

Policy and Procedure Manual

Full Fee Paying Overseas Students Course Progress & Attendance

1. Rationale

The Department of Home Affairs (DoHA) has the view that if an international student holds a visa they should be attending classes, studying and passing their subjects within the course period stated on their Confirmation of Enrolment (CoE). St Leonard's College offers its students a high quality education, with excellent teachers working in well resourced teaching areas.

To maximise their educational opportunities, the College has expectations that students will maintain satisfactory attendance at school and will make progress with their studies.

The College also has legislative responsibilities to monitor and record student attendance and progress, and to take steps to support each student to improve their performance before a critical point is reached. At St Leonard's College, the Head of School (Junior, Year 5/6, Middle or Senior School) is responsible for monitoring attendance, and consults with the student's Head of Year Level and the Directors of Curriculum and Wellbeing as well as classroom teachers and mentors.

2. Scope

This policy applies to prospective and current Full Fee Paying Overseas Students.

3. References

Legislation

- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Commonwealth)
 - Standard 8: Overseas Student Visa Requirements (National Code)
 - Standard 10: Complaints and Appeals

St Leonard's College Policies and Documents

- Complaints Handling and Appeals (Grievance) Policy for Full Fee Paying Overseas Students

4. Definitions

CAAW	Confirmation of Appropriate Accommodation and Welfare – a document issued by St Leonard's College indicating the College accepts responsibility for the accommodation and welfare of the Full Fee Paying Overseas Student.
CoE or ECoE	Confirmation of Enrolment – a document, usually provided electronically, which is issued by St Leonard's College to intending overseas students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol in primary or secondary studies at St Leonard's College.
Day	Any day including weekends and public holidays in or out of term time

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<i>DET</i>	Department of Education and Training (Victoria)
<i>ESOS Act</i>	The Education Services for Overseas Students Act 2000 (Commonwealth)
<i>DoHA</i>	Department of Home Affairs, the government agency responsible for issuing visas.
<i>FFPOS</i>	Full Fee Paying Overseas Student who holds a valid student visa (subclass 500)
<i>Course Progress</i>	The measure of advancement within a course towards its completion
<i>DESE</i>	Department of Education, Science and Employment (Australian)
<i>PRISMS</i>	The Provider Registration and International Students Management System is the database system used to process information given to the Secretary of DESE by registered providers.
<i>VCE</i>	Victorian Certificate of Education
<i>IBDP</i>	International Baccalaureate Diploma Program
<i>Expected Duration</i>	The length of time it takes to complete the course studying full-time. This is the same as the registered course duration listed on CRICOS and entered into PRISMS when a CoE is created.
<i>School Day</i>	Any day for which the school has scheduled course contact hours
<i>The College</i>	St Leonard's College
<i>The National Code</i>	<i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018</i>
<i>Working Day</i>	Any day other than a Saturday, Sunday, public holiday during term time, or day of School closure
<i>Visa condition 8202</i>	The visa condition which require students studying on visa subclass 500 to maintain: <ul style="list-style-type: none"> • enrolment at the same level as, or at a higher level than, the registered course for which the visa was granted; and, • satisfactory attendance in the course of study; and, • course progress for each study period as required by the provider.

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5. Implementation

5.1. Course Progress

- 5.1.1. The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. Details of assessment requirements are fully explained in course outlines, subject handbooks and the College's intranet; access to which is provided to all students.
- 5.1.2. The course progress of all students will be assessed at the end of each semester and reported to students, parents, guardian, the primary contact person and/or homestay family as appropriate, with an electronic record kept of all reports.
- 5.1.3. Head of School (Junior, Year 5/6, Middle School or Senior School), Heads of Year, Mentors and classroom teachers will maintain regular communication with all students in relation to their progress.
- 5.1.4. To demonstrate satisfactory course progress, students will need to achieve competency in all units of work, as specified in the relevant curriculum guide.
- 5.1.5. If a student has not submitted an assessment task or is in danger of not achieving a satisfactory outcome (as determined by the subject teacher), the Head of School (Junior, Year 5/6, Middle School or Senior School) and/or VCE Coordinator or IB Diploma Programme Coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - additional supervised study periods
 - tutorial assistance
 - other intervention strategies as deemed necessary
- 5.1.6. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- 5.1.7. The student's individual strategy for academic improvement will be monitored over the following semester by their Mentor, Head of Year and the Head of School and records of student response to the strategy will be kept.
- 5.1.8. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, St Leonard's College 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 College's internal complaints and appeals process.
- 5.1.9. St Leonard's College will notify DESE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
 - the student does not access the complaints and appeals process within 20 days, or
 - withdraws from the complaints and appeals process, or
 - the complaints and appeals process results in favour of the College.

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5.2. Completion within expected duration of study (course progression)

As noted in 5.1.1, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

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 course within the expected duration of the course.

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, student participation in an intervention strategy as outlined in 5.1.4 or an approved deferment or suspension of study has been granted.

Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new CoE if required.

5.3. Course attendance

Students are expected to maintain a 100% attendance record at St Leonard's College. In general, students may be absent from school only if:

- they have a medical condition preventing attendance, or
- permission has been given in writing by the Head of School or Principal (or their delegate).

Student attendance is:

- checked and recorded electronically on a daily basis
- assessed regularly
- recorded and calculated over each semester.

Late arrival at school will be recorded and will be included in attendance calculations.

All absences from school 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 School.

Any absences longer than 5 consecutive days without approval will be investigated.

Student attendance will be monitored weekly by Mentors/Heads of Year to assess student attendance.

Any period of exclusion from class will not be included in student attendance calculations.

Students at risk of breaching St Leonard's College's attendance requirements will be counselled and offered any necessary support after there have been unexplained absences or when attendance drops below 90%.

If the student has not met attendance requirements, St Leonard's College will 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 except in the circumstances outlined above.

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The school will notify DESE via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where the student does not access the complaints and appeals process within 20 days; the student withdraws from the complaints and appeals process; or the complaints and appeals process results in a decision for the school.

Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg, medical illness supported by a medical certificate, and has not fallen below 70% attendance. Compassionate and compelling circumstances include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

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.

If a student is assessed as having nearly reached the threshold for 70% attendance, the Principal will assess whether a suspension of studies is in the interests of the student.

If the student does not obtain a suspension of studies 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 above.

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Sample letter from the College of intention to report for unsatisfactory course progress

Student name:

Year level:

Current address:

Phone number:

Email address:

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), St Leonard's College intends to report you to the Department of Home Affairs for unsatisfactory course progress.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- attend classes, and
- achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act [and the College's course progress policies and procedures attached].

You have 20 days in which to appeal against the College's decision in accordance with the St Leonard's College Complaints and Appeals Policy attached.

Yours sincerely



St Leonard's College
An education for life.

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Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- attend classes, and
- achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and/or the College's Course Progress and Attendance Policy. You have 20 days in which to appeal the College's decision in accordance with this policy (attached).

Yours sincerely

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6. Communication of this Policy

This policy is communicated in the following ways –

Staff

The Course Progress Attendance Policy is available to Staff via their initial employment and induction information.

The Course Progress Attendance Policy is available to Staff on CompliSpace via the Policies and Incident Reporting tab on the College intranet (STL Link).

The Course Progress Attendance Policy is available via the Policies tab in the Staff online handbook.

Community

The Course Progress Attendance Policy is available for parents and care-givers on the College Intranet Parent Portal (STL Link) and policy locations are communicated annually to the community via the St Leonard's College Newsletter.

7. Prepared by

College Registrar

8. Approved by

Acting Principal, Pat Kenny



Signature

04 March 2022

Date

9. Reason for Revision

Regular scheduled review.

All policies at St Leonard's College are subject to a three (3) year review cycle (unless otherwise stated) irrespective of any amendments made during this period.

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