

Monitoring Academic Progress and Attendance Policy and Procedure

Policy Name	Monitoring Academic Progress and Attendance Policy and Procedure
Constructed /Reviewed by	Executive/Board
Review	Last Review: March 2025 Next Review: March 2027

This policy applies to all full fee-paying overseas students for school to systematically monitor the course progress and maintenance of satisfactory course attendance to ensure compliance with the student's visa conditions in accordance with Standard 8 of the National Code. Monitoring the course progress and course attendance rate of students also allows the school to identify and offer support to those at risk of not progressing. The policy also ensures that the students and staff are clear in their understanding that the expected duration of study specified in the overseas student's CoE to not exceed the CRICOS registered duration.

The purpose of this policy is to identify the procedures for monitoring the academic progress and attendance rates of students. The policy also identifies intervention strategies to be implemented to support students for improved academic and attendance performance. If a student's course progress continues to be unsatisfactory, School will report those who have breached course requirements through PRISMS.

Monitoring Academic Course progress

- The school will monitor, record and assess the course progress of every student for each unit of the course in which the student is enrolled, in accordance with the registered school's course progress procedures. Schools must assess the course progress of the student in accordance with the school's course progress policies and procedures at the end point of every term or semester.
- School has course progress procedures, which are provided to staff and students, that specify the:
 - requirements for achieving satisfactory course progress
 - process for assessing satisfactory course progress
 - procedure for intervention for students at risk of failing to achieve satisfactory course progress
 - process for determining the point at which the student has failed to meet satisfactory course progress
 - the procedure for notifying a student that he/she has failed to meet satisfactory course progress requirements.

Procedures

Ongoing monitoring of School progress reports, assessment task results in Terms 1 and 3 and semester reports at the end of Term 2 and Term 4.

Ongoing meetings between subject teachers, student, caregiver/guardian, International Students Coordinator and Year Level Coordinator.

Monitoring Course Attendance

The school will monitor, record, and assess the course attendance of every student. Satisfactory course attendance is defined as attaining a minimum of 80% of the scheduled course contact hours over a semester length duration of tuition. Failure to meet the 80%, the student is deemed not to have met the satisfactory course attendance.

confidence to achieve

A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION – ELC TO YEAR 12

Kalinda Road Ringwood Victoria 3134 Australia Telephone +61 3 9262 7700 Email international@yvg.vic.edu.au www.yvg.vic.edu.au

ABN 44 004 584 552 CRICOS NO. 00356E

Student attendance is:

- checked and recorded daily by School offices (JS, MS and SS Office Administrators)
- assessed regularly by the International Students Coordinator
- recorded and calculated over each semester by the School offices reflected in reports

Procedures

Student attendance at the school is recorded every day. The attendance is closely monitored and assessed by the International Students Coordinator in coordination with the School offices. Standard reports to be run on a monthly basis and term end basis to closely monitor the attendance rates. Appropriate letters are sent as required to ensure that the expected duration of study specified in the overseas student's CoE to not exceed the CRICOS registered duration.

Course Progression requirements

It is expected that all students will satisfy the course requirements, thus gaining an "S" (satisfactory completion) for each subject studied each semester. To satisfactorily progress into the next year level students are required to:

1. Follow the year level requirements regarding subject selection from the different curriculum areas.
2. Gain "S" in at least half of the subjects studied throughout the academic year.

Information regarding individual student wellbeing and future study pathways is also considered when assessing student progression into the next year level.

Procedures

Student course progress is monitored real time in form of various tasks and assessments set by the teachers and assessed on an ongoing basis. If students do not meet work deadlines, a letter is sent home to parents giving notification of this and the time granted for completion. If satisfactory work is still not submitted, a subsequent letter is forwarded notifying parents of the School's decision regarding the non-completion of work. Appropriate letters are sent as required to ensure that the expected duration of study specified in the overseas student's CoE to not exceed the CRICOS registered duration.

Intervention Strategy

School has a documented Intervention Strategy. However, the exception to the strategy may be adopted based on exceptional circumstances which includes Compassionate or compelling circumstances. The school reserves the right to provide students with a range of tasks and extra tutoring opportunities to facilitate competency in learning outcomes.

It specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. This includes:

- procedures for contacting and counselling identified students
- strategies to assist identified students to achieve satisfactory course progress, and
- the process by which the intervention strategy is activated.

Procedures

The school will implement an intervention strategy for any student at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy will be activated where the student has failed or is deemed not competent in 50% or more of the units attempted in any study period e.g., the student has failed 3 out of 6 subjects in a semester.

The intervention Strategy will be implemented for any students who are at risk of not meeting the minimum threshold of 80% attendance rate and those who have been absent for more than 5 consecutive days without approval from the school.

The students who have been assessed on the basis of evidence for categorization under compassionate and compelling circumstances will have the approval from the School to extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration or while the School is implementing the abovementioned Intervention strategy.

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Reporting

Where a student has been assessed as not achieving satisfactory course progress or attendance requirements, the school will notify the student in writing of its intention to report the student for not achieving satisfactory course progress and attendance requirements.

Procedures

The written notice will inform the student that he/she is able to access the school's internal Complaints and Appeals process, and that the student has 20 working days in which to do so.

Where the student has chosen not to access the Complaints and Appeals processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting the school, the school will notify Department of Home Affairs through PRISMS of the student not achieving satisfactory course progress and attendance requirements as soon as practicable.

The school will maintain the overseas student's enrolment while reporting a breach of course progress or attendance. If the student chooses to transfer to another registered education provider, the school will still report the breach and activate the process for Overseas Student Transfer as per the policy.

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