



## Course Progress, Attendance and Course Duration Policy

This policy is available to staff (*SEQTA Documents*) and to students (*Pre-enrolment pack, Website, Orientation Pack*).

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.

### 1. Course Progress

- a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period (*semester*) of enrolment according to Brisbane Adventist College's course assessment requirements.
- c) Students who have begun part way through a study period (*semester*) will be assessed according to Brisbane Adventist College's course assessment requirements after completing one full study period (*semester*).
- d) To demonstrate satisfactory course progress, students will need to:

#### Year 11-12

- Students need to be on track at the end of each semester to receive a QCE.

#### Year 7-10

- Students need to achieve a passing grade in the majority of their subjects studied each semester.

#### Prep to Year 6

- Students need to demonstrate academic progress that is sufficient to allow them to progress on to the next year level.

#### All Year levels

- Complete all homework tasks on a regular basis.
- Complete/hand in drafts/assessment tasks by the due date.
- Maintain a consistent effort in application of study.
- Demonstrate the BAC Way codes of behaviour.

e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Student Learning Team will follow up with a meeting with the student within 14 days and communicating with parent/guardian within 14 day to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include;



- Additional supervised study periods
  - Additional ESL support (*if available*)
  - Additional subject tutoring by subject/class teacher
  - Change of subject election, or reducing course load (*without impacting course duration*)
  - Counselling/Mentoring – time management
  - Counselling/Mentoring – academic skills
  - Counselling - personal
  - Other intervention strategies deemed necessary
- f) The student's intervention plan will be submitted to the Academic Committee for approval and the student will be placed in an intervention program within two weeks, receiving support throughout the next study period and being reassessed at the end of that study period (semester).
- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student's individual strategy for academic improvement will be monitored over the following study period (*semester*) by the International Student Director/Enhanced Learning Director and the Student Learning Team, 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.
- i) If the student does not achieve satisfactory course progress by the end of the next study period, Brisbane Adventist 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 internal complaints and appeals process. The notification of the 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 Adventist College*, he/she may contact the Overseas Student Ombudsman at no cost. Please see *Brisbane Adventist College's Complaints and Appeals Policy* for further details.
- j) The 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 iii. Principal of Brisbane Adventist College in writing, or
  - iii. the complaints and appeals process results in a decision in favour of Brisbane Adventist College.



## 2. Completion within expected duration of study

- a) As noted in 1.a., Brisbane Adventist College 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) *Brisbane Adventist 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:
  - the student can provide evidence of compassionate or compelling circumstances (see Definitions below);
  - the student has, or is, participating in an intervention strategy as outlined in 1.e.
  - an approved deferment or suspension of study has been granted in accordance with *Brisbane Adventist College's Deferment, Suspension and Cancellation Policy*.
- d) Where Brisbane Adventist 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.

## 3. Monitoring Course attendance

- a) The College expects 100% attendance unless valid and approved reasons are provided. Course attendance is attendance of 80% of scheduled course contact hours. (*NB Satisfactory course attendance is 80% of scheduled course contact hours. This relates to the minimum which is required for compliance with your visa condition*).
- b) Student attendance is:
  - i. checked and recorded daily
  - ii. assessed regularly (4 weeks)
  - iii. calculated and recorded on reports each study period (Semester)
- c) Late arrival at Brisbane Adventist College and early departure will be recorded and will be included in attendance calculations. Morning absence is calculated as arriving after 10:30am and an afternoon absence is recorded as leaving the College before 1:30pm. These examples would be recorded as half day absences on your report.
- d) All absences from Brisbane Adventist College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer evidence that leave has been approved by the Principal/Deputy.



- e) Any absences longer than *[5] consecutive* days without approval will be investigated.
- f) Student attendance is recorded using computer software (SEQTA) on a daily basis. It monitors the absences of each individual student and can be accessed at any time by the Deputy Principal.
- g) Parents/homestay families/guardians would receive a courtesy letter from the Student Learning Team when absences per term reach 5%, 10% and 15% and/or 7 days. The International Student Director and Student Learning Team will assess student attendance records every four weeks, monitoring the calculated absences using the SEQTA roll program (*where reasons for absences are also recorded*).

Percentages of absences are determined by the following method:

- i. Calculate attendance using a formula based on the number of days absent. [For example, a 20 week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days]
  - ii. Attendance for any period of exclusion from class will be assessed under Brisbane Adventist College's Deferment, Suspension and Cancellation Policy.
- h) Parents of students at risk of breaching Brisbane Adventist College's attendance requirements will be contacted by the Student Learning Team when the student reaches the final level of 15% of absences.
  - i) If the calculation at 3.h. indicates that the student has passed the attendance threshold for the study period, Brisbane Adventist College will assess the student against the provision of item 3.K. Where the student has failed to meet the minimum attendance requirement, and item 3.K does 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.
  - j) Brisbane Adventist College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
    - the student does not access the complaints and appeals process within 20 days;
    - withdraws from the complaints and appeals process; or
    - the complaints and appeals process results in a decision for the College
  - k) Students will not be reported for failing to meet the 80% attendance threshold for a study period 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 the definition, below; and
    - ii. The student's attendance has not fallen below 70% for the study period.



- l) The method for calculating 70% attendance is the same as that outlined in 3.g.
- m) If a student is assessed as having nearly reached the threshold of 70% attendance for the study period, the Student Learning Team will assess whether a suspension of studies is in the interests of the student as per Brisbane Adventist College's Deferment, Suspension and Cancellation Policy.
- n) If the student does not obtain a suspension of studies under the Brisbane Adventist College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.i– 3.j.

## 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 (with evidence of a death certificate if possible);
  - 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 psychologist reports);
  - v. where the school was unable to offer a pre-requisite unit; or
  - 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* –Brisbane Adventist College defines a “study period”, for the purposes of monitoring course attendance and progress, as a semester.