



SECTION	OVERSEAS STUDENTS				
ITEM:	OVERSEAS STUDENTS PROGRESS, ATTENDANCE AND COURSE DURATION POLICY			ITEM No:	OSS-014
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1. PURPOSE

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. SCOPE

This policy applies to staff at Brisbane Christian College and international students studying at the College on a student Visa, their parent's/guardians or educational agent.

3. REFERENCES

- *The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) St 8; NC B St 10, ESOS Act 2000 s 19, s47D, ESOS Reg 2001 3.1;*
- *Education Services for Overseas Students (ESOS) Act 2000;*
- *Education Services for Overseas Students Regulation 2019.*

4. DEFINITIONS

- **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 close family members such as parents or grandparents (with evidence of a death 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 CRICOS.

- **School day** – any day for which the school has scheduled course contact hours, there are seven (7) contact hours per one school day (6 periods plus break times)
- **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 subject and programs as outlined in [Learning Options 1.2.2](#) of the Queensland Curriculum and Assessment Authority (QCAA) and QCIA Handbook.

5. POLICY

5.1. Course Progress

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

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

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

5.1.4. Primary School Studies (Prep – Year 6)

- 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 students must demonstrate a minimum overall achievement of Pass /C / Satisfactory 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 – students must demonstrate a minimum overall achievement of Pass /C / Satisfactory grade in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects studied below a Pass /C / Satisfactory grade.

5.1.5. Junior Secondary Studies (Year 7 – 10)

- Years 7 -9 At the end of each semester, students must demonstrate:
 - a minimum overall achievement of Pass /C / Satisfactory grade in English (Literacy) and Mathematics (Numeracy) and,
 - a minimum overall achievement of Pass /C / Satisfactory grade, with no more than three other subjects studied below a Pass /C / Satisfactory grade.
- Year 10 At the end of each semester, students must demonstrate:
 - a minimum overall achievement of Pass /C / Satisfactory grade in English (Literacy) and Mathematics (Numeracy) and,
 - a minimum overall achievement of Pass /C / Satisfactory grade, with no more than two other subjects studied below a Pass /C / Satisfactory grade.

5.1.6. Senior Secondary Studies (Year 11 – 12)

- 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 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.

5.1.7. If at the end of a study period a student does not achieve satisfactory course progress as defined above, the International Enrolments Officer will formally contact the parent(s)/guardians to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with College staff responsible for assessing and course progress and arranging additional support 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 5.2.3 ii of this policy
- vii. Counselling – time management;
- viii. Counselling -academic skills;
- ix. Counselling – personal;
- x. Other intervention strategies as deemed necessary;

5.1.8 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 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.

5.1.9 The student's individual strategy for academic improvement will be monitored over the following study period by the Head of Campus 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.

5.1.10 For mainstream studies - If the student does not achieve satisfactory course progress by the end of the next study period, Brisbane Christian 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 College's *Overseas Students 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 Brisbane Christian College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 20 days. Please see Brisbane Christian College's *Complaints and Appeals Policy* for further details.

5.1.10 Brisbane Christian College will notify the National ESOS Authority 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 Brisbane Christian College; or
- iii. the complaints and appeals process, including any external appeal made by the student, results in favour of the College.

5.2. Completion within expected duration of study

5.2.1. As noted in 5.1.1, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

5.2.2. 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.

5.2.3. The College will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:

- i. the student can provide evidence of compassionate or compelling circumstances;
- ii. the student has, or is, participating in an intervention strategy outlined in 5.1.7;
- iii. an approved deferment or suspension of study has been granted in accordance with Brisbane Christian College's *Deferment, Suspension and Cancellation Policy*.

5.2.4. Where the College decides to extend the duration of the student's study, the 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.

5.3. Monitoring Course Attendance

5.3.1. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. Student attendance is:

- i. checked and recorded daily;
- ii. assessed regularly; and at least one per term;
- iii. recorded and calculated over each study period.

5.3.2. Late arrival at school will be recorded and will be included in attendance calculations.

5.3.3. All absences from the College 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 Deputy Principal/ Head of Primary.

5.3.4. Leave approval outside of College holidays will only be given in compassionate or compelling circumstances as mentioned in section 4 above and supported by evidence. Extended holidays will not be approved except in exceptional circumstances and at the discretion of Deputy Principal/Head of Primary.

5.3.5. Any absences longer than 5 consecutive days without approval will be investigated.

5.3.6. Student attendance is monitored daily by the Student Services Officer and will be reviewed termly by the International Enrolment Officer over a study period to assess student attendance using the following method:

- i. Calculate the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. [For example, a 20-week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.];
- 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 the definition above);

- 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 Brisbane Christian College's *Deferment, Suspension and Cancellation Policy*.
- iv. Attendance for any period of exclusion from class will be assessed under Brisbane Christian College's *Deferment, Suspension and Cancellation Policy*.

5.3.7. Parents of students at risk of breaching Brisbane Christian College's attendance requirements will be contacted by the International Enrolments Officer and students will be counselled and offered any necessary support when they have absences totaling 10% or greater in any study period.

5.3.8. If the calculation at 5.3.6. indicates that the student has fallen below the 80% attendance threshold for the study period, Brisbane Christian College will assess the student against the provisions of item 5.3.9. (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do not apply, the College 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 the College's internal complaints and appeals process.

5.3.9. The College 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 Brisbane Christian College in writing;
- iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the College.

5.3.10 Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

- i. the student has produced documentary evidence in a timely manner demonstrating the presence of compassionate or compelling circumstances (e.g. medical illness) supported by a medical certificate or as per the definition, and
- ii. the student's attendance has not fallen below 70% for the study period.

method for calculating 70% attendance is the same as that outlined in item 5.3.6.1 with the following change; number of study days x contact hours x 30%. 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 5.3.8 and 5.3.9.

6. OTHER DOCUMENTS

- OSS-001 Overseas Students Entry Requirements and Enrolments Policy
- OSS-008 Overseas Students Deferment, Suspension and Cancellation of Enrolment Policy
- OSS-011 Overseas Students Complaints and Appeals Policy
- CRICOS International Students Handbook