



SECTION	OVERSEAS STUDENTS				
ITEM:	COURSE PROGRESS AND ATTENDANCE 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 2001.*

4. DEFINITIONS

- **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 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.

- **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** – a discrete period of study within a course, which cannot exceed 24 weeks. Brisbane Christian College defines a “study period” for the purposes of monitoring course attendance and progress as a *semester*.

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 after a full study period has been completed.

5.1.4. Primary Students (Prep – Year 6)

- Will need to demonstrate a commitment to their studies; continue to meet achievement standards to progress to the next level; and show a willingness to participate in academic and co-curricular activities.

5.1.5. Year 7 – 10 Students

- Will need to achieve a minimum of a Sound/Satisfactory (C) grade in all their core subjects; with no more than 1 elective below a Sound/Satisfactory (C), after a settling in time of 1 study period from when they start at the College.
- Any student enrolled in Year 10 may be requested at the College’s discretion to re-sit an IELTS or equivalent test approved by the College to ascertain that they are at a minimum level of competency for Year 11. All students meet our minimum English language proficiency requirements to progress to an ATAR Course at the College.

5.1.6. Year 11 – 12 Students

- Must remain eligible for a Queensland Certificate of Education ([QCE](#)).

5.1.7. If at the end of a study period a student does not achieve a minimum of ‘expected’ or ‘C’ grade in a study period, the International Enrolments Officer will formally contact the parent(s)/guardians to advise that the student is at risk of not meeting the minimum academic progress requirements and to suggest 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. Counselling – time management;
- vii. Counselling -academic skills;
- viii. Counselling – personal;
- ix. other intervention strategies as deemed necessary.

5.1.8. If the student does not improve sufficiently academically and 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 *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.

5.1.9. 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. withdraws from the complaints and appeals process; or
- iii. the complaints and appeals process 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 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:

- i. the student can provide evidence of compassionate or compelling circumstances;
- ii. the student has, or is, participating in an intervention strategy outlined in 5.1.8.;
- 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 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. recorded daily;
- ii. checked and 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 school 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 and may be subject to further penalties at the discretion of Deputy Principal/Head of Primary.

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 100 contact hours. 20% of this is 20 hours.];
- ii. 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. The International Enrolments Officer will then formally contact the parent(s)/guardians to advise that the student is at risk of not meeting the minimum attendance requirements and to suggest an intervention strategy for attendance improvement where the student's absences total 10% or greater in any study period.

5.3.8. If the calculation at 5.3.6. indicates that the student has failed to meet the minimum attendance requirements for the study period, Brisbane Christian College will apply the provisions of 5.3.9. (below). Where the student has failed to meet the minimum attendance requirement, and provisions in 5.3.9. 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 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 by notifying the Principal of Brisbane Christian College in writing;
- iii. the complaints and appeals process results in a decision in favour of the College.

6. OTHER DOCUMENTS

- OSS-001 Minimum Academic and English Language Entry Requirements Policy
- OSS-008 Deferment, Suspension and cancellation policy
- OSS-011 Complaints and Appeals Policy and Process
- CRICOS International Students Handbook
- Appendix 1 Grading Scales Prep to Year 12

Appendix 1

Prep to Year 5 Grading scale

Performance Descriptors

	Overall Performance	Knowledge and Understanding	Processes and Skills
Below	Beginning to work towards the achievement standard.	Demonstrated a beginning knowledge and understanding in some areas of the content.	Achieved very limited competence in some of the processes and skills.
Developing	Working towards the achievement standard.	Demonstrated a limited knowledge and understanding of the content.	Achieved a limited level of competence in the processes and skills.
Expected	Demonstrating the achievement standard.	Demonstrated a sound knowledge and understanding of the content.	Achieved the expected level of competence in the processes and skills.
Exceeding	Working beyond the achievement standard.	Demonstrated an extended knowledge and understanding of the content.	Achieved a high level of competence in the processes and skills and is beginning to apply this knowledge to new situations.
Highly Exceeding	Extending with depth beyond the achievement standard.	Demonstrated extensive knowledge and understanding of the content and can readily apply this knowledge.	Achieved a very high level of competence in the processes and skills and can apply these skills to new and varied situations.

Year 6 to Year 8 grading scale

Criteria for Levels of Achievement and Endeavour

Academic Achievement	Classwork	Organisation	Homework
A	Above Satisfactory	Above Satisfactory	Above Satisfactory
B			
C	Satisfactory	Satisfactory	Satisfactory
D	Below Satisfactory	Below Satisfactory	Below Satisfactory
E			

Year 9 – Year 12 grading scale

Criteria for Levels of Achievement and Values and Attitudes

	Academic Achievement	Classwork	Organisation	Homework
A	Very high achievement	Works autonomously.	Consistently organised	Consistently and of a high standard
B	High achievement	Requires little teacher direction to remain focused.	Generally organised	Consistently completed
C	Sound achievement	Requires some teacher direction to remain focused.	Inconsistent	Inconsistent or of a low standard
D	Limited achievement	Requires significant teacher direction to remain focused.	Disorganised	Sometimes presented
E	Very low achievement	Refuses to remain focused	Consistently disorganised	Rarely presented