunity to repeat a level of study which may result in an extension to the student’s original intended duration of study in the ELICOS course. Note: this option can only be utilised where the student will not exceed the College’s registered course duration of 50 weeks.
  - xii. For ELICOS students – At the College’s discretion, and if appropriate, entry into mainstream studies at a lower year level than originally accepted in the student’s written agreement.
- 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 Year/Department, teachers, support staff in subject areas 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) **For CCCI Students** - If following support and intervention the ELICOS student cannot, or will not, meet the required English language benchmark for entry into their requested mainstream course, the school’s Conditions of Enrolment specified in the written agreement and Requirements for Entry policy will apply.

- i) **For CCC Students (mainstream)** - If the student does not achieve satisfactory course progress by the end of the next study period, the College 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 College's [Overseas Students Complaints and Appeals Policy](#) process. The notification of intention to report will be issued to the student prior to the commencement of the next semester and as soon as practicable, after academic results have been finalised<sup>3</sup>.

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 College, he/she may contact the Overseas Student Ombudsman at no cost. Please see College's [Overseas Students Complaints and Appeals Policy](#) for further details.

The Head of School is available to meet with the student at any time during this process, however this in no way negates the College's legislated obligation to advise the student in writing of its intention to report the student for breach of visa condition 8202.

- j) 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 the College 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.

### 3.2. Completion within expected duration of study

- a) As noted in 3.1.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 the College'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.

### 3.3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.<sup>4</sup>
- b) Student attendance is:
- i. checked and recorded daily
  - ii. assessed regularly
  - iii. recorded and calculated over each study period.

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<sup>3</sup> In relation to a Semester 2 'Intention to Report' notifications, the student will be issued the 'Intention to Report' notification report by the end of the academic year.

<sup>4</sup> Note: the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. The College requires a minimum attendance rate of 80%.

- c) Late arrival at College will be recorded and will be included in attendance calculations for a continuing student. Where the student has not commenced the course of study, the College may negotiate a new start day as recorded in PRISMS.
- 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 Principal.
- e) Any absences longer than five [5] consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Registrar's Assistant every 2 weeks over a study period to assess student attendance using the following method:
  - i. The College will calculate attendance using a formula based on the number of days /part days absent.
  - ii. For example, a 20 week study period with 5 days a week would equal 100 College days. 20% of this is 20 College days (holidays may be included in the calculations).
  - iii. 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).
  - iv. 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 the College's Deferment, Suspension and Cancellation Policy).
  - v. Attendance for any period of exclusion from class will be assessed under the College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching The College'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 10 % in any study period.
- h) If the calculation at 3.3.f. indicates that the student has passed the attendance has fallen below the 80% attendance threshold for the study period, The College will assess the student against the provisions of Item 3.3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.3.i. does not apply, the College 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 College's internal complaints and appeals process.
- i) The College 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 The College in writing,
  - iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the College.
- 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 for calculating 70% attendance is the same as that outlined in 3.3.f. with the following change; number of study days x number of days per week x 30%.
- l) If the student's attendance 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 3.3.h. – 3.3.i.

### 3.4. Definitions

- a) **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.

- 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 ELICOS, a **study period** is a term
  - for the purpose of monitoring course progress in a Primary School<sup>5</sup> or Junior Secondary School course<sup>6</sup>, a **study period** is a semester
  - for the purpose of monitoring course progress in a Senior Secondary School course<sup>7</sup> 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)
- e) **Core Subjects** – are the subjects that the student must achieve a sound achievement in, as outlined in Section 3.1 d) of this policy.
- f) **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.

#### 4. Legislative Provisions and Related Documentation

##### Legislative Provisions

- Privacy Act 1988 (Cth)
- Education Services for Overseas Students Act 2000 (Cth)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
- Education (Overseas Students) Act 2018 (Qld)

This policy is to be read in conjunction with other policies and College guidelines i.e.

- [5.1 Privacy of Information](#)
- [6.1.9 COVID-19 Return to On-Campus Learning Compliance](#)
- [7.1 Student Protection Policy](#)
- [10.3 11.6 Anti-Discrimination Policy](#)
- [11.4 Grievances Disputes and Complaints](#)
- [Overseas Student Complaints and Appeals Policy](#)
- [Overseas Student Conditions of Enrolment](#)
- [Overseas Student Critical Incident Policy](#)
- [Overseas Student Deferment, Suspension and Cancellation Policy](#)
- [Overseas Student Homestay Policy](#)
- [Overseas Student Intervention Strategy for Failure to Meet Progress, Attendance and Completion Within Expected Duration](#)

<sup>5</sup> Preparatory – Year 6

<sup>6</sup> Years 7-10

<sup>7</sup> Years 11-12

- [Overseas Students Refund Policy](#)
- [Overseas Student Requirements for Entry Policy](#)
- [Overseas Student Transfer Policy](#)
- [Overseas Student Welfare and Accommodation Policy](#)

## 5. Policy Review

5.1. This policy will be reviewed annually unless otherwise advised.