

# International Students Monitoring Course Attendance and Progress Policy

## 1. Purpose and Objectives

Overseas students are required to meet and maintain satisfactory course attendance and progress 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. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
CoE	Confirmation of Enrolment – The CoE provides evidence of a student’s enrolment with a provider registered on the Commonwealth Register of Institutions and courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
Compassionate or compelling circumstances	<p>Circumstances beyond the control of the student that are having an impact of the student’s progress through a course. These could include:</p> <ul style="list-style-type: none"> <li>- Serious illness, where a medical certificate states that the student was unable to attend classes;</li> <li>- Bereavement of close family members such as parents or grandparents;</li> <li>- Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on their studies</li> <li>- A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist reports); where the school was unable to offer a pre-requisite unit;</li> <li>- Inability to begin studying on the course commencement date due to delay in receiving a student visa</li> </ul> <p>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.</p>
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.
Head of Sub-School	Head of Junior School (Prep to Year 6 students) and Head of Secondary School (Year 7 to Year 12 students).
Parent/Guardian	The parent(s) or guardian(s) of the international student (or intending international student) who signed the letter confirming the international student’s offer of placement at Canterbury College.
PRISMS	The Provider Registration and International Student Management System.
School day	Any day for which the school has scheduled course contact hours.
Student	A student enrolled at Canterbury College or the parent(s)/legal guardian of a student where that student is under 18 years of age.

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Study Period	First to last day of each school semester – 2 terms in each semester and 2 semesters in one school year.
Core Subjects	English and Mathematics
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.

### 3. Policy Scope/Coverage

This policy applies to the College's employees, international students enrolled from Prep to Year 12 and their parent(s)/legal guardian(s).

### 4. Policy statement

#### 4.1 Monitoring Course Progress

**4.1.1** Canterbury College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

**4.1.2** The course progress of all students will be assessed at the end of each study period of enrolment according to Canterbury College's course assessment requirements.

**4.1.3** Students who have begun part way through a study period will be assessed according to Canterbury College's course assessment requirements after completing one full study period.

**4.2** Students will need to demonstrate satisfactory course progress in any study period.

#### **4.2.1** For Primary Years – Prep to Year 6

To demonstrate satisfactory course progress, overseas students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

#### **4.2.2** For Junior Secondary – Years 7 to 10

To demonstrate satisfactory course progress, overseas students must pass all core subjects and fail no more than 2 elective subjects studied in any study period.

#### **4.2.3** For Senior Secondary Students – Years 11 and 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.

#### **4.2.4** For Senior Secondary – Years 11 and 12 - less than full duration (for example, short term study abroad program)

To demonstrate satisfactory course progress for the Senior Secondary Course, overseas students must achieve a satisfactory result (e.g., a Pass) in a minimum of 4 learning options in a Unit.

**4.2.5** If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of Sub-School will formally contact

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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 Head of Sub-School and the student to develop an intervention strategy for academic improvement. This may include:

- After hours tutorial support
- Subject tutorial support in class time
- Mentoring
- Additional ESL support
- Change of subject selection, or reducing course load (without affecting course duration)
- Counselling – time management
- Counselling – academic skills
- Counselling – personal
- Other intervention strategies as deemed necessary

- 4.2.6** A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of course, 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.
- 4.2.7** The student's individual strategy for academic improvement will be monitored over the following study period by the Head of School 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.
- 4.2.8** If the student does not achieve satisfactory course progress by the end of the next study period, Canterbury College will advise the student in writing 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 schools' internal complaints and appeals process. The notification of intention to report will be issued to the student prior the commencement of the next study period. 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 Canterbury College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Refer to Canterbury College's Complaints and Appeals policy for further details.
- 4.2.9** Canterbury will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- 4.2.9.1** The student does not access the complaints and appeals process within 20 days; or
- 4.2.9.2** The student withdraws from the complaint and appeals process by notifying the Principal of Canterbury College in writing; or
- 4.2.9.3** The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

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### 4.3 Completion within expected duration of study

- 4.3.1** As noted in 1a, Canterbury will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- 4.3.2** 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 studies within the expected duration of the course.
- 4.3.3** Canterbury College will only extend the duration of the student's study where the student will not be able to complete their course by the expected date because:
- 4.3.3.1** The student can provide evidence of compassionate or compelling circumstances (see Definitions);
  - 4.3.3.2** The student has or is, participating in an intervention strategy as outlined in 1e;
  - 4.3.3.3** An approved deferment or suspension of study has been granted in accordance with Canterbury College's Deferment, Suspension and Cancellation Policy.
- 4.3.4** Where Canterbury College decides to extend the duration of the student's Study, Canterbury College will report this change via PRISMS within 14 days and/or issue a new CoE 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.

### 4.4 Monitoring Course attendance

- 4.4.1** Satisfactory course attendance is attendance of above 80% of the scheduled course contact hours.
- 4.4.2** Student attendance is:
- 4.4.2.1** Checked and recorded daily;
  - 4.4.2.2** Assessed regularly;
  - 4.4.2.3** Recorded and calculated over each study period.
- 4.4.3** Late arrival at school will be recorded and will be included in attendance calculations.
- 4.4.4** 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 Head of School or Principal.
- 4.4.5** Any absences longer than 3 consecutive days without approval will be investigated.
- 4.4.6** Student attendance will be monitored by the Head of House/Head of School each week over a study period to assess student attendance using the following method:
- 4.4.6.1** Calculating the number of hours, the student would have to be absent to fall below the attendance threshold for a study period.  
[Number of study days x contact hours x 20%]

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For example, a 20-week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.

- 4.4.6.2** The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (See Definition).
- 4.4.6.3** Where a student's absences represent grounds for the student to apply and be approved 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 Canterbury College's Deferment, Suspension and Cancellation Policy.)
- 4.4.6.4** Attendance for any period of exclusion from class will be assessed under Canterbury College's Deferment, Suspension and Cancellation Policy.
- 4.4.7** Parents of students at risk of breaching Canterbury College's attendance requirements will be contacted by phone or email and students will be counselled and offered any necessary support when they have been absent for more than 10% of the study period.
- 4.4.8** If the calculation of 4.3.6.1 indicates that the student has not passed the attendance threshold for the study period, Canterbury College will assess the student against the provisions of Item 4.3.1. Where the student has failed to meet the minimum attendance requirement, and Item 4.3.1 does apply, the school will promptly 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 Canterbury's internal complaints and appeals process.
- 4.4.9** Canterbury College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
  - 4.4.9.1** The student does not access the complains and appeals process within 20 days;
  - 4.4.9.2** The student withdraws from the complaints and appeals process by notifying the Principal in writing;
  - 4.4.9.3** The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the College.
- 4.4.10** Students will not be reported for failing to meet the 80% threshold where:
  - 4.4.10.1** The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg. medical illness supported by a medical certificate or as per definition; and
  - 4.4.10.2** The student's attendance has not fallen below 70% for the study period.
- 4.4.11** The method for calculating 70% attendance is the same as that outlined in 4.3.6.1 with the following change: Number of study days x contact hours x 30%.

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**4.4.12** 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 4.3.8-4.3.9.

### 5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

### 6. Roles and Responsibilities

#### Canterbury College

- Provide clear guidelines regarding the process for monitoring course progress and attendance for international students which align with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### 7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College's policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

<b>Version Number:</b>	v1.12022
<b>Policy Library:</b>	College Operations
<b>Responsible Officer</b>	Principal
<b>Approval Authority:</b>	College Board
<b>Last Approval Date:</b>	May 2022
<b>Review Date:</b>	May 2024
<b>Related Policies/Procedures:</b>	International Students Complaints and Appeals Policy International Students Deferment, Suspension and Cancellation Policy International Students Refund Policy International Students Welfare and Accommodation Policy International Students Transfer Policy International Students Entry Requirements Policy International Students Fee Policy
<b>Acknowledgements:</b>	ISQ School Handbook for CRICOS Registration National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Australian Government (DESE) ESOS Framework Department of Home Affairs (Immigration)