International Students Monitoring Course Attendance and Progress Policy

Contents

1. Purpose and Objectives 1
2. Definitions, Terms, Acronyms 1
3. Policy Scope/Coverage 2
4. Policy Statement 2
4.1. Monitoring Course Progress 2
4.2. Demonstration of Satisfactory Course Progress 3
4.3. Completion within Expected Duration of Study 4
4.4. Monitoring Course Attendance 5
5. Guidelines/Procedure/Process 6
6. Roles and Responsibilities 6
6.1. Canterbury College 6
7. Review 6

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

Absence	School days missed due to: truancy, sickness (explained or unexplained), personal leave (explained or unexplained) e.g. family matters, extended holidays, personal/sporting/cultural events.
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	Circumstances beyond the control of the student that are having an impact of the student's progress through a course. These could include: - Serious illness, where a medical certificate states that the student was unable to attend classes; - Bereavement of close family members such as parents or grandparents; - Major political upheaval or natural disaster in the home country requiring 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 psychologist 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 progress 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 CRICOS.
Head of Sub-School	Head of Junior School (Prep to Year 6 students) and Head of Senior School (Year 7 to Year 12 students).
Head of Teaching and Learning	Head of Teaching and Learning oversees all international students' course progress and attendance.
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.

Study Period	First to last day of each school semester – 2 terms in each semester and 2 semesters in one school year. The duration of a study period is 19 weeks.
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 (semester/Unit of Qld Certificate of Education) 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. Demonstration of Satisfactory Course Progress

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

4.2.1. Primary School Studies (Prep to Year 6)

Years P-3

Years P-3 students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

Years 4-5

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.

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.

4.2.2. Junior Secondary Studies (Years 7-10)

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.

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.

4.2.3. Senior Secondary Studies (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 any time 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.

If, at the end of a study period, a student does not achieve satisfactory course progress as described above, the Head of Teaching and Learning will formally notify the parent(s) that the student is at risk of breaching the course progress requirement. This notification will occur within the first week of the next study period.

During the same week, the student will be contacted by the Head of Teaching and Learning, and a meeting will be held with the student to develop an intervention strategy to support 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

4.2.4. 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.

4.2.5. The student's individual strategy for academic improvement will be monitored over the following study period by the Head of Teaching and Learning 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.

4.2.6. 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 10 working days in which to access the Canterbury College's internal complaints and appeals process. The notification of intention to report

will be issued to the student in the first week 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.

4.2.7. Canterbury will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- 4.2.7.1. The student does not access the complaints and appeals process within 10 working days; or
- 4.2.7.2. The student withdraws from the complaint and appeals process by notifying the Principal of Canterbury College in writing; or
- 4.2.7.3. The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

4.3. Completion within Expected Duration of Study

4.3.1. As noted in 4.1, 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 4.2.3
- 4.3.3.3. An approved deferment or suspension of study has been granted in accordance with Canterbury College's International Student 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 and Citizenship) 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. Monitored fortnightly;
- 4.4.2.3. Recorded and calculated over each study period.

4.4.3. 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 Sub-School or Principal.

4.4.4. Any absences longer than 3 consecutive days without approval will be

investigated.

4.4.5. School attendance will be monitored by the Head of Teaching and Learning each fortnight over a study period to assess student attendance.
- 4.4.5.1. Attendance is monitored fortnightly to ensure the student remains under 18 days absent in a study period.
- 4.4.5.2. 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).
- 4.4.5.3. 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 International Student Deferment, Suspension and Cancellation Policy.)
- 4.4.5.4. Attendance for any period of exclusion from class will be assessed under Canterbury College's International Student Deferment, Suspension and Cancellation Policy.

4.4.6. Parents of students at risk of breaching Canterbury College's attendance requirements will be issued written notification within 7 days of identifying the concern. An at-risk notice will be emailed with details of their current attendance status and supports being offered when they have been absent for more than 9 days of the study period.

4.4.7. If the calculation of 4.4.5.1 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 4.4.1. Where the student has failed to meet the minimum attendance requirement, and Item 4.4.1 does apply, Canterbury will advise the student within 7 days of its intention to report the student for breach of visa condition 8202, and that he/she has 10 working days in which to access Canterbury's internal complaints and appeals process.

4.4.8. Canterbury College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
- 4.4.8.1. The student does not access the complaints and appeals process within 10 days;
- 4.4.8.2. The student withdraws from the complaints and appeals process by notifying the Principal in writing;
- 4.4.8.3. The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the College.

4.4.9. Students will not be reported for failing to meet the 80% threshold where:
- 4.4.9.1. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate or as per definition; and
- 4.4.9.2. The student's attendance has not fallen below 70% (27 days) for the study period.

4.4.10. 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 4.4.7-4.4.8.

5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

6. Roles and Responsibilities

6.1. 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 every two years. Canterbury College, however, reserves the right to review this policy at any time.

Version Number:	V3.02026
Policy Library:	College Operations
Responsible Officer	Principal
Approval Authority:	Executive
Last Approval Date:	14 October 2026
Review Date:	14 October 2028
Related Policies/Procedures:	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
Acknowledgements:	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 ESOS Framework Department of Home Affairs (Immigration and Citizenship)