

International Student Course progress, attendance and course duration Requirements

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.

Course Progress

Ivanhoe Grammar School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed at the end of each semester of enrolment according to Ivanhoe Grammar Schools course assessment requirements.

Students who have begun part way through a semester will be assessed according to Ivanhoe Grammar School's course assessment requirements after completing one full semester.

To demonstrate satisfactory course progress at the end of each term, students will need to have participated regularly during class, completed scheduled course assignments, tests and activities and attained exit levels required in the modules taken in that term of study.

If at the end of a semester a student does not achieve satisfactory course progress as described above, the Dean of International Students, their Head of House and/or the Head of Senior Years will formally contact the parent(s)/Guardian to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement.

The Student will be offered counselling and necessary support through an interview with the Dean of International Students, their Head of House and/or the Head of Senior Years.

The intent of contacting the student is to find out why they are not achieving satisfactory course progress and to see what support the School may be able to offer to address any issues they may have. This may include;

- After hours tutorial support
- Subject tutorial support in class time
- Mentoring
- Additional EAL support
- Change of subject selection, or reducing course load (without affecting course duration)
- Counselling – time management
- Counselling -academic skills
- Counselling - personal
- other intervention strategies as deemed necessary

A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents and Designated Carer

The student's individual strategy for academic improvement will be monitored over the following semester by the Dean of International Students, their Head of House and/or the Head of Senior Years and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

If the student does not achieve satisfactory course progress by the end of the next semester, Ivanhoe Grammar School 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 school'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 Ivanhoe Grammar School, he/she may contact the Overseas Student Ombudsman at no cost. Please see Ivanhoe Grammar School's International Student Complaints and Appeals Requirements for further details.

- Ivanhoe Grammar School will notify the ESOS agency 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 days, or the student withdraws from the complaints and appeals process by notifying the Principal of Ivanhoe Grammar School in writing, or
- the complaints and appeals process results in a decision in favour of the school.

Completion within expected duration of study

Ivanhoe Grammar School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

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 studies within the expected duration of the course.

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:

- the student can provide evidence of compassionate or compelling circumstances These are circumstances beyond the control of the student that are having an impact on the student's progress through a course, including:
 - serious illness, where a medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - a traumatic experience 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
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.
- the student has, or is, participating in an intervention strategy
- an approved deferment or suspension of study has been granted in accordance with Ivanhoe Grammar School's Deferment, Suspension and Cancellation Requirements.

Where the school decides to extend the duration of the student's study, the school 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.

Monitoring Course attendance

Ivanhoe Grammar School requires all Students, to attend 100% of classes, assemblies and co-curriculum activities, as a condition of Enrolment.

Student attendance is: checked and recorded daily, assessed regularly, recorded and calculated over each Semester. Late arrival at school is recorded and will be included in attendance calculations

All absences from school will be included in absentee calculations and should be satisfactorily explained, by email or phone call from the student's Designated Carer or homestay parent for a short absence, or by a medical certificate for an absence of more than two consecutive days, or evidence that leave has been approved by the Dean of International Students/Head of Senior Years.

Any absences longer than 5 consecutive days without approval will be investigated by the school. Students will be strongly discouraged from leaving early for holidays or returning late. Such missed time will be counted as absences, except in special compassionate circumstances, where a written letter explanation will be required from parents. Students will be reminded to book airline flights early.

Where a student is absent for five consecutive days without approval, is at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent, or otherwise begins a pattern of absenteeism, an intervention strategy will apply.

Student attendance will be monitored by the Dean of International Students, Head of House and/or the Head of Senior Years over a semester to assess student attendance using the following method:

- Ivanhoe Grammar School will calculate attendance using a formula based on the number of days absent. For example, a 20 week semester with 5 days a week would equal 100 school days. 20% of this is 20 school days.
- Attendance for any period of exclusion from class will be assessed under Ivanhoe Grammar School's Deferment, Suspension and Cancellation Requirements.

Parents of students at risk of breaching Ivanhoe Grammar School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support through an interview with the Dean of International Students, their Head of House and/or the Head of Senior Years when they have absences totalling 10 % in any semester.

The National Code Standard 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70%

Where the student has failed to meet the minimum attendance requirement of 80%, or under certain conditions, of 70%, the school 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 school's internal complaints and appeals process

The school will notify the ESOS agency 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 days
- the student withdraws from the complaints and appeals process by notifying the Principal of Ivanhoe Grammar School in writing
- the complaints and appeals process results in a decision in favour of the school.

Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

- the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances. These are circumstances beyond the control of the student that are having an impact on the student's progress through a course, including:
 - serious illness, where a medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - a traumatic experience 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
- inability to begin studying on the course commencement date due to delay in receiving a student visa.
- the student has, or is, participating in an intervention strategy , and
- the student's attendance has not fallen below 70% for the study period.

Ivanhoe Grammar School will school calculate attendance using a formula based on the number of days absent. For example, a 20 week semester with 5 days a week would equal 100 school days. 20% of this is 20 school days.

If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Dean of International Students, Head of House and/or the Head of Senior Years will assess whether a suspension of studies is in the interests of the student as per Ivanhoe Grammar School's Deferment, Suspension and Cancellation Requirements.

If the student does not obtain a suspension of studies under the Ivanhoe Grammar School's Deferment, Suspension and Cancellation Requirements, and falls below the 70% threshold for attendance for the study period, the school 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 school's internal complaints and appeals process

The school will notify the ESOS agency 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 days
- the student withdraws from the complaints and appeals process by notifying the Principal of Ivanhoe Grammar School in writing,
- the complaints and appeals process results in a decision in favour of the school

