



International Student Program

Student Monitoring Progress Policy

Policy Status	CURRENT
Policy Classification	Board Endorsed
Policy Established	2005
Policy Last Reviewed	2018
Policy Responsibility	International Office/ Deputy principal – Academic /Deputy principal - Student

The purpose of this policy is to monitor international and domestic student academic progress to ensure compliance with State and Federal legislative requirements and Academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen course. All procedures for *Curriculum, Assessment and Reporting* can be found in that specific policy document

1. Monitoring Progress

Academic progress of all students in each subject will be monitored by the following:

- i. Assessment task marks entered and stored in SM Marks
- ii. Further data kept in the school database can include, but is not limited to:
 - a) HSC results (past and present)
 - b) External Allwell Testing
 - c) NAPLAN results
 - d) GPA (calculated twice yearly by the Academic Office)
- iii. Twice yearly Academic reports
- iv. Parent Teacher/Student interviews

2. Unsatisfactory progress

A student is deemed as making *unsatisfactory progress* when they do not meet minimum academic and diligence standards in one or more than one course as outlined by the School Assessment document in conjunction with, and adhering to Board of Studies Teaching and Education Standards guidelines. A student may be considered as making *unsatisfactory progress* in a course if they have not met one or more of the following criteria:

- i. Followed the course, developed or endorsed by the Board of Studies
- ii. Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- iii. Achieved some or all of the course outcomes
- iv. Completed work placement for VET Courses
- v. Made a genuine attempt at assessment tasks that total more than 50% of the available school assessment marks for that course
- vi. International students maintaining 80% attendance of scheduled course hours

(CRICOS Requirement 3.11 – Overseas student visa requirement)



3. Procedures for Intervention

a) Senior School

A Student in Stage 6 or Year 10 whose progress in a course is deemed unsatisfactory will be subject to the following procedures and guidelines (See attached documentation). Issuing of the following in order;

- i. Letter of concern (*Appendix A*)
- ii. Warning Letter 1 (*Appendix B*)
- iii. Warning Letter 2
- iv. Warning Letter 3

These letters are issued to the student and parent/guardian. These letters may recommend the implementation of one or more Intervention Strategies. A copy of these letters will be kept on file by the Academic Office.

b) Primary and Middle School

A student in Stage 3, 4 or Year 9 whose progress in a course is deemed unsatisfactory may be subject to one or more of the following intervention strategies. All Intervention Strategies implemented will be kept on file by the Faculty Coordinator.

c) Intervention Strategies

An intervention strategy may be implemented immediately and may consist of one or more than one of the following:

- i. Interviews with the student and/or;
 - a. Class/Subject Teacher
 - b. Faculty Coordinator
 - c. International Student Academic Advisor
 - d. Year/House Formation Leaders
 - e. Executive Officer of International Program
 - f. Deputy Principal - Student
 - g. Deputy Principal – Academic

(Students may wish to bring a support person to any of the above interviews)

- ii. Academic Reviews and Monitoring by International Student Academic Advisor
- iii. Meeting(s) with the School Psychologist
- iv. Participation in Learning Support groups
- v. Participation in after school study support

A student's individual academic intervention strategy will be monitored by the Academic Office, in conjunction with House and Year Student Formation Leaders and International Office, where applicable.

d) N Determination

Students who do not make satisfactory progress after an academic intervention may be in breach of the Board of Studies guidelines and may receive an N Determination. (*Appendix C*) An Appeal process is outlined in the separate *Curriculum, Assessment and Reporting Policy*.

(CRICOS Requirement 3.11 – Overseas student visa requirement)



Appendix A

Letter of Concern Regarding Course Progress

Student:
Year:
Teacher:

Date:
Course:

Dear Parent/Guardian

As you would be aware **regular attention to course work requirements is essential if successful** academic progress is to occur.

We are keen to rectify this matter as soon as possible and encourage all students to fully comply with course requirements. Your support with this matter is much appreciated.

The following specifically states the area of academic concern the remediation process necessary.

Identified Problem	Work Required	Completion Date

Please do not hesitate to contact the school to discuss this important matter.

John Laforest

Deputy Principal- Academic

XXXXX

Faculty Coordinator

XXXX

Formation Leader

X.....

Please Return this section to the Academic Office

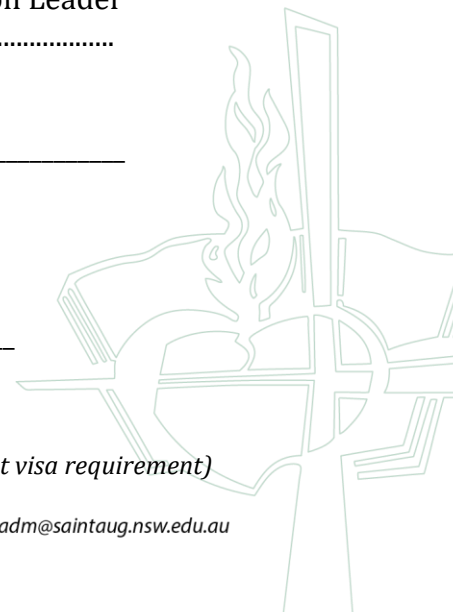
I have read this Letter of Concern for _____

I will contact the teacher to discuss my course progress

Student's Signature

Parent's Signature

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Appendix B

Official Warning Letter Year 10 Record of School Achievement

Date:

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We write to inform that your son is in danger of not meeting Course Completion Criteria for the above listed Course. The Board of Studies Teaching and Education Standards requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as an official warning letter. A minimum of two Course specific warning letters may be issued prior to an "N" determination being awarded for a Course.

The NSW Education Standards Authority (NESA) Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

1. followed the course, developed or endorsed by the NESA
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
3. achieved some or all of the course outcomes
4. completed work placement for VET Courses
5. made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

Task Name and Due Date	Criteria Not Satisfied	Identified Problem	Student Action	Revised Date
Course Letters Issued:				
Penalty:				

(CRICOS Requirement 3.11 – Overseas student visa requirement)



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic Congregational school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

Learning Outcome Intervention Strategy by Staff

Please discuss this important matter with your son and contact the relevant Faculty Co-ordinator if further information or clarification is needed.

Yours sincerely

John Laforest

Deputy Principal – Academic

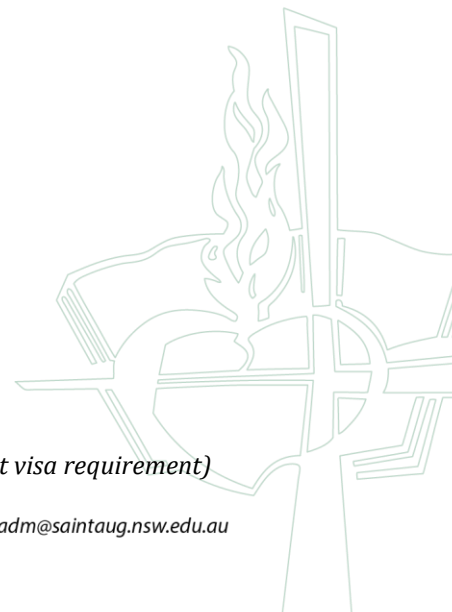
XXXXX

Faculty Coordinator

XXXX

Formation Leader

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Official Warning Letter Year 10 Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Requirements for the Satisfactory Completion of a Year 10 Course

Student:
Course:

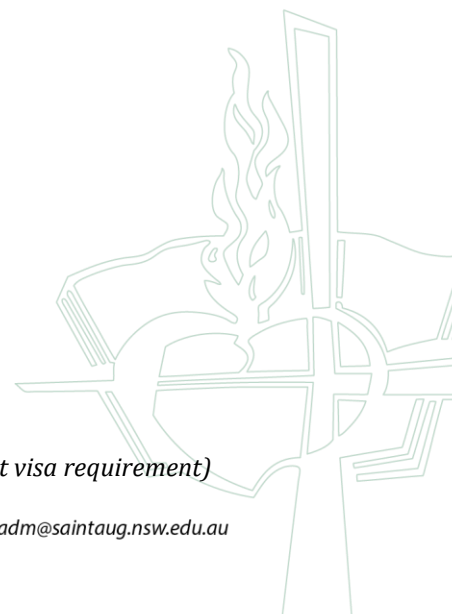
- I have received a letter indicating that my son is in danger of not satisfactorily completing the above course
- I am aware that this course may not appear on his Record of School Achievement
- I understand the intervention process and encourage him to participate to the best of his ability

Parent/Guardian's name _____

Parent/Guardian's signature _____

Date _____

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Official Warning Letter Preliminary Course

Date:

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We write to inform that your son is in danger of not meeting Course Completion Criteria for the above listed Course. The NESA requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as an official warning letter. A minimum of two Course specific warning letters may be issued prior to an "N" determination being awarded for a Course.

The NSW Education Standards Authority (NESA) Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- 1) followed the course, developed or endorsed by the NESA
- 2) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- 3) achieved some or all of the course outcomes
- 4) completed work placement for VET Courses
- 5) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

Task Name and Due Date	Criteria Not Satisfied	Identified Problem	Student Action	Revised Date
Course Letters Issued:				
Penalty:				

(CRICOS Requirement 3.11 – Overseas student visa requirement)



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic Congregational school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

Learning Outcome Intervention Strategy by Staff

Please discuss this important matter with your son and contact the relevant Faculty Co-ordinator if further information or clarification is needed.

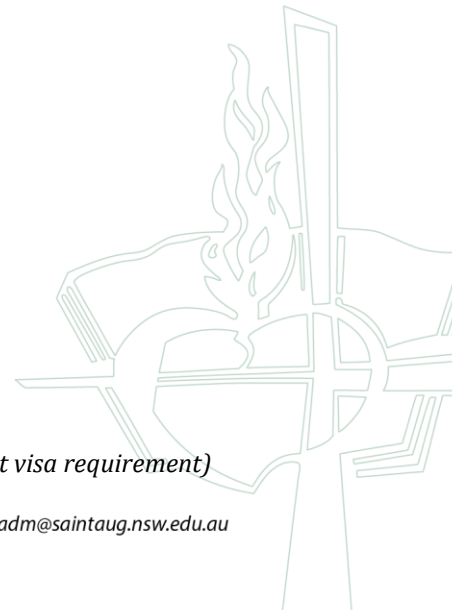
Yours sincerely,

John Laforest
Deputy Principal – Academic

XXXXX
Faculty Coordinator

XXXX
Formation Leader

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Official Warning Letter Preliminary Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Requirements for the Satisfactory Completion of the Preliminary Course

Student:

Course:

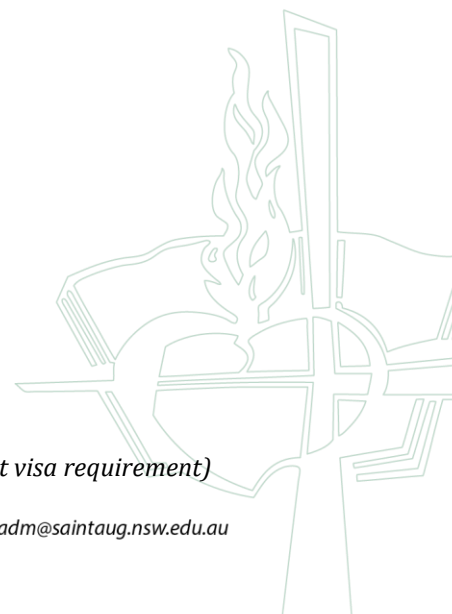
- 1) I have received a letter indicating that my son is in danger of not satisfactorily completing the above course
- 2) I am aware that this course may not appear on his Preliminary Course Record of Achievement
- 3) I am also aware that "N" determination may make him ineligible for the award of the Higher School Certificate
- 4) I understand the intervention process and encourage him to participate to the best of his ability

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Official Warning Letter Higher School Certificate Course

Date:

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We write to inform that your son is in danger of not meeting Course Completion Criteria for the above listed Course. The NESA requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as an official warning letter. A minimum of two Course specific warning letters may be issued prior to an "N" determination being awarded for a Course.

The NSW Education Standards Authority (NESA) Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- 6) followed the course, developed or endorsed by the NESA
- 7) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- 8) achieved some or all of the course outcomes
- 9) completed work placement for VET Courses
- 10) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

Task Name and Due Date	Criteria Not Satisfied	Identified Problem	Student Action	Revised Date
Course Letters Issued:				
Penalty:				

(CRICOS Requirement 3.11 – Overseas student visa requirement)



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic Congregational school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

Learning Outcome Intervention Strategy by Staff

Please discuss this important matter with your son and contact the relevant Faculty Co-ordinator if further information or clarification is needed.

Yours sincerely,

John Laforest

Deputy Principal – Academic

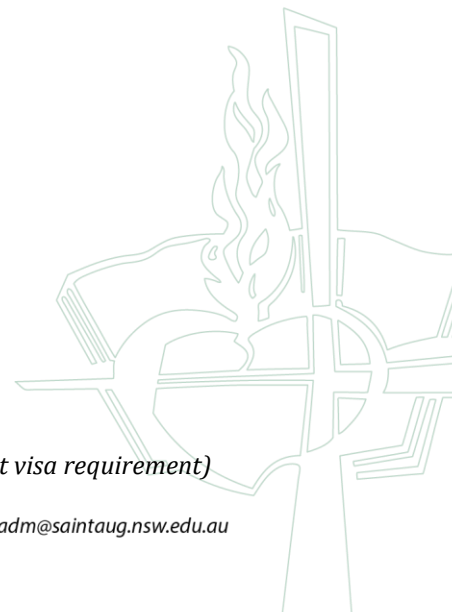
XXXXX

Faculty Coordinator

XXXX

Formation Leader

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Official Warning Letter Higher School Certificate Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Requirements for the Satisfactory Completion of a Higher School Certificate Course

Student:

Course:

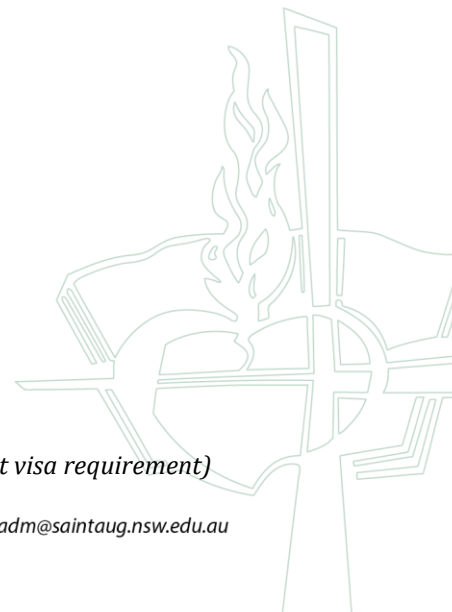
- 5) I have received a letter indicating that my son is in danger of not satisfactorily completing the above course
- 6) I am aware that this course may not appear on his Higher School Certificate Course Record of Achievement
- 7) I am also aware that "N" determination may make him ineligible for the award of the Higher School Certificate
- 8) I understand the intervention process and encourage him to participate to the best of his ability

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____

(CRICOS Requirement 3.11 – Overseas student visa requirement)





Appendix C

"N" Determination Preliminary Course

Date: _____

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We are writing to inform that your son has not met Course Completion Criteria for the Course(s) listed below. The NESA requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. A minimum of two Course specific warning letters have been issued prior to this "N" determination (non-completion) being awarded.

The NSW Education Standards Authority (NESA) Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- 1) followed the course, developed or endorsed by the NESA
- 2) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- 3) achieved some or all of the course outcomes
- 4) completed work placement for VET Courses
- 5) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

Course	Warnings	NESA Criteria Not Satisfied

It is your right and responsibility to submit an Appeal of this decision. The appeal process requires the student to submit an appeal to the Head of School. Please discuss this important matter with your son and contact the Head of Academic Life if further information or clarification is needed.

Yours sincerely,

John Laforest
Deputy Principal – Academic

(CRICOS Requirement 3.11 – Overseas student visa requirement)





"N" Determination Letter Preliminary Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Unsatisfactory Completion of a Preliminary Course

Student:

Course:

- 1) I understand that an "N" determination may make a student ineligible for the award of the High School Certificate Course
- 2) I understand that this is official notification of an "N" determination
- 3) I have previously received a letter indicating that my son was not satisfactorily completing the above course(s)
- 4) I understand that this course will not appear on his Preliminary Course Record of Achievement
- 5) I understand my right to appeal this decision

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____

(CRICOS Requirement 3.11 – Overseas student visa requirement)

