



## Overseas Student Course Progress and Attendance Policy

### 1. Introduction

This Policy seeks to ensure Ruyton Girls' School (Ruyton) meets the Education Services for Overseas Students (ESOS) Act and National Code Standard 8 requirement for providers to monitor student progress and attendance in accordance with their Confirmation of Enrolment (COE).

### 2. Scope

This Policy applies to all overseas students.

### 3. Key elements of the policy

#### 3.1. Course Progress

Ruyton will monitor, record and assess overseas student progress in the course they are currently enrolled. Course progress will be continually assessed and a report sent to the students Local Support Person (where applicable) and parents/legal guardian at the end of each semester of enrolment.

To demonstrate satisfactory progress, students will need to achieve a minimum of 75% in all assessments.

If a student does not achieve competency required by the School within the assessment period, the Head of School will meet with the student to develop an intervention strategy for academic improvement. This may include additional supervised study periods, tutorial assistance and other intervention strategies deemed necessary.

A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents/legal guardians. The student's individual strategy for academic improvement will be monitored over the following semester by the Head of School, Overseas Student Coordinator and where necessary the School Counsellor.

If the student does not show sufficient improvement academically and achieve satisfactory course progress by the end of the next assessment period, Ruyton will advise the student, in writing, of its intention to report her for breach of visa condition 8202, and also that she has 20 working days in which to assess the School's internal complaints and appeals process as set out in the *Overseas Student – Complaints and Appeals Policy*.

The School will notify the Department of Education, Employment and Workplace Relations (DEEWR) 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.

#### 3.2. Completion within expected duration of study (course progression)

As noted above, the School will monitor, record and assess the progress of each student for the subjects in which the student is currently enrolled. This will include an assessment of whether the student is expected to complete their subjects within the duration of the course.

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 above, an approved deferment or suspension of study has been granted in accordance with Ruyton's *Overseas Student - Deferment, Suspension and Cancellation Policy*.

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.

### 3.3. Course Attendance

Satisfactory course attendance is 80% of scheduled course contact hours.

Student attendance is checked and recorded daily, assessed regularly, recorded and calculated over each semester. Late arrival will be included in attendance calculations.

All absences should be accompanied by a medical certificate, an explanatory communication from the student's Local Support Person or evidence that the leave has been approved by the Head of School. Any absences longer than three consecutive days will be investigated by the Overseas Student Coordinator.

The Overseas Student Coordinator will monitor student attendance by calculating the number of hours the student would have to be absent to fall below the attendance requirement. If a student is at risk of breaching the attendance requirement they will be counselled and offered any necessary support to assist them meeting the requirement. Any period of exclusion from class will not form part of student attendance calculations.

Where a student has breached the attendance threshold for the study period, the School will advise the student and the student's parent/legal guardian of its intention to report the student for breach of visa condition 8202, and that the student has 20 working days in which to assess the School's internal complaints and appeals process as set out in the *Overseas Student - Complaints and Appeals Policy*.

The School will notify the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS of the student not achieving the attendance requirement 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.

Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical certificate supporting an illness. If the student does not obtain a suspension of studies under the School's policy, and falls below the 80% threshold for attendance, the process for reporting the student's breach of visa condition 8202 will occur as outlined above.

## 4. References

- The Education Services for Overseas Students (ESOS) Act (Commonwealth)
- National Code of Practice 2018

## 5. Related Policies

- Overseas Student - Deferment, Suspension and Cancellation Policy
- Overseas Student - Complaints and Appeals Policy

**APPROVED:** Executive 2020