



TIGS

The Illawarra Grammar School

Academic • Christian • Caring

International Student Programme

ATTENDANCE & ACADEMIC PROGRESS POLICY & PROCEDURES

ATTENDANCE & ACADEMIC PROGRESS

This policy applies to all students enrolled in courses at The Illawarra Grammar School and The Illawarra Grammar School Centre for English.

The School is required to report students failing to comply with the attendance or academic requirements of their visa to DIBP (Department of Immigration and Border Protection) via the PRISMS system.

The School **must** report students who:

- attend less than 80% of the scheduled contact hours for the course,
- do not commence, or withdraw from a course, or
- do not maintain satisfactory academic results.

1. 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 semester.
- c) Late arrival at school will be 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 Headmaster.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Director of Student Wellbeing every two weeks over a semester using the following method:
 - i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%
 - ii) Any period of exclusion from class will not be included in student attendance calculations.
- g) Students at risk of breaching The Illawarra Grammar School's attendance requirements will be counseled and offered any necessary support when they have attendance of 90% of scheduled course contact hours during any semester.
- h) If the calculation at 1.f. indicates that the student has passed the attendance threshold for the semester, The Illawarra Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 1.j.

- i) The school will notify the Department of Education 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 for the school.
- j) Students will not be reported for failing to meet the 80% threshold where:
 - i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
 - ii) has not fallen below 70% attendance.
- k) The method for calculating 70% attendance is the same as that outlined in 1.f. with the following change: number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Director of Student Wellbeing will assess whether a suspension of studies is in the interests of the student as per The Illawarra Grammar School's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under The Illawarra Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 1.h. - 1.i

Procedures

- a) Where student attendance has fallen to 90%, the Director of Student Wellbeing asks the student to attend a counseling meeting to discuss the reasons for their absences.

At the meeting, the student is reminded of the School's Attendance Policy, and that satisfactory attendance is a student visa requirement. Counseling processes will inform the student that if attendance falls below the required level the student will be reported to the Department of Education via PRISMS and the student visa is at risk of being cancelled.

A warning letter is given to the student summarising the meeting. Copies are forwarded to the student's parents and homestay/guardian. A copy is placed on the student's file.

The student signs an Acknowledgement of Interview form confirming their attendance at the meeting and their understanding of the attendance requirements.

- b) When a student's attendance falls below 80%, the Director of Student Wellbeing asks the student to attend a meeting to discuss the reasons for their absences.

A Letter of Intention to Report is given to the student, indicating that they will be reported to the Department of Education for unsatisfactory attendance in 20 working days from the date of the letter. This letter indicates that the student has 20 working days to access the School's Complaints and Appeals process. Copies of the letter are forwarded to the student's parents and homestay/guardian. A copy is placed on the student's file.

If the Appeal is unsuccessful, the student is advised of their right to an external appeal. Students have 5 working days from the date of the outcome of the internal appeal to access the external appeals process if they choose. If a student chooses not to appeal externally or the 5 days have passed, then the Director of Student Wellbeing will notify the Department of Education via PRISMS that the student has not achieved satisfactory attendance.

If the student chooses not to access the Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision which supports The Illawarra Grammar School, then the Director of Student Wellbeing will notify the Department of Education via PRISMS as soon as practicable that the student has not achieved satisfactory attendance.

Should the student cease to be an accepted student of the School, the Director of Student Wellbeing will still notify the Department of Education via PRISMS that the student had not achieved satisfactory attendance.

2. Course Progress

2.1 THE ILLAWARRA GRAMMAR SCHOOL

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
 - Monitoring will be conducted by the classroom teacher and in consultation with relevant Faculty Heads, Deans, and Directors where appropriate to ensure students will complete courses within the specified duration as stated on their Confirmation of Enrolment (CoE).
 - Academic Records and records of monitoring will be kept on the electronic student file residing in the school's academic database.
 - Assessment will be conducted in accordance with the Schools Assessment Policy relevant to the academic year in which the student is enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full semester.
- d) Satisfactory course progress:

Primary Years 1-6

To demonstrate satisfactory course progress, students will need to participate regularly during class, complete all course work, and achieve individual satisfactory achievement in English and Mathematics.

Secondary Years 7-12

To demonstrate satisfactory course progress, students will need to achieve competency in 50% or more of units in any semester of enrolment. This could be indicated by a Grade A-C or a mark over 50% in 50% or more of their units reported in the Semester 1 or 2 reporting cycle.

- e) If a student does not achieve competency in 50% or more of units in any semester of enrolment, the Director of Teaching and Learning or the Dean of International Students will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - additional supervised semesters
 - tutorial assistance
 - other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Teaching and Learning and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next semester, the Director of Enrolments will advise the student in writing of the School's intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.

- i) The Director of Enrolments will notify the Department of Education 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.

Should the student cease to be an accepted student of the School, the Director of Enrolments will still notify the Department of Education via PRISMS that the student had not achieved satisfactory course progress.

2.2 THE ILLAWARRA GRAMMAR SCHOOL CENTRE FOR ENGLISH

- a) The school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- Monitoring will be conducted by the Academic Manager as per the English Language Assessment Procedures.
 - The Academic Manager is responsible for ensuring the outcomes are recorded in student files.
- b) The course progress of all students will be assessed at the end of each term of enrolment.
- c) Satisfactory course progress:

ELICOS students will be considered to have achieved satisfactory course progress if they have participated regularly during class, completed all course work including student book and work book materials from the New Headway Course and assessment tasks related to language across the curriculum presented in a portfolio; and are working within the ESL scale level relevant to their course.

Level	Satisfactory level of English for secondary	ESL Scales	“New Headway” Course Book Exit Level Test Result
Beginner	Not yet high school ready	Beginner & Level 1	65%
Elementary	Not yet high school ready	Within Levels 2 & 3	65%
Pre Intermediate	Years 7,8,9	Within Levels 3 & 4	65%
Intermediate	Years 10	Within Levels 4 & 5	65%
Upper Intermediate	Year 11	Within Levels 5 & 6	65%

- d) If a student does not achieve satisfactory course progress within a term, the Academic Manager will meet with the student to develop an intervention strategy for academic improvement. This may include:
- additional supervised terms
 - tutorial assistance
 - other intervention strategies as deemed necessary
- e) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- f) The student's individual strategy for academic improvement will be monitored over the following semester by the Academic Manager and records of student response to the strategy will be kept.
- g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next term, the Director of Enrolments will advise the student in writing of the School's intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- h) The Director of Enrolments will notify the Department of Education 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.

Should the student cease to be an accepted student of the School, the Director of Enrolments will still notify the Department of Education via PRISMS that the student had not achieved satisfactory course progress.

3. Completion within expected duration of study

As noted in 2.1.a) and 2.2.a), the School 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 the expected 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 in 1.e)
- an approved deferment or suspension of study has been granted in accordance with The Illawarra Grammar School's Deferment, Suspension and Cancellation Policy.

Where the School decides to extend the duration of the student's study, the Director of Enrolments will report this change via PRISMS within 14 days and/or issue a new COE if required.

4. Definitions

- a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
- i) serious illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents
 - iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v) where the school was unable to offer a pre-requisite unit
 - vi) 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.

- b) 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.
- c) School day - any day for which the school has scheduled course contact hours