



International Student Course Progress and Attendance Policy

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| Status: | Current | Supersedes: All previous Rockhampton Girls Grammar School International Student Course Progress and Attendance policies. |
| Authorised by: | Girls Grammar Executive | Date of Authorisation: September 2022 |
| References: | <ul style="list-style-type: none">• <i>RGGS-061-POL-CODE OF BEHAVIOUR POLICY (STUDENTS)</i>• <i>RGGS-360-POL-INTERNATIONAL STUDENT DEFERMENT SUSPENSION & CANCELLATION POLICY</i>• <i>RGGS-427-PRO-INTERNATIONAL COMPLAINTS AND APPEALS PROCEDURE</i>• <i>RGGS INTERNATIONAL PARENT STUDENT HANDBOOK</i>• <i>RGGS-530-FRM-INTERNATIONAL STUDENT REFERRAL FORM FOR INTERVENTION</i>• <i>RGGS-531-FRM-LETTER FOR ADVISING PARENT THAT STUDENT IS AT RISK OF NOT MEETING COURSE PROGRESS / ATTENDANCE REQUIREMENTS</i>• <i>RGGS-532-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS</i>• <i>RGGS-533-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE</i>• <i>RGGS-534-FRM-LETTER OF NOTIFICATION THAT ENROLMENT WILL NOT BE CANCELLED</i>• <i>RGGS-535-FRM-LETTER OF NOTIFICATION THAT ENROLMENT WILL BE CANCELLED</i> | |
| Review Date: | This policy will be reviewed as required by International Education Access. | |
| Policy Owner: | Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E | Access: S:\All Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\POLICIES & PROCEDURES Publicly available: SCHOOL WEBSITE |



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1. PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's approval for course progress and attendance of international students.

2. POLICY

This policy is available to staff and to students.

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.

2.1. Course Progress

- a) The School 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 Rockhampton Girls Grammar School's course assessment requirements.
- c) Students who have begun part way through a study period will be assessed according to Rockhampton Girls Grammar School's course assessment requirements after completing one full period of attendance.
- d) Students will need to demonstrate satisfactory course progress in each study period

For Primary Years [Prep to Year 6]

Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

For Junior Secondary [Years 7-10]

Overseas students must pass all core subjects and fail no more than 2 elective subjects studied in each semester.

For Senior Secondary 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.

- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Deputy Principal - Studies 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 the Deputy Principal – Studies and the student to develop an intervention strategy for academic improvement. This may include:
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Offer to repeat a year level (requiring an extension of course duration under Item 2.2c) ii) of this policy)
 - vii. Counselling – time management
 - viii. Counselling - academic skills
 - ix. Counselling – personal
 - x. Other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy/ies for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy/ies has/have 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/ies for academic improvement will be monitored over the following study period by the Deputy Principal - Studies 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, Rockhampton Girls Grammar School 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. 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 Rockhampton Girls Grammar School, she may contact the Overseas Student Ombudsman at no cost. Please see ***Rockhampton Girls Grammar School's International Complaints and Appeals Procedure (RGGS-427-PRO)*** for further details.
- i) The school will notify the National ESOS agency 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. the student withdraws from the complaints and appeals process by notifying the Principal of Rockhampton Girls Grammar 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.

2.2. Completion within expected duration of study

- a) As noted in 2.1.a, the School 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 School will only extend the duration of the student's study where it is clear the student will not be able to complete their course within the expected duration due to:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 2.1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with ***Rockhampton Girls Grammar School's Deferment, Suspension and Cancellation Policy (RGGS-360-POL)***.
- 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 Confirmation of Enrolment 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.

2.3. Monitoring course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours
- 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 been approved by the Principal through the Deputy Principal – Studies.
- e) Any absences longer than five consecutive days without approval will be investigated
- f) Student attendance will be monitored by the Deputy Principal - Students every four weeks over a study period to assess student attendance using the following method:



- i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a study period. 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 **Rockhampton Girls Grammar School's INTERNATIONAL STUDENT DEFERMENT SUSPENSION & CANCELLATION POLICY (RGGG-360-POL)**).
 - iv. Attendance for any period of exclusion from class will be assessed under **Rockhampton Girls Grammar School's INTERNATIONAL STUDENT DEFERMENT SUSPENSION & CANCELLATION POLICY (RGGG-360-POL)**.
- g) Parents of students at risk of breaching Rockhampton Girls Grammar School's attendance requirements will be contacted and students will be counselled and offered any necessary support when they have absences totalling more than 20% in any study period.
- h) If the calculation at 2.3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Rockhampton Girls Grammar School will assess the student against the provisions of Item 2.3.j. (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 she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The School 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 Rockhampton Girls Grammar 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% threshold for a study period where:
- i. the student produces 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
 - 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 2.3.f. with the following change; number of study days x contact hours x 30%, 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 2.3.h. – 2.3.i.

2.4. Definitions

Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's course progress or attendance through a course. These could include:

- serious illness, where a medical certificate states that the student was unable to attend classes
- bereavement of immediate family members such as parents or grandparents (with evidence of death a certificate if possible)
- 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 course progress or attendance 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 the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

School day – any day for which the School has scheduled course contact hours

Study period –

- for the purpose of monitoring attendance, a *study period* is a *semester*
- for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a *study period* is a *semester*
- for the purpose of monitoring course progress in a Senior Secondary School course, a *study period* is a *Unit* of a subject or course of study (i.e., *Unit 1* or *Unit 2* in Year 11 or *Units 3* and *4* in Year 12) .

Learning Options - the range of subjects and programs as outlined in [Learning Options 1.2.2](#) of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook.



APPENDIX A – INTERNATIONAL STUDENT REFERRAL FORM FOR INTERVENTION (RGG-530-FRM)

Student Name _____ Date _____

Year Level _____ Referred By _____

Reason for Referral _____

Interview / Discussion Notes

Add details

| Agreed Actions | Person Responsible | Timeline |
|----------------|--------------------|----------|
|----------------|--------------------|----------|

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Agreed By _____ Date for Review/Next Meeting _____

Follow Up :

- Copy of meeting notes and actions to:
- Appointment made with:

[Insert as appropriate – Parent, Form Teacher, Student Counsellor, ESL / Learning Support Teacher, Homestay host, etc.]

Follow up completed:

Signature

Date



APPENDIX B – LETTER FOR ADVISING PARENT THAT STUDENT IS AT RISK OF NOT MEETING COURSE PROGRESS / ATTENDANCE REQUIREMENTS (RGGS-531-FRM)

| | |
|-----------------|--------------|
| Student Name | Date |
| Year Level | Study Period |
| Current Address | |
| | Post Code |
| Phone | Mobile |
| Email | |
| Parent Name | |

Dear

This letter is to inform you that *Name of Student* has been identified as being at risk of not meeting satisfactory [Insert as relevant course progress / attendance] requirements as outlined in Rockhampton Girls Grammar School's Student progress, attendance and course duration policy, attached.

To assist *Name of Student* to meet these requirements, Rockhampton Girls Grammar School has [Insert details of meetings with student/ counselling sessions / intervention strategy arranged, and any relevant details that might impact on success of the intervention strategy].

Rockhampton Girls Grammar School will monitor *Name of Student*'s progress in meeting requirements over the next [Insert timeframe - For attendance, the wording would be "remainder of this semester"/For course progress, the wording would be "next semester".] and will keep you informed of any improvement, or alternatively, lack of improvement.

If these measures are not successful by next [Insert timeframe -For attendance, the timeframe would be "this semester"/ For course progress, the timeframe would be "by the end of the next semester"] and *Name of Student* is not able to [Insert benchmark for meeting satisfactory requirements], Rockhampton Girls Grammar School will be required to report *Name of Student* to the Department of Home Affairs (Immigration) for unsatisfactory course progress / attendance as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Please contact [Insert name and contact details of staff member] for more details, or to discuss this situation.

[Name]
Principal
Rockhampton Girls Grammar School



APPENDIX C – LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS

(RGGGS-532-FRM)

| | |
|-----------------|--------------|
| Student Name | Date |
| Year Level | Study Period |
| Current Address | |
| | Post Code |
| Phone | Mobile |
| Email | |

This letter is to inform you that Rockhampton Girls Grammar School intends to report you to the Department of Immigration for unsatisfactory course progress as required by the Education Services for Overseas Students Act 2000.

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

- maintain enrolment in a 'registered course'
- maintain satisfactory course progress for each study period as required by your education provider

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act and the Schools International Course Progress and Attendance Policy. This is despite having been provided with the following support:

Add details

-
-
-

You have 20 days in which to appeal the School's decision in accordance with sections 4 and 5 of the School's International Complaints and Appeals Policy available on our website www.rggs.qld.edu.au.

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Home Affairs (Immigration) for breach of the course progress requirement and notified of termination of your enrolment at Rockhampton Girls Grammar School.

[Name]
Principal
Rockhampton Girls Grammar School



APPENDIX D – LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE

(RGGGS-533-FRM)

| | |
|-----------------|--------------|
| Student Name | Date |
| Year Level | Study Period |
| Current Address | |
| | Post Code |
| Phone | Mobile |
| Email | |

This letter is to inform you that Rockhampton Girls Grammar School intends to report you to the Department of Home Affairs (Immigration) for unsatisfactory attendance as required by the *Education Services for Overseas Students Act 2000*.

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

- maintain enrolment in a 'registered course'
- maintain satisfactory attendance in your course for each study period as required by your education provider

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and the Schools International Course Progress and Attendance Policy. This is despite having been provided with the following support:

Add details

-
-
-

You have 20 days in which to appeal the school's decision in accordance with sections 4 and 5 of the School's International Complaints and Appeals Policy available on our website www.rggs.qld.edu.au

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, for your visa to remain valid.

Depending on the outcome of the appeals process, you may be reported to the Department of Home Affairs (Immigration) and notified of termination of your enrolment at Rockhampton Girls Grammar School.

[Name]
Principal
Rockhampton Girls Grammar School



APPENDIX E – LETTER OF NOTIFICATION THAT ENROLMENT WILL NOT BE CANCELLED (RGGS-534-FRM)

| | |
|-----------------|-----------|
| Student Name | Date |
| Year Level | |
| Current Address | |
| | Post Code |
| Phone | Mobile |
| Email | |

This letter is to inform you that your appeal against reporting you to Department of Home Affairs(Immigration) for failing to meet satisfactory (course progress / attendance) has been successful.

Your enrolment will not be cancelled because of the following reasons:

Add details

[Insert reasons / OSO findings, etc]

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course, and maintaining satisfactory attendance and course progress for your visa to remain valid.

[Name]
Principal
Rockhampton Girls Grammar School

Board of Trustees of Rockhampton Girls Grammar School trading as
Rockhampton Girls Grammar School
CRICOS Provider Number: 00508E

PO Box 776 Rockhampton QLD 4700 AUSTRALIA
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Email: Enrolments@rggs.qld.edu.au



APPENDIX F – LETTER OF NOTIFICATION THAT ENROLMENT WILL BE CANCELLED (RGGGS-535-FRM)

| | |
|-----------------|-----------|
| Student Name | Date |
| Year Level | |
| Current Address | |
| | Post Code |
| Phone | Mobile |
| Email | |

This letter is to inform you that your appeal against reporting you to Department of Immigration for failing to meet satisfactory (course progress / attendance) has not been successful.

Your enrolment will be cancelled as of --/--/-- because of the following reasons:

[Insert reason(s) as applicable:]

- You have chosen not to access Rockhampton Girls Grammar School's Complaints and Appeals process within 20 working days
- The outcome of Rockhampton Girls Grammar School's Complaints and Appeals process has found in favour of the Rockhampton Girls Grammar School
- You have advised you are withdrawing from Rockhampton Girls Grammar School's Complaints and Appeals process

Rockhampton Girls Grammar School will now notify Department of Home Affairs (Immigration) that your enrolment has been cancelled for failure to meet *[insert as applicable course progress / attendance]* requirements. You will need to contact the Department of Home Affairs (Immigration) (contact details available at: <https://immi.homeaffairs.gov.au/help-support/contact-us>) to seek advice on any potential impacts on your visa, including the need to obtain a new visa.

[Insert any further instructions/advice to student prior to leaving the school, e.g., returning textbooks, etc.]

You are reminded that you need to continue to abide by the conditions of your student visa, including maintaining enrolment in a registered course. If you wish to seek re-enrolment with another education provider, you should do this within 28 days of your termination of enrolment at Rockhampton Girls Grammar School to avoid possible visa cancellation.

Even though you are no longer enrolled at Rockhampton Girls Grammar School as of --/--/--, you will need to maintain approved arrangements for welfare and accommodation until another education provider enrolls you and takes over responsibility for approving arrangements, or until a relative approved by the Department of Home Affairs (Immigration) takes responsibility for your care and accommodation, or you depart Australia.

[Name]
Principal
Rockhampton Girls Grammar School