

International Students

Course Attendance, Progress and Duration Policy

Policy

Kennedy Baptist College is committed to assisting international students to achieve academic success by meeting course progress and attendance requirements and to complete their studies within the duration specified within their *Confirmation of Enrolment (CoE)*.

Purpose

The purpose of this policy is to ensure compliance with the Department of Home Affairs student *Visa Condition 8202* and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Scope

This policy applies to staff, international students, and their parents / guardians for the duration of their enrolment at Kennedy Baptist College.

Definitions

| Term | Definition |
|---|---|
| Compassionate or compelling circumstances | <p>Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • Serious illness or injury, where a medical certificate states that the international student was unable to attend classes. • Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided). • Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the international student's studies. • A traumatic experience, which could include: <ul style="list-style-type: none"> ○ Involvement in, or witnessing of a serious accident; or ○ Witnessing or being victim of a serious crime, and this has impacted on the international student (these cases should be reported by police or psychologists' reports); or <p>Compassionate circumstances do not extend to visiting relatives for weddings, graduations, or similar events.</p> |

1. Course Attendance Requirements

It is compulsory for students to attend their course on a full-time basis, that is Monday to Friday from 8:15 am to 3:15 pm, except during public holidays and end of term school holidays.

The College expects 100% attendance from all students. However, visa conditions require an international student to attend at least 80% of scheduled school contact hours for the course to achieve satisfactory attendance. Students who do not meet the 80% attendance requirement, even if they have approved absences, must be reported to the Department of Home Affairs (DHA).

The College will consider evidence of compassionate or compelling circumstances before reporting students who have fallen below the 80% threshold (but where student's attendance is above 70%) but this is assessed on a case-by-case basis and does not guarantee that the College will not report the student to the DHA.

1.1. Monitoring Course Attendance

The College records attendance daily and monitors the rate of international students' attendance weekly.

The College will document intervention support strategies to assist students when their attendance drops to 90%.

International students are deemed 'at risk' of unsatisfactory attendance and breaching their visa conditions when their rate of attendance reaches 85%.

The Deputy Principal – Pastoral Care will ensure that international students and their parent / guardian are aware that their student visa may be cancelled by the DHA if students do not meet the attendance requirements.

1.2. Taking Leave and Other Absences

Absences for international students are in line with domestic students and international students and their parent / guardian should refer to the College's *Student Attendance Policy* available on the College website.

The DHA does not allow an international student to take leave during the term unless there are compassionate or compelling reasons to do so – this is implemented through a temporary suspension of enrolment. A temporary suspension of enrolment is different to a College suspension caused by misbehaviour.

Leave during the school term must be requested at least 10 days prior to the start date, approved by the Principal and recorded in PRISMS before the student leaves to protect the student's visa. The request for leave must be accompanied by evidence that compassionate or compelling circumstances apply.

2. Failing Satisfactory Course Attendance and / or Course Progress

Where an international student fails to meet satisfactory course attendance and / or course progress, they risk disciplinary action, breaching their student visa conditions, having their *Confirmation of Enrolment (CoE)* cancelled and their student visa revoked.

The College must report international students who do not meet course attendance and / or course progress requirements to the Department of Home Affairs (DHA).

The College is proactive in notifying and counselling students who are at risk of failing to meet satisfactory course attendance.

2.1. Course Attendance Intervention Strategies

If an international student is not achieving satisfactory course attendance or has been absent for more than five (5) consecutive days without approval, the Deputy Principal – Pastoral Care will request an interview with the student and their parent / guardian.

In the interview the student and parent / guardian will need to:

- Provide reasons for their poor attendance record. The student may provide documentary evidence that supports compassionate or compelling circumstances exist for their poor attendance record.
- Develop and collaborate on an action plan to achieve satisfactory attendance.
- Understand the potential visa implications if the student's attendance does not improve.

The action plan will include strategies to assist the student, in consultation with their parent / guardian, and may include:

- Attending extra tuition and support organised by the College.
- Personal strategies to attempt attending school; and/or
- Counselling and continued monitoring of attendance.

All counselling, meetings and strategies arranged will be documented.

2.2. Strategies for Student Attendance Below 80%

The College may decide not to report a student for breaching the attendance requirements if the student is still attending at least 70% and the student provided genuine evidence demonstrating that compassionate and compelling circumstances exist.

The College will continue to monitor and support the student, in completing their course within the expected duration specified in their *Confirmation of Enrolment (CoE)*.

Where a student is assessed as having nearly reached the threshold of 70% attendance for the school term, the Deputy Principal – Pastoral Care will assess whether a temporary suspension of enrolment is in the best interests of the student in accordance with the *International Students Deferment, Cancellation or Suspension of Study Policy*.

If the student does not obtain a temporary suspension of enrolment and falls below the 70% threshold for attendance for the school term, the process for reporting the student for unsatisfactory attendance will occur.

3. Satisfactory Course Progress

Students must achieve a C grade or higher in each course to meet satisfactory course progress.

3.1. Assessing Course Progress

Course progress is monitored according to each course's assessment requirements. Students who are at risk of not achieving satisfactory course progress will be monitored and have intervention strategies implemented by the College. The Deputy Principal – Pastoral Care, in consultation with the Deputy Principal – Curriculum and the Head of Year, is responsible for monitoring international students' course progress.

3.2. Reporting Course Progress

The College monitors each student's academic performance in accordance with the College's *Assessment Policy*. Ongoing course progress is provided via SEQTA Engage, the parent online portal.

The College reports on student achievement and course progress at the end of Semester One and Two. It is the parent / guardian's responsibility to regularly check student progress through SEQTA and emails.

Semester One also offers Parent Teacher interviews to discuss student progress.

3.3. Course Progress Intervention Strategies

If an international student is at risk of not achieving satisfactory course progress, the Deputy Principal – Pastoral Care will request an interview with the student and their parent / guardian to develop an intervention strategy for academic improvement.

In the interview the student and parent / guardian will need to:

- Provide reasons for their poor course progress. The student may provide documentary evidence that supports compassionate or compelling circumstances exist for their poor attendance record.
- Develop and collaborate on an action plan to achieve satisfactory course progress.

- Understand the potential visa implications if the student's course progress does not improve.

The action plan will allow sufficient time for the student to improve their academic performance and achieve satisfactory course progress.

The action plan will include strategies to assist the student, in consultation with their parent / guardian, and may include:

- Attending extra tuition and mentoring.
- Timetabling adjustments and / or change in course selection.
- Personal strategies that may identify and support the student's individual learning needs.
- Study skills, reading, research and learning strategies support.
- Study groups.
- Counselling and continued monitoring of course progress; and/or
- Other intervention strategies as deemed necessary.

All counselling, meetings and strategies arranged will be documented.

4. Monitoring Course Duration

The Registrar is responsible for informing international students of the requirements to achieve satisfactory course progress and attendance before they begin their course of study. The Registrar will monitor international students' course duration and will notify the Deputy Principal – Pastoral Care of any students at risk.

4.1. Grounds for Extension of Course Duration

The College will only extend the duration of an international student's enrolment where the student will not be able to complete their course by the expected date because:

- The College has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment.
- The College has implemented, or is in the process of implementing, an intervention strategy for the student because they are at risk of not meeting course progress and / or attendance requirements; or
- An approved deferral or suspension of the student's enrolment has been granted in accordance with the *International Students Deferment, Cancellation or Suspension of Study Policy*.

4.2. Extension Granted

Where the College decides to extend the duration of the student's enrolment, the College will:

- Report this change via PRISMS within 14 days; and / or
- Issue a new *CoE*, if required, to the student and their parent / guardian; and
- Advise the student and their parent / guardian to contact the DHA to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

5. Notice of Intent to Report

Where the College has assessed that a student is not meeting satisfactory course attendance or progress, despite implementing strategies for improvement, the Deputy Principal – Pastoral Care will request a meeting with the student and their parent / guardian to discuss the College’s intention to report to the DHA.

The purpose of this meeting is to explain the *Notice of Intent to Report* form to the student and their parent / guardian to ensure they understand the implications of the report and the reasons the College is submitting the report including:

- When a student and their parent / guardian failed to respond to interview requests or attend interview meetings.
- When a student and their parent / guardian failed to provide evidence demonstrating compassionate and compelling circumstances.
- The student failed to meet the intervention strategies; or
- The student failed to achieve satisfactory course attendance and / or unsatisfactory course progress even though all steps have been taken to assist the student.

The student will be required to sign the written notice in the presence of their parent / guardian and the Deputy Principal – Pastoral Care.

The student will be informed that they are able to access the College’s internal *International Student Complaints and Appeals Process* and that they have 20 working days in which to do so.

The College cannot report to the DHA, until the process is completed, and the student has either lost their appeal or not accessed the complaints and appeals process within 20 working days of being notified of the College's intention to report.

During the complaints and appeals process the student’s enrolment will continue without prejudice.

5.1. Reporting Breach of Visa Conditions

The Registrar reports any breach of visa conditions to the DHA through PRISMS when:

- The internal and external complaints and appeals processes have been completed and resulted in a decision supporting the College.

- The student has chosen not to access the internal *International Students Complaints and Appeals Process* within the 20-working day period.
- The student has chosen not to access an external complaints and appeals process; or
- The student withdraws from the internal or external appeals process by notifying the College in writing.

The student and their parent / guardian are notified in writing that:

- The student's *CoE* has been cancelled.
- The student can no longer attend the College; and
- The student should seek advice from the DHA on the potential impact on their student visa.

Related Documentation

- *Assessment Policy*
- *International Students Deferment, Cancellation or Suspension of Study Policy*
- *International Students Complaints and Appeals Policy and Process*
- *Student Attendance Policy*

| Version control | | | | | |
|-----------------|---|---------------|-------------------|-------------|-------------------|
| Version | Amendments | Date Reviewed | Endorsed by Board | Next Review | Author of version |
| 1 | | 09/09/2019 | | 09/2021 | |
| 2 | | 24/11/2021 | 24/11/2021 | 08/2023 | |
| 3 | Updated | 09/06/2022 | | 08/2023 | C Acciano |
| 4 | Merged Course Attendance Policy, Course Progress Policy, and Course Duration Policy | 28/11/2023 | 15/05/2024 | 08/2025 | C Acciano |