



International Student Course Progress and Attendance Policy

Status:	Current	Supersedes: All previous Rockhampton Girls Grammar School International Student Course Progress and Attendance policies.
Authorised by:	Girls Grammar Executive	Date of Authorisation: January 2025
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-251-GDL-INTERNATIONAL 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-771-FRM-STUDENT AT RISK OF NOT MEETING COURSE PROGRESS REQUIREMENTS - SENIOR SECONDARY</i>• <i>RGGS-772-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS - SENIOR SECONDARY</i>• <i>RGGS-773-FRM-AT RISK OF NOT MEETING COURSE ATTENDANCE REQUIREMENTS (ATTENDANCE AT 90%)</i>• <i>RGGS-774-FRM-RECOMMEND STUDENT INITIATED SUSPENSION DUE TO COMPASSIONATE CIRCUMSTANCES AFFECTING ATTENDANCE REQUIREMENTS</i>• <i>RGGS-775-FRM-CONFIRM COMPASSIONATE OR COMPELLING CIRCUMSTANCES AFFECTING ATTENDANCE</i>• <i>RGGS-776-FRM-LETTER OF INTENT TO REPORT UNSATISFACTORY ATTENDANCE LESS THAN 70% (COMPASSIONATE OR COMPELLING CIRCUMSTANCES)</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: 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 [Years 4 and 5]

Years 4–5 students must demonstrate a minimum overall achievement of C- grade in English (Literacy) and Mathematics (Numeracy) as well as academic outcomes each semester that allow them to remain on track for progression to the next year level.

For Primary Years [Year 6]

Year 6 students must demonstrate a minimum overall achievement of C- grade in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects studied below a C- grade. 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 7-9]

At the end of each semester, students must demonstrate a minimum overall achievement of C- grade in English (Literacy) and Mathematics (Numeracy) and a minimum overall achievement of a C- grade, with no more than three other subjects studied below a C- grade.

For Junior Secondary [Year 10]

At the end of each semester, students must demonstrate a minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and a minimum overall achievement of a C- grade, with no more than two other subjects studied below a C- grade.

For Senior Secondary Years 11 & 12

To demonstrate satisfactory course progress, students must remain eligible to be awarded a Queensland Certificate of Education (QCE) at the conclusion of Year 12. Eligibility for a QCE is contingent upon the student achieving the set amount of learning, to the set standard, in the set pattern, while meeting literacy and numeracy requirements. 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 anytime the student does not demonstrate a 'pass' or 'satisfactory' grade for a subject they rely on to meet either their literacy or numeracy requirements or are counting on to meet the required credit points to be awarded a QCE.

- 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

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.

- f) 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.
- g) 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 RGGS-427-PRO-INTERNATIONAL COMPLAINTS AND APPEALS PROCEDURE*** for further details.
- h) 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 2.1a, 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 RGGS-360-POL-DEFERMENT, SUSPENSION AND CANCELLATION POLICY.***



- 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
 - iv. monitored for at risk attendance at 90%
- c) Late arrival at school will be recorded, however, will not be included in attendance calculations. Late arrival will be managed under the school's behaviour management process with reference to **RGGS-061-POL-CODE OF BEHAVIOUR POLICY (STUDENTS)**.
- 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 RGGS-360-POL-INTERNATIONAL STUDENT DEFERMENT SUSPENSION & CANCELLATION POLICY**).
 - iv. Attendance for any period of exclusion from class will be assessed under **Rockhampton Girls Grammar School's RGGS-360-POL-INTERNATIONAL STUDENT DEFERMENT SUSPENSION & CANCELLATION POLICY**.
- 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 absence which reaches 10%, as this allows for sufficient time to implement any intervention strategies (including assessment for compelling and compassionate circumstances) before the student breaches their visa conditions at 20% absence.
- 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

Absence – an occasion or period of school days missed due to:

- illness (explained or unexplained)
- personal leave (explained or unexplained) eg. family matter, sporting or cultural event, extended holiday
- truancy

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

- RGGS-530-FRM- INTERNATIONAL STUDENT REFERRAL FORM FOR INTERVENTION
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX B - LETTER FOR ADVISING PARENT THAT STUDENT IS AT RISK OF NOT MEETING COURSE PROGRESS REQUIREMENTS (PRIMARY/JUNIOR SECONDARY)

- RGGS-531-FRM-STUDENT AT RISK OF NOT MEETING COURSE PROGRESS REQUIREMENTS (PRIMARY/JUNIOR SECONDARY)
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX C – LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS (PRIMARY/JUNIOR SECONDARY)

- RGGS-532-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS (PRIMARY/JUNIOR SECONDARY)
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX D - LETTER FOR ADVISING PARENT THAT STUDENT IS AT RISK OF NOT MEETING COURSE PROGRESS (SENIOR SECONDARY)

- RGGS-771-FRM-STUDENT AT RISK OF NOT MEETING COURSE PROGRESS REQUIREMENTS - SENIOR SECONDARY
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX E – LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS (SENIOR SECONDARY)

- RGGS-772-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY COURSE PROGRESS - SENIOR SECONDARY
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX F - AT RISK OF NOT MEETING COURSE ATTENDANCE REQUIREMENTS (ATTENDANCE AT 90%)

- RGGS-773-FRM-AT RISK OF NOT MEETING COURSE ATTENDANCE REQUIREMENTS (ATTENDANCE AT 90%)
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX G – LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE LESS THAN 80% (NO COMPASSIONATE OR COMPELLING CIRCUMSTANCES)

- RGGS-533-FRM-LETTER OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE LESS THAN 80% (NO COMPASSIONATE OR COMPELLING CIRCUMSTANCES)
- Internal School use only
- **Access Location** - All RGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS



APPENDIX H – RECOMMENDATION FOR STUDENT INITIATED SUSPENSION DUE TO COMPASSIONATE OR COMPELLING CIRCUMSTANCES AFFECTING ATTENDANCE REQUIREMENT

- RGGGS-774-FRM-RECOMMEND STUDENT INITIATED SUSPENSION DUE TO COMPASSIONATE CIRCUMSTANCES AFFECTING ATTENDANCE REQUIREMENTS
- Internal School use only
- **Access Location** - All RGGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX I – CONFIRM COMPASSIONATE OR COMPELLING CIRCUMSTANCES AFFECTING ATTENDANCE

- RGGGS-775-FRM-CONFIRM COMPASSIONATE OR COMPELLING CIRCUMSTANCES AFFECTING ATTENDANCE
- Internal School use only
- **Access Location** - All RGGGS Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\FORMS

APPENDIX J - LETTER OF INTENT TO REPORT UNSATISFACTORY ATTENDANCE LESS THAN 70% (COMPASSIONATE OR COMPELLING CIRCUMSTANCES)

- RGGGS-776-FRM-LETTER OF INTENT TO REPORT UNSATISFACTORY ATTENDANCE LESS THAN 70% (COMPASSIONATE OR COMPELLING CIRCUMSTANCES)
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