



MARIST COLLEGE ASHGROVE

Marist College Ashgrove Progress, Attendance and Course Duration Policy for International Students

Approved By: Head of College	Date Approved: 01/03/2023	Review Date: 28/09/2023
Person(s) responsible: College Registrar, Deputy Head of College, Deputy Learning and Teaching		
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This policy outlines the requirements for course progress and attendance at Marist College Ashgrove for international students. This policy is reviewed annually unless there are out of cycle legislation changes.		

This policy is available to staff and students via the College website.

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. 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 of enrolment according to Marist College Ashgrove's course assessment requirements.
- c) Students who have begun part way through a study period will be assessed according to Marist College Ashgrove's course assessment requirements after completing one full study period.
- d) Students will need to demonstrate satisfactory course progress in any study period.

At Marist College Ashgrove, in accordance with Student Visa Conditions, students must meet the following criteria to achieve satisfactory academic performance:

For Junior Secondary Years 7 – 10

Years 7-10: Students are required to achieve satisfactory competency, measured as C- or above in all but two (2) academic subjects.

For Secondary Certificate of Education Years 11 – 12 – Full duration

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.

Other general academic expectations to be met by international students at Marist College Ashgrove include:

- Active involvement in all classes;
- Meeting of all assessment deadlines, unless special consideration has been applied for and approved;
- Utilisation of support services offered by Marist College Ashgrove;
- Satisfactory (or better) approach to learning and homework;



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- On a student's school report, there are three behavioural categories for each subject: Punctual and prepared, application and homework, and behaviour. It is expected that all international students would achieve results of A and/or B in 80% of subjects for these indicators.
 - Demonstrated academic improvements and/or demonstrated improvement in work practices;
 - Evidence of self-discipline.
- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of House 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 House/ Head of Teaching and Learning/ EAL/D Teacher and the student to develop an intervention strategy for academic improvement. This may include;
- a. After hours tutorial support
 - b. Mentoring
 - c. Additional ESL support
 - d. Change of subject selection, or reducing course load (without affecting course duration)
 - e. Counselling – Time management
 - f. Counselling – Academic skills
 - g. Counselling – Personal
 - h. Other intervention 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 the Deputy Head of Teaching and Learning 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, Marist College Ashgrove will advise the student in writing 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. 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 Marist College Ashgrove he may contact the Overseas Student Ombudsman at no cost. Please see Marist College Ashgrove's Complaints and Appeals Policy for International Students 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:



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- 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 Name of 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.

2. Completion Within Expected Duration of Study

- a. As noted in 1(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. 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 course within the expected duration of the course.
- c. The College will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - compassionate or compelling circumstances (see Definitions below);
 - student participation in an intervention strategy as outlined in 1(e);
 - an approved deferment or suspension of study has been granted in accordance with Marist College Ashgrove'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 days. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.]
- 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



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been approved by the Head of College.

- e) Any absences longer than 2 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Student Administration, Head of House and the Enrolments Department 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. 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 Marist College Ashgrove's International Deferment, Suspension and Cancellation Policy).
 - iv. Attendance for any period of exclusion from class will be assessed under Marist College Ashgrove's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching Marist College Ashgrove's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totaling 10% (or 90% attendance) in any study period.
- h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Marist College Ashgrove will assess the student against the provisions of Item 3.i. (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 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 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 Name of 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



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- 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: 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.h – 3.i.

4. Definitions

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:

- a) serious illness, where a medical certificate states that the student was unable to attend classes;
- b) bereavement of close family members such as parents or grandparents (with evidence of death certificate if possible);
- c) major political upheaval or natural disaster in the home country (requiring their emergency travel) that has impacted on their studies;
- d) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
- e) where the College was unable to offer a pre-requisite unit;
- f) 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.

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.

College day – any day for which the College has scheduled course contact hours.

Study period – a discrete period of study within a course that cannot exceed 24 weeks. Marist College Ashgrove defines a "study period" for the purposes of monitoring course attendance and progress as a semester.