



FFPOS COURSE PROGRESS AND ATTENDANCE POLICY

Confirmation of Enrolment and Course Duration

The Confirmation of Enrolment Form (eCoE) indicates the start and end date of the student's course duration.

The courses provided at Cranbrook School are:

- Primary (Kindergarten to Year 6) CRICOS Course Code 075829A
- Junior Secondary (Years 7 to 10) CRICOS Course Code 041413F
- Senior Secondary (Year 11 and 12) CRICOS Course Code 041414E

Course Progress

Cranbrook records, monitors and assesses the course progress of each Cranbrook student, including full fee paying overseas students, in accordance with the [Assessment Policy](#).

The following are additional specific requirements for monitoring course progress of full fee paying overseas students to ensure students are in a position to complete the course within the expected duration as specified on the electronic Confirmation of Enrolment.

Cranbrook will assess the course progress of each student for the course in which the student is currently enrolled at the end of each semester of enrolment. Students who have begun part way through a semester will be assessed after one full period of attendance.

This assessment will be undertaken by the student's Housemaster (Senior School) or Class Teacher (Junior School). The purpose of the assessment is to decide if the student is making satisfactory course progress, or is at risk of not making satisfactory course progress and an intervention strategy needs to be implemented, or the student is not making satisfactory course progress after an intervention strategy is complete and any appeals process is finalised.

To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any semester. The Housemaster/Class Teacher will review all of the student's results for that semester to determine whether the student has demonstrated satisfactory course progress in accordance with this definition. What equates to competency for a particular unit will vary. In the Senior School, as a guideline, a grade of E (and in some circumstances a grade of D) is likely to suggest the student has not demonstrated competency in that unit.

If a student does not achieve competency in at least 50% of units studied in a semester, or the Housemaster/Class Teacher is otherwise concerned that the student is at risk of not making satisfactory course progress at any time, the Housemaster/Class Teacher, together with other appropriate staff members such as Learning Support staff, the Director of Studies or Director of Students (Senior School), the Year Level Co-Ordinator or Deputy Head of Junior School – Curriculum (Junior School), will meet with the student.

At this meeting, the student will be informed that they have been identified as at risk of failure to achieve, or have failed to achieve, satisfactory course progress. The staff members involved will interview the student and find out what factors have contributed to these course progress issues arising. Staff will then work with the student to develop an intervention strategy for academic improvement. This may include:

- An individual education plan;
- Additional supervised study periods or tutorials;
- Academic skills programmes



-
- Mentoring;
 - Assistance with personal issues that may be influencing course progress;
 - Literacy and numeracy support; or
 - Other intervention and support strategies as deemed necessary such as psychological assessment and counselling.

The student will be reminded of the course progress requirements and that a breach of these requirements is a breach of Student Visa conditions which the School is required to report.

The outcomes of the meeting will be documented, with a copy provided to the student and the student's parents, and a copy placed on the student's file.

The student's individual strategy for academic improvement will be monitored over the following semester at appropriate intervals by the Housemaster/Class Teacher, and records of the student's response to the strategy will be kept on the student's file and provided to the student's parents.

If the student does not improve academically and achieve satisfactory course progress after the intervention strategy has been implemented and time for it to run its course has been allowed (generally by the end of the next semester), the Headmaster (or the Head of Junior School or Head of Senior School as his representative) will advise the student and his parents in writing of the School's intention to report the student for breach of visa condition 8202 (Failure to make satisfactory course progress), and that he has 20 working days in which to access the School's internal complaints and appeals process pursuant to the [Full Fee Paying Overseas Student Complaints and Appeals Policy](#).

If, following the internal complaints and appeals process, an external appeal is made by the student, Cranbrook will not make any notifications via PRISMS until the outcome of this external appeals process has been completed and this has resulted in a finding in favour of the School. Note if the student proceeds with any further external appeals processes following the first external appeals process, Cranbrook will not defer reporting the breach of visa condition via PRISMS.

The Director of Admissions will make the notification via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

- The student does not access the complaints and appeals process within 20 working days;
- The student withdraws from the complaints and appeals process; or
- The complaints and appeals process results in favour of the School (either the internal process, or if an external appeals process is pursued, after the outcome of one external appeals process).

All relevant documentation will be retained on the student's file.

Completion Within Expected Duration of Study (Course Progression)

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 its expected duration.

Expected duration is the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:

- Compassionate or compelling circumstances;
- Student participation in an intervention strategy as outlined above; or
- An approved deferment or suspension of study has been granted in accordance with the [Full Fee Paying Overseas Student Deferment, Suspension and Cancellation Policy](#).

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

- Serious illness, where a medical certificate states that the student was unable to attend classes;



-
- Bereavement of close family members such as parents, siblings or grandparents;
 - Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
 - A traumatic experience such as being involved in or witnessing a serious accident or serious crime which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
 - Where the School was unable to offer a pre-requisite unit; or
 - Inability to begin studying on the course commencement date due to delay in receiving a Student Visa.

For 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.

Where Cranbrook decides to extend the duration of the student's study, the Director of Admissions will report this via PRISMS and issue a new Electronic Confirmation of Enrolment (eCoE) if required.

All relevant documentation will be retained on the student's file.

Course Attendance

All Cranbrook students are subject to the [Attendance Policy](#). This policy also outlines the process for recording absences.

The following are additional specific requirements for monitoring attendance of full fee paying overseas students.

For full fee paying overseas students, satisfactory course attendance is defined as attendance for at least 80% of scheduled course contact hours. Students are at risk of breaching these attendance requirements when they have absences totalling more than 20% of scheduled course contact hours during any semester.

In addition to the ongoing monitoring of attendance of all students by Housemasters (Senior School) and Class Teachers (Junior School), full fee paying overseas student attendance is additionally specifically checked at the end of each term by the Housemaster/Class Teacher.

Student attendance in this case is assessed by calculating the number of hours the student was absent during that term (not including any period of exclusion from class studies or suspension), and comparing this to the number of hours the student would have to have been absent to fall below the attendance threshold for that term.

Where a student is identified as having absences of 15% or more of scheduled course contact hours for that term, has been absent for more than five consecutive days without approval, or there are other patterns of attendance which indicate the student is at risk of not meeting the requirement of at least 80% of scheduled course contact hours, the Housemaster/Class Teacher will meet with the student to determine if there are other reasons for the student being absent beyond the explanations for absence that have been provided (for example, homesickness or social issues). This meeting will also determine if an Attendance Improvement Plan or other intervention strategy is required, including provision of support services to assist with underlying issues, and to remind the student of the attendance requirements and that a breach of these requirements is a breach of Student Visa conditions which the School is required to report. Further details regarding intervention strategies for attendance issues are outlined in the [Attendance Policy](#) and [Truancy Policy](#).

The outcomes of the meeting will be documented, with a copy provided to the student and the student's parents, and copy placed on the student's file.

The implementation of any intervention strategy will be monitored by the Housemaster/Class Teacher, and records of the student's response to the strategy will be kept on the student's file and provided to the student's parents.

The Housemaster/Class Teacher will also make a calculation at the end of each semester of the attendance of each full fee paying overseas student for that semester.

If the calculation indicates that the student has not attended at least 80% of scheduled course contact hours for the semester, the Headmaster (or the Head of Junior School or Head of Senior School as his representative) will advise the student and his parents in writing of the intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the School's internal complaints and appeals process pursuant to the [Full Fee Paying Overseas Student Complaints and Appeals Policy](#).



If, following the internal complaints and appeals process, an external appeal is made by the student, Cranbrook will not make any notifications via PRISMS until the outcome of this external appeals process has been completed and this has resulted in a finding in favour of the School. Note if the student proceeds with any further external appeals processes following the first external appeals process, Cranbrook will not defer reporting the breach of visa condition via PRISMS.

The Director of Admissions will make the notification 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 working days;
- The student withdraws from the complaints and appeals process; or
- The complaints and appeals process results in favour of the School (either the internal process, or if an external appeals process is pursued, after the outcome of one external appeals process).

However, a student will not be reported for failing to meet the 80% threshold where:

- The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances; and
- The student has not fallen below 70% attendance.

Compassionate or compelling circumstances are circumstances beyond the control of the student that are having an impact on the student's attendance. These could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents, siblings or grandparents;
- Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
- A traumatic experience such as being involved in or witnessing a serious accident or serious crime which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
- Where the School was unable to offer a pre-requisite unit; or
- Inability to begin studying on the course commencement date due to delay in receiving a Student Visa.

For 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 attendance.

In such cases, the Housemaster/Class Teacher will discuss with the student and his parents whether a suspension of studies is in the best interests of the student as per [the Full Fee Paying Overseas Student Deferment, Suspension and Cancellation Policy](#).

If the student does not obtain a suspension of studies under [the Full Fee Paying Overseas Student Deferment, Suspension and Cancellation Policy](#), and falls below the 80% threshold for attendance, the process outlined above for reporting the student for unsatisfactory attendance (Breach of visa condition 8202) will occur.

All relevant documentation will be retained on the student's file.

Published: 28 March 2017