



Overseas Students: Course Progress and Attendance Policy

The School is required to monitor an Overseas Student's compliance with their visa conditions relating to course attendance, course progress and course completion.

Rationale

Standard 8.1 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code) requires the School to monitor Overseas Students' course progress and, where applicable, attendance for each course in which the Overseas Student is enrolled.

Standard 8.2 of the National Code requires the expected duration of study to be specified in the Overseas Student's eCoE and must not exceed the CRICOS registered duration.

Standard 8.3 of the National Code requires the School to monitor the progress of each Overseas Student to ensure the Overseas Student is in a position to complete the course within the expected duration specified on the Overseas Student's eCoE.

Standard 8.4 of the National Code requires the School to have and implement documented policies and processes to identify, notify and assist an Overseas Student at risk of not meeting course progress or attendance requirements where there is evidence from the Overseas Student's assessment tasks, participation in tuition activities or other indicators of academic progress that the Overseas Student is at risk of not meeting those requirements.

Standard 8.5 of the National Code requires the School to clearly outline and inform the Overseas Student before they commence of the requirements to achieve satisfactory course progress and, where applicable, attendance in each student period.

Standard 8.6 of the National Code requires the School to have and implement a documented policy and process for monitoring and recording attendance of an Overseas Student specifying requirements for achieving satisfactory attendance for the course which at a minimum must be 80% of the scheduled contact hours, the method for working out minimum attendance, processes for recording course attendance, details of the School's intervention strategy to identify, notify and assist Overseas Students who have been absent for more than five consecutive days without approval or who are at risk of not meeting attendance requirements before the Overseas Student's attendance drops below 80% and processes for determining the point at which the Overseas Student has failed to meet satisfactory course attendance.

Standard 8.7 of the National Code requires the School to have and implement a documented policy and process for monitoring and recording course progress for the Overseas Student, including requirements for achieving satisfactory course progress, processes for recording and assessing course progress, details of the School's intervention strategy to identify, notify and assist Overseas Students at risk of not meeting course progress requirements in sufficient time for those Overseas Students to achieve satisfactory course progress, and processes for determining the point at which the Overseas Student has failed to meet satisfactory course progress.

Cranbrook School's Policy

It is the School's policy:

- To regularly monitor the course progress and attendance of Overseas Students;
- That before an Overseas Student commences studying at the School, the School clearly outlines and informs the Overseas Student of the requirements to achieve satisfactory course progress and attendance in each study period;

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- To support Overseas Students so that they meet satisfactory academic progress requirements;
 - To record and assess the academic progress of Overseas Students;
 - To warn any Overseas Students at risk of not meeting satisfactory attendance or course progress requirements;
 - To assist Overseas Students at risk of not meeting satisfactory academic progress; and
 - To outline and inform Overseas Students before they commence at the School of the requirements to achieve satisfactory course progress and attendance in each study period.

Housemasters (Senior School) and Class Teachers (Junior School) monitor course progress and attendance of Overseas Students. Concerns are raised to the Director of Students (Senior School) and Deputy Head Student Wellbeing P-6 (Junior School) as needed.

Confirmation of Enrolment and Course Duration

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

To ensure that the duration of an Overseas Student's course of study does not exceed the period specified on the eCoE, the School monitors the Overseas Student's course progress in accordance with the processes set out in this Policy to ensure they are able to complete the course within the expected 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 Overseas Students, in accordance with the relevant [Assessment Policy](#).

In addition to the ongoing monitoring of student academic progress applied to all students by their teachers, the following additional requirements apply to monitoring course progress of Overseas Students to ensure Overseas Students are in a position to complete the course within the expected duration as specified on the eCoE.

Cranbrook will assess the course progress of each Overseas Student for the course in which the Overseas Student is currently enrolled at the end of each semester of enrolment. Overseas 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 Overseas Student's Housemaster (Senior School) or Class Teacher (Junior School). The purpose of the assessment is to decide if the Overseas 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 Overseas Student is not making satisfactory course progress after an intervention strategy is complete and any appeals process is finalised.

To demonstrate satisfactory course progress, Overseas Students will need to achieve competency in at least 50% of units in any semester. The Housemaster/Class Teacher will review all of the Overseas Student's results for that semester to determine whether the Overseas 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 Overseas Student has not demonstrated competency in that unit.

If an Overseas 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 Overseas 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 Academics, Director of Curriculum or Director of Students (Senior School), the

Year Level Co-Ordinator or Deputy Head – Curriculum P-6 (Junior School), will meet with the Overseas Student (and their parent(s) or nominated guardian if appropriate).

At this meeting, the Overseas 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 Overseas Student and find out what factors have contributed to these course progress issues arising. Staff will then work with the Overseas 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 Overseas 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 Overseas Student and the Overseas Student's parents, and a copy placed on the Overseas Student's file.

The Overseas 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 Overseas Student's response to the strategy will be kept on the Overseas Student's file and provided to the Overseas Student's parents.

If the Overseas 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 Overseas Student and 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 the Overseas Student has 20 working days in which to access the School's internal complaints and appeals process pursuant to the Overseas Students: Complaints and Appeals Policy.

If, following the internal complaints and appeals process, an external appeal is then made by the Overseas Student, the School will not make any notifications in 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 Overseas Student proceeds with any further external appeals processes following the first external appeals process, the School will not defer reporting the breach of visa condition in PRISMS.

The Director of Admissions will make the notification in PRISMS of the Overseas Student not achieving satisfactory course progress as soon as practicable where:

- The Overseas Student does not access the complaints and appeals process within 20 working days;
- The Overseas 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 Overseas 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 Overseas 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 Overseas Student's study where the Overseas Student will not complete their course within the expected duration due to:

- Compassionate or compelling circumstances;
- Overseas Student participation in an intervention strategy as outlined above; or
- An approved deferment or suspension of study has been granted in accordance with the Overseas Students: Deferment, Suspension and Cancellation Policy.

Compassionate or compelling circumstances are circumstances beyond the control of the Overseas 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 Overseas 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 Overseas Student's progress through a course.

Where the School decides to extend the duration of the Overseas Student's study, the Director of Admissions will report this in PRISMS and issue a new eCoE if required.

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

Course Attendance

All students at the School 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 Overseas Students.

For Overseas Students, satisfactory course attendance is defined as attendance for at least 80% of scheduled course contact hours. Overseas 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), 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 Overseas 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 Overseas Student would have to have been absent to fall below the attendance threshold for that term.

Where an Overseas 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 Overseas Student is at risk of not meeting the requirement of at least 80% of scheduled course contact hours, the Housemaster/Class Teacher and any other appropriate staff such as the Director of Students (Senior School) or Deputy Head – Student Wellbeing P-6 (Junior School) will meet with the Overseas Student (and

their parent(s) or nominated guardian if appropriate) to determine if there are other reasons for the Overseas 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 Overseas 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 Overseas Student and the Overseas Student's parents, and copy placed on the Overseas Student's file.

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

The Housemaster/Class Teacher will also make a calculation at the end of each semester of the attendance of each Overseas Student for that semester.

If the calculation indicates that the Overseas 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 Overseas Student and their parents in writing of the intention to report the Overseas Student for breach of visa condition 8202, and that the Overseas Student has 20 working days in which to access the School's internal complaints and appeals process pursuant to the [Overseas Students: Complaints and Appeals Policy](#).

If, following the internal complaints and appeals process, an external appeal is made by the Overseas Student, the School will not make any notifications in 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 Overseas Student proceeds with any further external appeals processes following the first external appeals process, the School will not defer reporting the breach of visa condition in PRISMS.

The Director of Admissions will make the notification in PRISMS of the Overseas Student not achieving satisfactory course attendance as soon as practicable where:

- The Overseas Student does not access the complaints and appeals process within 20 working days;
- The Overseas 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, an Overseas Student will not be reported for failing to meet the 80% threshold where:

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

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

- Serious illness, where a medical certificate states that the Overseas 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 Overseas Student's attendance.

In such cases, the Housemaster/Class Teacher will discuss with the Overseas Student and their parents whether a suspension of studies is in the best interests of the Overseas student as per the Overseas Students: Deferment, Suspension and Cancellation Policy.

If the Overseas Student does not obtain a suspension of studies under the Overseas Students: Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process outlined above for reporting the Overseas Student for unsatisfactory attendance (Breach of visa condition 8202) will occur.

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

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of notifications and actions taken in accordance with this Policy. Records will be maintained in accordance with the Overseas Students: Records Management and Retention Policy.

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