

## **COURSE PROGRESS AND ATTENDANCE POLICY**

### **Full Fee Paying Overseas Students (FFPOS)**

#### **Confirmation of enrolment and course duration**

The Confirmation of Enrolment Form (CoE) indicates the start and end date of the student's course duration.

#### **Courses provided at Kambala**

- Primary (Kindergarten/Transition to Year 6)
- Junior Secondary (Years 7 to 10)
- Senior Secondary (Year 11 and 12)
- International Baccalaureate (Year 11 and 12)

#### **Course progress**

Kambala monitors, records and assesses the course progress of each Kambala student, including FFPOS. Staff responsible for record management and follow up are outlined in the whole school Reporting Policy.

#### **Specific requirements for FFPOS**

- The course progress of all students will be assessed at the end of each semester of enrolment.
- Students who have begun part way through a semester will be assessed after one full period of attendance.
- To demonstrate satisfactory course progress, students will need to achieve competency in at least 50 percent of units in any study period [or any other measure of satisfactory course progress as required by the School].
- If a student does not achieve competency in at least 50 percent of units studied in an assessment period, the Director of Curriculum or equivalent will meet with the student to develop an intervention strategy for academic improvement. This may include:
  - individual education plan
  - additional supervised study periods
  - literacy and numeracy support
  - other intervention strategies as deemed necessary such as psychological assessment and counselling

The point of intervention will be in accordance with the National Code 2007 (at a minimum the School must implement an intervention strategy if a student is deemed not competent in 50 percent or more of the units in any one study period).

- A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Curriculum and/or the Head of Senior School, and records of student response to the strategy will be kept.
- If the student does not improve academically and achieve satisfactory course progress by the end of the next assessment period, the Principal or her representative 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.
- Kambala will notify DET and DIBP 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 School

#### **Completion within expected duration of study (course progression)**

- As noted in Course Progress, Kambala 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 its expected duration.

- The School 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 Course Progress
  - an approved deferment or suspension of study has been granted in accordance with Kambala's Deferment, Suspension and Cancellation Policy

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

### Course attendance

All Kambala students, including FFPOS, are subject to Kambala's Attendance Policy. Staff responsible for record management and follow up are outlined in the whole school Attendance Policy.

#### Specific requirements for FFPOS

- Satisfactory course attendance is 80 percent of scheduled course contact hours.
- Student attendance is:
  - checked and recorded daily
  - 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 caregiver or evidence that leave has been approved by the Principal.
- Any absences longer than three consecutive days without approval will be investigated.
- Student attendance will be monitored by the Overseas Student Coordinator every 14 days over a semester to assess student attendance using the following method.
  - Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester for example the number of study days x contact hours x 20 percent. [For example, an eight week semester with five contact hours a day would equal 200 contact hours. 20 percent of this is 40 hours.]
  - Any period of exclusion from class will not be included in student attendance calculations. (See Standard 13 - deferring, suspending and cancelling enrolment for an explanation of this item)
- Students at risk of breaching Kambala's attendance requirements when they have absences totalling more than 20 percent during any assessment period.
- If the calculation indicates that the student has not passed the attendance threshold for the study period, Kambala will advise the student 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 except in the circumstances outlined below.
- The School will notify DEEWR 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
  - withdraws from the complaints and appeals process
  - the complaints and appeals process results in a decision for the School
- Students will not be reported for failing to meet the 80 percent threshold where:
  - the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances for example medical illness supported by a medical certificate, and
  - has not fallen below 70 percent attendance
- The method for calculating 70 percent attendance is the same as that outlined previously with the following change; study days x contact hours x 30 percent.
- If a student is assessed as having nearly reached the threshold for 70 percent attendance, the Overseas Student Coordinator will assess whether a suspension of studies is in the interests of the student as per Kambala's Deferment, Suspension and Cancellation Policy.
- If the student does not obtain a suspension of studies under Kambala's Deferment, Suspension and Cancellation Policy, and falls below Kambala's 80 percent threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur.

### Definitions

- Compassionate or compelling circumstances are circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
  - Serious illness, where a medical certificate states that the student was unable to attend classes.
  - Bereavement of close family members such as parents or grandparents.
  - Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
  - A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
  - Where the School was unable to offer a pre-requisite unit .
  - 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 is the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- School day is any day for which the School has scheduled course contact hours.