



The Cathedral School
of St Anne & St James
TOWNSVILLE

COURSE PROGRESS AND ATTENDANCE POLICY

International Students

Overseas students must meet and maintain satisfactory course progress and attendance requirements for the duration of their course of study under Visa Condition 8202 and Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

COURSE PROGRESS

The school will monitor, record and assess the course progress of each student during each study period and will send a formal report home to the parents. In Prep to Year 10, a study period consists of a semester of work (2 semesters per year). In Years 11 and 12, students study units of work that do not necessarily follow a semester outline, and as such, student progress will be evaluated at the culmination of a unit of study (four units of two years). Students who have begun part way through a study period will be assessed after completion of one full study period.

To demonstrate satisfactory course progress, students enrolled in Prep through to Year 9 need to:

1. Maintain at least a satisfactory effort (minimum C standard) in subjects taken in a study period
2. Gain achievement (C standard) in at least 50% of the subjects taken in a study period

To demonstrate satisfactory course progress, students enrolled in Year 10 will need to:

1. Maintain at least a satisfactory effort (minimum C standard) in subjects taken in a study period
2. Gain achievement (C standard) in all core subjects taken in a study period

To demonstrate satisfactory course progress, students enrolled in Year 11 through to Year 12 will need to:

1. Maintain at least satisfactory effort (minimum C standard) in the subjects taken in a study period
2. Gain satisfactory academic achievement so as to ensure their continuing eligibility for the Queensland Certificate of Education (QCE)

If a student does not achieve these benchmarks in a study period, the Head of House will meet with the student to develop an intervention strategy for academic improvement. This may include additional ESL support, mentoring, after-hours tutoring, counselling, change of subjects or other strategies as deemed appropriate. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.

The student's individual strategy for academic improvement will be monitored over the following semester by the Pastoral Care Tutor and records of the student's response to the strategy will be kept. If the student fails to achieve satisfactory course progress by the end of the following semester, the school will advise the student in writing of its intention to report the student for breach of visa condition 8202. The student has 20 working days to access the school's internal complaints and appeals process.

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 The Cathedral School of St Anne & St James, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Please see The Cathedral School of St Anne & St James's Complaints and Appeals Policy for further details.

If the student does not access the complaints and appeals process within stated policy timeline, withdraws from the process, or the process finds in favour of the School, the student will be reported to the National ESOS Authority via PRISMS for unsatisfactory course progress. The student's CoE and enrolment will then be cancelled. The Principal will determine if a new CoE and enrolment period will be offered to the student.

COMPLETION WITHIN EXPECTED DURATION

Part of the School's 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 course if:

- The student can provide evidence of compassionate or compelling circumstances
- The student has, or is participating in, an intervention strategy and the student requires additional time to reach the required standard
- An approved deferment or suspension of students has been granted in accordance with the School's Deferment, Suspension and Cancellation Policy.

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 COE if required. In this case, the student will need to contact the Department of Immigration to see advice on any potential impacts on their visa, including the need to obtain a new visa.

COURSE ATTENDANCE

Under student visa regulations (National Code Standard 8), satisfactory course attendance is 80% of scheduled school days. Student attendance is checked and recorded daily, assessed regularly and calculated over each semester.

All absences from school (with the exception of participation in school excursions or school-initiated exclusion from class) will be included in absentee calculations. Absences 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/Head of School. Any absence longer than 5 consecutive days without approval will be investigated, and the student counselled as necessary.

Full attendance checks will be conducted by the School Secretary regularly to informally track and assess student attendance. The Secretary will advise the Registrar of any student whose attendance is at risk of falling below the attendance threshold (i.e. absences are greater than [number of school days x 15%]). Students at risk of breaching the attendance requirements will be counselled and offered support in the first instance, and their parents will be advised.

If the student fails to maintain satisfactory attendance in any study period (i.e. absences are greater than [number of school days x 20%]) the School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that the student has 20 working days to access the school's internal complaints and appeals process.

If the student does not access the complaints and appeals process within 20 days, withdraws from the process, or the process finds in favour of the School, the student will be reported to the National ESOS Authority for unsatisfactory course attendance. The student's CoE and enrolment will then be cancelled. The Principal will determine if a new CoE and enrolment period will be offered to the student.

Students will not be reported for failing to meet the 80% attendance threshold for a semester where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances and the student's attendance has not fallen below 70% for the study period.

Compassionate and compelling circumstances include:

- Extended illness (with a medical certificate stating that the student was unable to attend class)
- Bereavement of close family members
- A traumatic experience which has impacted on the student
- A major political upheaval or natural disaster
- Visa delays prior to commencement of the course
- Other circumstances that could be demonstrated to be having an impact on the student's progress through the course.

If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Principal will assess whether a suspension of studies is in the interests of the student as per The Cathedral School's Deferment, Suspension and Cancellation Policy.

If the student does not obtain a suspension of studies under The Cathedral School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the semester, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.