



Section:	International Students	Stella Maris College
Procedure:	Course Progress & Attendance	ABN 88 058 323 827
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## STELLA MARIS COLLEGE Procedure

**Objective of Procedure:** To define the course progress and attendance parameters for all courses in Stella Maris College

**Scope of Procedure:** This procedure applies to international students in the college

**Issued By:** Principal

- Key Points:**
1. There is a requirement under the ESOS Act and National Code 2018 (Code), Standards 8 (Overseas student Visa requirements) to document process for completion within the expected duration of study, monitor course progress and monitor attendance for students in the college.
  2. Under the code a minimum 80% attendance requirement is specified. However, the College requires a minimum attendance of 85%.
  3. The College will notify DHA via PRISMS when the student is not achieving satisfactory course progress or the school decides to extend the duration of the student's study or the student not achieving satisfactory course attendance
  4. This procedure should be read in conjunction with the Policy Procedure on Transfer, Defer, Suspend, Cancel Enrolment (IS0007\_TrferDeferSuspendCancel)
  5. All Files referred to in this Procedure are stored in the Forms folder of the International Students directory of the College Procedures Manual

**Procedure: 1. Course Progress**

- a. In order for students to attain the NSW Board of Studies Record of School Achievement (RoSA) in Stage 5, students must maintain satisfactory attendance and application to studies.
- b. Senior students who enrolled in the NSW Higher School Certificate Courses will receive an international recognised Higher School Certificate by maintaining satisfactory attendance and course progress. Students are required to make a continuous serious attempt in all internal and external assessments.
- c. Students are made aware of attendance and assessment requirements thorough access to the international Students' Handbook and HSC and Preliminary Assessment Handbooks available on the Student Portal.
- d. The majority of courses are delivered by teachers at Stella Maris College. A student's pattern of study may vary to include a course offered at TAFE or Open High school where the subjects are not offered at the College. No more than 25% of courses may be studied through external providers.
- e. The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. The Director of Curriculum reviews formal reports and responds to teacher evaluations in order to provide early intervention for academic needs of individual students.
- f. Following the release of Semester 1 reports, telephone conversations are held with parents to update them on their daughters' progress and give/ receive feedback at the same time. Any feedback from students' parents will be passed on to the International Student Coordinator and relevant teachers.

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- g. The course progress of all students will be continually assessed as per NESA requirements, following the College Assessment Policy.
- h. If a student is failing to demonstrate satisfactory course progress, the International Student Coordinator (ISC) will assist with strategies to assist such as supervised study periods, individual tutorial assistance and other strategies as deemed necessary.
- i. The ISC will monitor academic progress and attendance continually for each student.
- j. Bi-annual written reports are given to students and posted to parents.
- k. The International Student Coordinator is assisted by a native speaker, to telephone parents and inform them of the progress and strategies for assistance. They also speak to the parents of any pastoral concerns of which they are aware.
- l. Together with the College Principal, the International Program Manager organises Parent Interview Meetings in their home countries and delivers the Semester 2 academic report directly to the parents. The meeting requires the attendance of the International student, as well as her parents, so that the report can be fully discussed.
- m. Students will be issued with Initial Warning letters for unsatisfactory Academic Results of Attendance using the appropriate forms (Files IS\_InitialWarning\_AcademicResults\_110216, and IS\_InitialWarning\_Attendance\_110216) by the International Student Coordinator.
- n. 'N' Award Warning letters are also sent if a Stage 6 student is deemed to be at risk of not meeting attendance or progress requirements. These are issued by the Head of Department in relevant subjects.
- o. If the student does not improve academically to a satisfactory standard and/or achieve satisfactory course progress by the end of the next assessment period, Stella Maris College will advise the student in writing (File IS\_FinalWarning\_AcademicResults\_110216) 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 (IS0004\_GrievancePolicyProcedures).
- p. The College will notify DFA 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. Withdraws from the complaints and appeals process, or
  - iii. The complaints and appeals process results in favour of the school

## 2. Completion within expected duration of study (Course Progression)

- a. As noted in 1.c., 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 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:
  - i. Compassionate or compelling circumstances
  - ii. Student participation in an intervention strategy as outline in 1.f.
  - iii. An approved deferment or suspension of study has been granted in accordance with Stella Maris Deferment,

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Suspension and Cancellation Policy  
(IS0007\_TransferDefermentSuspensionCancellation).

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

### 3. 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 semester
- c. Late arrival at school is recorded and will be included in attendance calculations.
- d. 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.
- e. Any absences longer than 3 consecutive days without approval will be investigated.
  - i. Student attendance will be monitored by the International Student Coordinator every day over a semester to assess student attendance. The roll is taken for every class and if a student is not in attendance the ISC is notified and the student is asked to explain her absence.
  - ii. If issues are identified that are impinging on the student's attendance then counselling by the ISC or the College Counsellor may follow.
  - iii. Any student at risk of not meeting the 90% attendance is notified by the ISC in writing using the appropriate form (File IS\_InitialWarning\_Attendance\_110216) and counselled by the ISC.
- f. If attendance continues unsatisfactorily, Stella Maris will advise the student of its intention to report the student for breach of visa condition 8202 using the appropriated form (File IS\_FinalWarning\_Attendance\_110216). The student is advised that she has 20 working days in which to access the school's internal complaints and appeals process. Policies and procedures IS0004-Grievance and the Code of Conduct in the International Student Handbook are available on the Student Portal and College website.
- g. The school will notify DHA 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 supporting the College decision
- h. Students will not be reported if they fail to meet the 80% threshold as specified by the visa conditions where:
  - i. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, bereavement, major political upheaval, traumatic experiences (supported by police or psychologist's report), inability to commence because of delay in receiving a visa.

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#### 4. Monitoring Student Progress and Course Completion

Student progress is monitored continually in order to ensure that the student achieves outcomes within the course in which they are enrolled, so that the course is completed within the timeframe set by the student's Confirmation of Enrolment.

The Director of Curriculum and Head of Student Wellbeing is responsible for monitoring academic progress for international students. A student is considered at risk of not progressing in a course if the following applies:

Years 7 to 10

- Failure to hand in or make a serious attempt at assessment tasks
- Receives an 'E' achievement grade in the subjects of English, Mathematics and Science

Year 11

- achieves an 'E' grade in any one subject
- failure to complete or make a serious attempt in assessment tasks

Year 12

- Failure to hand in or make a serious attempt at assessment tasks
- Failure to show satisfactory course progress

#### 5. Intervention Strategy

If:

1. The student falls into the 'at risk' category
2. It appears likely that a student will not complete requirements for a course within the normal course duration

then the School will undertake an intervention strategy which may include the following:

- Advising the student accordingly of the concerns the school has concerning satisfactory progress or course completion
- Advising the student's parents and guardians
- Informing the students in writing via an 'N determination' notification
- Providing appropriate support and counselling as necessary
- Meeting with the International Registrar, Head of International Student Wellbeing and the Director of Curriculum as required
- In some circumstances meet with the Deputy Principal or Principal
- Meeting with the student's parents if possible.

#### 6. Deferring, Suspending or cancelling a student's enrolment

Refer to Policy Procedure IS0007\_TrDefeferSuspendCancel.

#### 7. Definitions

- a. 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.
- b. School day – any day for which the school has scheduled course contact hours.

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