Course Progress & Attendance Policy

POLICY RELEASE DETAILS

Date of Policy
March 2015

Approved by Board
Date March 2015 (via Principal)

Review Date
When necessary to take account of new laws and technology, changes to College’s operations and practices and to make sure it remains appropriate to the changing environment.

POLICY

1. Course Progress

a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. A student’s course progress will be assessed both on academic results and the effort and behavior that is exhibited whilst at the College. Supporting testimonials from teachers will be included to assist the College is monitoring course progress.

b) The course progress of all students will be assessed at the end of each study period (semester) of enrolment.

c) Students who have begun part way through a semester will be assessed after one full study period.

d) To demonstrate satisfactory course progress, students will need to achieve satisfactory results in each subject studied per study period. This will include completion of homework, assignments and class participation.

e) If a student does not achieve competency in at least 50% of units studied in an assessment period the Principal will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:

   i. Subject tutorial support in class time
   ii. Mentoring
   iii. Additional ESL support
   iv. Change of subject selection, or reducing course load (without affecting course duration)
   v. Counselling – time management
   vi. Counselling - academic skills
   vii. Counselling - personal
   viii. other intervention strategies as deemed necessary
f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.

g) The student’s individual strategy for academic improvement will be monitored over the following study period by the Heads of School and classroom teacher and records of student response to the strategy will be kept.

h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Christian Outreach College Toowoomba 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 school’s internal complaints and appeals process.

i) The school 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. withdraws from the complaints and appeals process, or
   iii. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study

a) As noted in 1.a., the school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.

b) 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.

c) The school 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 of:
   i. compassionate or compelling circumstances (see Definitions below)
   ii. student participation in an intervention strategy as outlined in 1.e.
   iii. an approved deferment or suspension of study has been granted in accordance with Christian Outreach College Toowoomba’s Deferment, Suspension and Cancellation Policy.

d) 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.

3. Monitoring Course attendance

a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.

b) Student attendance is:
   i. checked and recorded daily
   ii. assessed regularly
   iii. recorded and calculated over each study period.
c) Late arrival at school will be recorded and will be included in attendance calculations.

d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student’s parent/homestay family or evidence that leave has been approved by the Principal/Head of School.

e) Any absences longer than 3 consecutive days require a medical certificate and absences longer than 5 consecutive days without approval will be investigated.

f) Student attendance will be monitored by Student Reception and Enrolments Officer every 4 weeks over a study period to assess student attendance using the following method:

i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. For example, over a 4 week period with 5 contact hours a day would equal 500 contact hours, 20% of this is 100 hours.

ii) Any period of exclusion from class will not be included in student attendance calculations.

g) Parents of students at risk of breaching Christian Outreach College Toowoomba’s attendance requirements will be contacted by email if living overseas (by phone if living locally) and students will be counselled and offered any necessary support when they have absences totalling 60 hours any study period.

h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Christian Outreach College Toowoomba will 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 school’s internal complaints and appeals process except in the circumstances outlined in 3.i.

i) The school will notify the National ESOS Authority 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. withdraws from the complaints and appeals process

iii. the complaints and appeals process results in a decision for the school.

j) Students will not be reported for failing to meet the 80% threshold where:

i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and

ii. has not fallen below 70% attendance.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Principal will assess whether a suspension of studies is in the interests of the student as per Christian Outreach College Toowoomba’s Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under the Christian Outreach College Toowoomba’s Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.k – 3.l.

4. Definitions

a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:

i. serious illness, where a medical certificate states that the student was unable to attend classes
ii. bereavement of close family members such as parents or grandparents
iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
v. where the school was unable to offer a pre-requisite unit
vi. 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.

b) 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.

c) School day – any day for which the school has scheduled course contact hours.

d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. Christian Outreach College Toowoomba defines a “study period” for the purposes of monitoring course attendance and progress as a semester.