



BRISBANE GRAMMAR SCHOOL

COURSE PROGRESS AND ATTENDANCE POLICY FOR OVERSEAS STUDENTS

DEFINITIONS

Compassionate or Compelling Circumstances means circumstances beyond the control of the overseas student, supported by documentary evidence if required by the School, that impact on the overseas student's progress through the course, which may include but are not limited to:

- (a) illness or injury, accompanied by a medical certificate where required by the School that states the overseas student is unable to attend classes;
- (b) bereavement of a close family member such as a parent, sibling or grandparent;
- (c) major political upheaval or natural disaster in the overseas student's home country requiring the overseas student's emergency travel;
- (d) a traumatic experience which has impacted on the overseas student, supported by police or psychologists' reports where required by the School;
- (e) where the School is unable to offer a pre-requisite unit;
- (f) inability to begin studying on the course commencement date due to delay in receiving a student visa; or
- (g) any other circumstances deemed to be compassionate or compelling circumstances as determined by the School.

Expected Duration means the length of time the School expects it takes to complete the course studying full-time, which is contained in the overseas student's confirmation of enrolment letter.

Parent or Guardian means the parent(s) or guardian(s) of the overseas student (or intending overseas student) who signed the letter confirming the overseas student's offer of placement at the School.

PRISMS means the Provider Registration and International Student Management System.

School means the Board of Trustees of the Brisbane Grammar School (trading as Brisbane Grammar School) who is a "registered provider" for the purposes of the *Education Services for Overseas Students Act 2000* (Cth) as amended or replaced from time to time.

COURSE PROGRESS

Method of assessing course progress

- (a) Overseas students are required to achieve satisfactory course progress in each semester of enrolment.
- (b) To achieve satisfactory course progress a student in Years 5 – 8 is required to provide their best academic effort and complete their course work to a standard which is adequate for them to progress to the next level. For years 5-8, *best academic effort* is achieving the comment "developing regular practice" or better in each of the six reportable areas of organisation; attitude to subject; effort; behaviour; homework and participation in class.

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- (c) To achieve satisfactory course progress, an overseas student in Year 9 – 12 is required to attain as a minimum a grade of Sound Achievement in at least five (5) subjects per semester, with such grade to be determined by the School through its usual practices and procedures for the grading of students. The student must also provide their best academic effort. For years 9-12, *best academic effort* is achieving the comment “developing regular practice” or better in each of the six reportable areas of organisation; attitude to subject; effort; behaviour; homework and participation in class.
- (d) The course progress of all overseas students will be assessed by the School at the end of each semester.

Intervention strategy

The School’s strategy for identifying and assisting students at risk of not meeting course progress requirements includes, but is not limited to, the following processes and procedures (Intervention Strategy):

- (a) the School will identify overseas students who are at risk of not meeting the course progress requirements by reviewing all overseas students’ course progress at the end of each semester;
- (b) the School will contact identified students and provide counselling to determine the reasons for the overseas student’s current level of academic progress;
- (c) the Head of Year will meet with the identified overseas student to develop strategies to assist the student to achieve satisfactory course progress (Individual Strategy). Each Individual Strategy will be developed on a case by case basis depending on the specific needs of the overseas student.

Unless implemented earlier by the School, the Intervention Strategy will be activated where an overseas student does not achieve (as a minimum) a grade of Sound Achievement in at least half of the subjects being studied by the overseas student in a semester.

Failure to meet satisfactory course progress

If, after an Intervention Strategy has been implemented and run its course, the School determines that an overseas student has failed to meet satisfactory course progress, the School will notify the overseas student, through his Parent or Guardian, in writing that:

- (a) the School intends to report the student for not achieving satisfactory course progress; and
- (b) the Parent or Guardian has 20 working days in which to access the School’s internal complaints and appeals process. Refer to the School’s *Complaints and Appeals Policy for Overseas Students*.

If a Parent or Guardian wishes to lodge an external complaint about the outcome of the internal complaints and appeals process, the Parent or Guardian may contact the Overseas Students Ombudsman. Any external complaint or appeal to the Overseas Student Ombudsman must be made within ten (10) working days of the Parent or Guardian receiving notification of the outcome of the internal complaints and appeals process.

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Where:

- (a) the Parent or Guardian does not access the complaints and appeals process within 20 working days or earlier notifies the School of a decision not to do so;
- (b) the Parent or Guardian accesses the complaints and appeals process within 20 working days but later withdraws from the process; or
- (c) the internal complaints and appeals process is completed and results in a decision supporting the School and:
 - (i) the Parent or Guardian does not access the external complaints and appeals process within 10 working days, or earlier notifies the School of a decision not to do so;
 - (ii) the external complaints and appeals process is accessed within 10 working days, but the complaint or appeal is later withdrawn; or
 - (iii) the external complaints and appeals process is completed and results in a decision supporting the School,

the School will notify the Department of Education and Training (DET) via PRISMS of the overseas student not having achieved satisfactory course progress.

COMPLETION WITHIN EXPECTED DURATION OF STUDY

- (a) The School will monitor the course progress of each overseas student to ensure that at all times the overseas student is in a position to complete the course within the Expected Duration by periodically reviewing course progress records.
- (b) The School may only extend the duration of the overseas student's study where it is clear the overseas student will not complete their course within the Expected Duration due to:
 - (i) Compassionate or Compelling Circumstances;
 - (ii) the implementation of the Intervention Strategy; or
 - (iii) the School having initiated or approved a deferment or suspension of study under the School's *Deferment, Suspension and Cancellation Policy for Overseas Students*.
- (c) Where there is a variation in the study load of an overseas student that may affect the overseas student's ability to complete the course within the Expected Duration, the School will record the variation and reasons for the variation on the overseas student's file. Where the variation means the overseas student will not complete the course within the Expected Duration and requires an extension, the School will report this to DET via PRISMS and/or issue a new confirmation of enrolment.

COURSE ATTENDANCE

- (a) To achieve satisfactory course attendance, all overseas students must attend 85% of scheduled course contact hours each semester, unless attendance is inhibited by Compassionate or Compelling Circumstances.
- (b) The School will assess satisfactory attendance of an overseas student by reviewing attendance records on a regular basis.

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- (c) Student attendance and absenteeism is:
 - (i) checked on each School day by way of roll-call in each class;
 - (ii) recorded electronically; and
 - (iii) monitored and assessed by the School Marshall over the semester.
- (d) Late arrival will be recorded as a part-day and may be included in the assessment of attendance.
- (e) The School will contact an overseas student to discuss attendance requirements and offer any necessary support where a student has been absent without approval for more than five consecutive days or where the School determines the overseas student is at risk of not attending 85% of the scheduled course hours for the semester. The School will contact the student's Parent or Guardian and take appropriate action which may include the student meeting with one or more of the Head of Year, Deputy Headmaster – Students or a member of the School's counselling staff. The School will document steps taken to address attendance.
- (f) If the School assesses that an overseas student has not achieved satisfactory attendance, the School will notify the Parent or Guardian in writing:
 - (i) of the School's intention to report the overseas student for not achieving satisfactory attendance; and
 - (ii) that he or she has 20 working days in which to access the School's internal complaints and appeals process. Refer to the School's *Complaints and Appeals Policy for Overseas Students*.
- (g) If a Parent or Guardian wishes to lodge an external complaint or appeal about the outcome of the internal complaints and appeals process, the Parent or Guardian may contact the Overseas Students Ombudsman. Any external complaint or appeal to the Overseas Student Ombudsman must be made within ten (10) working days of the Parent or Guardian receiving notification of the outcome of the internal complaints and appeals process.

Where:

- (i) the overseas student or Parent or Guardian does not access the School's internal complaints and appeals process within 20 working days or earlier notifies the School of a decision not to do so;
- (ii) the School's internal complaints and appeals process is accessed within 20 working days, but the complaint or appeal is later withdrawn; or
- (iii) the School's internal complaints and appeals process is completed and results in a decision supporting the School and:
 - a. the Parent or Guardian does not access the external complaints and appeals process within 10 working days or earlier notifies the School of a decision not to do so;
 - b. the external complaints and appeals process is accessed within 10 working days, but the complaint or appeal is later withdrawn; or
 - c. the external complaints and appeals process is completed and results in a decision supporting the School,

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the School will notify the Department of Education and Training (DET) via PRISMS of the overseas student not having achieved satisfactory course attendance.

- (h) The School may only decide not to report an overseas student to DET via PRISMS for breaching the attendance requirements where:
 - (i) the overseas student produces documentary evidence clearly demonstrating that Compassionate or Compelling Circumstances apply; and
 - (ii) the School confirms that the overseas student is attending at least 70% of the scheduled course contact hours.

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