



INTERNATIONAL STUDENT MONITORING ACADEMIC PROGRESS AND ATTENDANCE POLICY AND PROCEDURE

Approved: Principal

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Responsible Officers: Manager, International Programs, Chief Financial Officer

Policy Review Date: 4 October 2018

Rationale

This policy applies to all Full Fee Paying Overseas Students (FFPOS) as holders of Australian Student Visas.

It is a requirement of Student Visa holders, in the interests of effective study habits, to maintain a satisfactory Course Attendance Rate. FFPOS are advised of this requirement as part of the Orientation Programs at the commencement of each academic year and through individual orientation processes where FFPOS start at Billanook College throughout the year. Advice is also given at the Homestay Program Information Evening at the beginning of each year.

The purpose of this Policy Statement is to identify the rights and responsibilities of the student and of Billanook College in implementation of Standard 8 of the National Code in regard to Course Attendance. It is also to define Unsatisfactory Course Progress and to identify the procedures for monitoring academic progress of FFPOS, intervention strategies that are to be implemented in support of improved academic progress and ultimately, processes for reporting FFPOS who are deemed to be unwilling or incapable of making Satisfactory Course Progress.

In addition, under Standard 8 of the National Code, both FFPOS and Billanook College have rights and responsibilities with regard to managing and monitoring the FFPOS's academic progress.

1. Monitoring Course Attendance

- a. Satisfactory course attendance is defined as attaining a minimum of 80% of the scheduled course contact hours over a semester length duration of tuition.
- b. Student attendance at Billanook College is:
 - recorded at every class by the supervising teacher and the attendance roll is marked electronically at the daily homegroup meeting.
 - monitored regularly by the Manager, International Programs (MIP) with the assistance of Heads of Year for consideration of the need for intervention strategies.
 - recorded and calculated for file over each semester by the Administrative Assistant to MIP.
- c. Billanook College reserves the right to record late arrivals to the College as either:
 - not impacting upon the student attendance rate provided the student has reported attendance by 10.00am.
 - a half day absence should the student report between 10.00am and 12.00pm.
 - a full day absence should the student report after 12.00pm.
- d. All known FFPOS absences are to be reported to Billanook College via the published Absence Reporting Phone Recording System by 10.30am. The only persons with authority to make that report are:
 - Homestay parent;
 - appointed Local Support Person (LSP);

- biological parent of the FFPOS if in Australia on a Guardian Visa.
- e. All FFPOS absences from Billanook College must be supported by:
- an explanatory phone message by an adult listed in point *d* above.
 - medical certificate by a certified medical practitioner if the duration of absence for reasons of ill health exceeds one day.
 - Special Leave Approval Form signed off by the Head of School in circumstances of a compelling or compassionate nature.
- f. Absences greater than two days shall be investigated by the MIP and/or Head of Year for consideration of necessary intervention strategies.
- g. Calculation of the Course Attendance Rate shall be undertaken by the Administrative Assistant to the MIP using the formula below:
- $\frac{\text{number of school days absent}}{\text{total number of possible school days for semester}}$
- h. Where a FFPOS reaches a maximum possible attendance rate of 90% the student will be advised to attend a meeting with MIP and Head of Year for advice and support along with consideration of necessary intervention strategies. This will be followed by Billanook College issuing an unsatisfactory attendance warning letter to the student and to the parents of the student via the Local Support Person communication channels.
- i. Where a FFPOS reaches a maximum possible attendance rate of less than 80% for the semester, Billanook College will advise the student in writing of its intention to report the student of breach of Student Visa Condition 8202 and that he/she has 20 working days to access the College's Internal Complaints and Appeals Process.
- j. Billanook College will notify the Department of Education via PRISMS of the FFPOS not attaining Satisfactory Course Attendance as soon as practicable where:
- the FFPOS chooses not to access the Internal Complaints and Appeals Process within 20 working days.
 - The Internal Complaints and Appeals Process results in decision that ratifies the College's decision to report.
- k. Billanook College may choose not to report the FFPOS for Unsatisfactory Attendance if:
- The FFPOS attendance rate has not fallen below 70% for the Semester
AND
 - The FFPOS produces documentary evidence to support the claim that circumstances of a compelling and compassionate nature should be considered by Billanook College in assessing the extent of the absences. Such evidence could include a medical certificate for an extended period of absence issued by an Australian medical professional.
- l. Should a FFPOS be approaching a maximum Course Attendance Rate of 70% and where it is known by the College that compelling and compassionate circumstances are likely to apply on an ongoing basis, Billanook College may choose to implement its Deferment, Suspension and Cancellation of Studies Policy under Standard 9 of the National Code, in close consultation with the parents of the student.
- m. In the case where the student Course Attendance Rate is approaching but not fallen below 70% but the parent of the FFPOS chooses not to accept a Deferment/Suspension of Studies under Standard 9 of the National Code, then Billanook College shall proceed to report the student via PRISMS for Unsatisfactory Attendance. This shall be confirmed in writing by the College to the parent.
- n. At that point the parent will also be advised of their right to lodge an external appeal with the following body, with Billanook College seeking written instructions of that intent from the parent as a matter of urgency:

Should the parent express that intent in writing to the Billanook College Principal then Billanook College shall agree to sustain the enrolment of the student until such time as the External Appeals Process has been completed.

Should the student cease to be an enrolled student of Billanook College, that is the student has either transferred to an alternative school or departed the country, Billanook College understands and accepts that it has a responsibility under the National Code Standard 8 to still notify the Department of Education via PRISMS that the FFPOS had not achieved Satisfactory Course Progress.

2. Monitoring Course Progress

- a. Billanook College agrees to monitor, assess and record the course progress of each FFPOS for the course in which they are currently enrolled.
- b. The definition of course shall be:
 - in the Primary School the definition of the course shall be taken as one full year of studies.
 - in Years 7 to 10 the definition of the course shall be taken as one full academic year of studies.
 - in Years 11 and 12 the definition of the course shall be taken as the two year Victorian Certificate of Education program.
- c. Monitoring of course progress shall include but may not be limited to:
 - subject teacher assessment of FFPOS attainment of the required Learning Outcomes as identified in the curriculum documentation applicable to that subject.
 - subject teacher assessment of FFPOS graded tasks and provision of appropriate feedback in consultation with Learning Leaders and Learning Leader: Senior Studies.
 - formal recording of attained grades using the Billanook College on-line progressive reporting framework.
 - subject teachers communicating with support staff within the College such as EAL Learning Assistants, the ISP Officer, Heads of Year and Learning Leader: Senior Studies for assistance with devising and implementing intervention strategies on a case by case basis.
 - formal communication with the parents of the FFPOS via the Local Support Person on course progress in each subject unit through issuance of:
 1. Progressive Report at approximately week 10 of the semester;
 2. Unit Report at completion of each semester;
- d. Any decisions made by Billanook College on the matter of Satisfactory Course Progress shall be:
 - based on final results obtained by the student from an entire semester length program of studies.
 - in the event that a student enrolls at the College part the way through an academic semester, the College agrees to delay any decision making on academic progress until the student has been given the opportunity to complete one entire semester of studies.
- e. The definition of Satisfactory Course Progress shall vary depending upon the year level:
 - **Primary - Prep to Year 6**
Satisfactory Course Progress shall be deemed to exist where students demonstrate the willingness and capacity to participate actively during classes, attempting work tasks

required of them to the best of their ability on a consistent basis, and displaying competency in numeracy and literacy at a year appropriate level.

- **Years 7 to 10**

Satisfactory Course Progress shall be deemed to exist where FFPOS attain competency in the required Learning Outcomes of at least two thirds of the subject units in which the student is enrolled for the semester. Withdrawal from a unit of study part the way through a semester without replacing that unit with an alternative subject unit shall be deemed as unsatisfactory completion of the former subject unit.

- **Years 11 and 12 - Victorian Certificate of Education**

Satisfactory Course Progress shall be deemed to exist where the FFPOS continues to attain all of the following:

1. satisfactory completion of no less than two thirds of the VCE subject units in which the FFPOS is enrolled for the semester.
2. satisfactory completion of all English (EAL) units of study within the VCE Course Program at Years 11 and 12.
3. satisfactory completion of a sufficient quantity and range of VCE subject units that provide for continuance of a viable VCE Course Program for that specific FFPOS.

Unsatisfactory Course Progress shall be deemed to exist when, in any given semester:

1. FFPOS attains an unsatisfactory unit result in one third or more of the VCE subject units in which they are enrolled for that semester.
2. FFPOS is consistently attaining poor (ungraded) results in course assessment tasks across more than one VCE subject in which the student is enrolled.
3. FFPOS is consistently displaying sufficiently poor study capacity and habits to suggest that the student shall be unlikely to attain the Victorian Certificate of Education given current evidence including:
 - FFPOS is repeatedly missing work completion deadlines in two or more VCE subject units.
 - School Assessed Coursework results are consistently at an extremely low level across two or more VCE subject units.
 - FFPOS is not recommended by College Staff to continue in specific VCE subject units in the following semester, rendering there to be no appropriate VCE course available for that student thus rendering it unlikely that the student shall be able to complete the course of study within the expected duration specified on the FFPOS Confirmation of Enrolment.

f. **Intervention Strategies**

In accordance with the Billanook College Assessment and Reporting Policy, students shall be given every opportunity to satisfactorily address all required Learning Outcomes within a given subject unit of study.

Billanook College reserves the right to provide students with a range of redemption tasks to facilitate maximum opportunities for the students to display competency in Learning Outcomes.

Academic progress by FFPOS is closely monitored by subject teachers and where initial signs of unsatisfactory progress as identified in (e) above become evident, subject teachers are required to communicate directly with the student and with the International Student Programs Officer (ISPO) at the earliest convenience, to initiate a meeting with the student and the ISPO to explore Intervention Strategies.

In the case of FFPOS, intervention strategies that may be implemented to support learning may include:

1. prescribed additional topic revision tasks
2. teacher guidance on improved functional aspects of learning in the class and for home-studies.
3. appointment of additional in class support by one of the EAL Learning Assistants.
4. scheduling of additional tutorial assistance by Learning Area member for that student.
5. liaising with subject tutors outside of the College.

In all cases of a structured Intervention Strategy being put in place the following processes will apply:

- a. summary of the agreed intervention strategies will be recorded, signed by the ISPO/Head of Year and student and registered in the central FFPOS file.
- b. summary copy will be provided to the Local Support Person (LSP) for communication to the parent of the FFPOS, with a clear emphasis that should the FFPOS fail to respond positively to the intervention strategies that there may be significant consequences for overall course progress and for the enrolment of the student at Billanook College.

Progress by the FFPOS in response to the intervention strategies shall be closely monitored by the subject teacher and ISPO through to the completion of the current semester with feedback supplied by the College to the parent via the LSP on a periodic basis as required.

- g. FFPOS fails to make Satisfactory Course Progress despite intervention strategies

Should the FFPOS not improve sufficiently and fail to achieve Satisfactory Course Progress, the matter will be brought to the attention of the MIP, Head of School and College Principal for consideration of all circumstances. If the College deems that the student has been given every opportunity to attain Satisfactory Course Progress and that there are no mitigating circumstances then the MIP shall advise the student and parent in writing of the College 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 Internal Complaints and Appeals Process.

Inclusive processes at this point may include:

- advising the parent and student of alternative educational pathways within Australia.
- assisting the parent to reach a decision on whether the student is willing and able to accept their study responsibilities in Australia at the senior high school level.

Billanook College shall agree to sustain the enrolment of the FFPOS throughout the Internal Complaints and Appeals Process.

- h. Necessity to Report

In the event that the parent is unwilling to accept the advice of Billanook College and expresses a desire for their child to remain as a Billanook College student then the College will proceed to notify the Department of Education via PRISMS of the student not achieving Satisfactory Course Progress as soon as practicable when:

- FFPOS does not access the Internal Complaints and Appeals Process within 20 working days.
- FFPOS chooses to withdraw from the Internal Complaints and Appeals Process.
- the Internal Complaints and Appeals Process ratifies the decision to report the FFPOS to the Department of Education for not achieving Satisfactory Course Progress.

The FFPOS and parent will be notified in writing at that point of the final decision to report and shall advise the student of their final date of attendance at the College, being no less than seven days after the date of that written notification.

At that point the parent will also be advised of their right to lodge an External Appeal with the following body, with Billanook College seeking written instructions of that intent from the parent as a matter of urgency:

Victorian Ombudsman
Level 2, 570 Bourke Street, Melbourne, Victoria
Phone: 61 3 9613 6222
www.ombudsman.vic.gov.au

Should the parent express that intent in writing to the Principal of Billanook College, then Billanook College shall agree to sustain the enrolment of the student until such time as the External Appeals Process has been completed.

Should the student cease to be an enrolled student of Billanook College, that is the student has either transferred to an alternative school or departed the country, Billanook College understands and accepts that it has a responsibility under the National Code Standard 8 to still notify the Department of Education via PRISMS that the FFPOS had not achieved Satisfactory Course Progress.