



Hillcrest International Learning Community

Course Progress, Attendance and Course Duration Policy

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.

1. Course Progress

- a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period (each semester), as per the following:
 - Primary School Prep: Year 6 – at the end of each semester
 - Junior Secondary :
 - Years 7 – 8 at the end of each semester
 - Years 9 – 10 at the end of each term
 - Senior Secondary Years 11-12 - end of each Unit

- c) To demonstrate satisfactory course progress: –

- **Primary School:**

- **Prep – Year 5**

- Students in Prep – Year 5 must demonstrate a commitment to their studies and ongoing integration into the College community; continued improvement in their English proficiency and numeracy and a willingness to participate in academic and co-curricular activities that allow them to remain on track for progression to the next year level.

- **Year 6**

- Students must demonstrate a minimum overall achievement of C- grade in English and Mathematics. Students must also achieve a minimum C- grade overall in other subjects studied, with no more than two other subjects studied below a C- grade.

- **Junior Secondary – Years 7 - 10**

- **Years 7 – 9:**

- Students must demonstrate a minimum overall achievement of C- grade in English and Mathematics. Students must also achieve a minimum C- grade overall in other subjects studied, with no more than two other subjects studied below a C- grade.

- **Year 10:**

- Students must demonstrate a minimum overall achievement of C- grade in English and Mathematics at the end of each term. Students must also achieve a minimum C- grade overall in other subjects studied, with no more than two other subjects studied below a C- grade.

A final report for Yr 10 will be issued at the completion of Term 3 as students will start Unit 1 of the Senior Secondary Course from Term 4 of Yr 10.

- **Senior Secondary – Years 11-12**

Students in Year 11– 12 must remain eligible to receive a Queensland Certificate of Education (QCE) at the end of Year 12. For more detailed information, visit <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce>. Students in Yr 11 – 12 will be identified as being at risk of not achieving satisfactory course progress anytime they fail to achieve the Unit credit points to be awarded a QCE.

- **Study Abroad**

students are required to demonstrate satisfactory effort in all their subjects and achieve a C- grade minimum in 80% of their subjects. **Note** – Study abroad students will not be eligible to extend their enrolment and not eligible for a QCE.

- d) Students who begin part way through a study period / semester will be assessed according to Hillcrest Christian College's course assessment requirements after completing [one full study period/semester/unit].
- e) **ACADEMIC INTERVENTION** - If a student does not meet the course progress, as described above, the student will be placed on Academic Intervention as the student is at risk of breaching the student visa condition (as per the Department of Home Affairs). We will contact the parent(s) to advise that there will be a meeting with the student to develop an intervention strategy for academic improvement.

This may include –

1. After-school subject tutorial support
 2. Subject support in class time
 3. Mentoring
 4. ESL support
 5. Change of subject selection, or reducing course load (without affecting course duration)
 6. Counselling – time management
 7. Counselling - academic skills
 8. Counselling - personal
 9. Other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
 - g) The International Operations Manager or a staff member assigned by the International Operations Manager will monitor the student's individual strategy for academic improvement over the following study period and records of student response to the strategy will be kept. Parents will be informed during the semester of the student's academic progress while the student is receiving formal intervention.
 - h) If the student does not improve academically and achieve satisfactory course progress by the end of the next study period, Hillcrest Christian College will advise the student in writing of its intention to report the student for breach of visa condition 8202. He/she will have 20 working days in which to access the College's internal complaints and appeals process.

The notification of intention to report will be issued to the student and parent before 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 *Hillcrest Christian College*, he/she may contact the Overseas Student Ombudsman at no cost. This must be completed within 10 days. Please see *the ILC Complaints and Appeals Policy* for further details.

- i) The College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. The student does not access the complaints and appeals process within 20 working days, or
 - ii. Withdraws from the complaints and appeals process by notifying the Executive Head of College or International Operations Manager in writing, or
 - iii. The complaints and appeals process results in a decision in favour of the College.

2. Completion within expected duration of study

- a) As noted in 1a, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) 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.
- c) The college 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:
 - i. The student can provide evidence of compassionate or compelling circumstances (see definition below)
 - ii. The student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. An approved deferment or suspension of study has been granted in accordance with Hillcrest Christian College's Deferment, Suspension and Cancellation Policy.
- d) Where the College decides to extend the duration of the student's study, the College 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 Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course Attendance

- a) Satisfactory course attendance is attendance of 80% or more of scheduled course contact hours. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15.]
- b) Student attendance is:
 - i. Checked and recorded each day in Prep – Year 6 and each period in Years 7 – 12.
 - ii. Assessed regularly
 - iii. Recorded and calculated over each study period
- c) Late arrivals to school and early departures from school will be recorded and will be included in attendance calculations.
- d) All absences from College will be included in absentee calculations and should be accompanied by an explanatory communication from the student's parent/homestay or evidence that leave has been approved by ILC. Consecutive absences of 2 days or more require a medical certificate.
- e) Any absences without notification or approval will be investigated.

- f) Student attendance will be monitored by ILC fortnightly over a study period (semester) to assess the student attendance rate using the following method -
- i. Calculating the percentage of the number of days the student has attended over the number of possible days the student could attend.
 - ii. Attendance to classes at Hillcrest Christian College is compulsory. Students cannot be absent from any contact time without a College approved reason or exemption given by the International Operations Manager.
 - iii. To meet the College attendance minimum students can be absent for 10 days per study period (semester) with approved College reasons.
 - iv. Any period of exclusion from class will be included in student attendance calculations dependent on the circumstances.

Procedure for Absentee Recording

Secondary Students

- Attendance and absentees for JLC, MLC and SLC students are recorded by the Life Group teacher on an electronic class roll each morning during the Life Group. It is compulsory for all students enrolled at Hillcrest Christian College to attend Life Group.
 - An Absentee list is generated by the JLC, MLC and SLC Reception each day by 11.00am. If the student is registered as absent and no communication has been received from the parent/homestay, a text to confirm the reason for the student's absence will be sent.
 - Individual classroom teachers mark class rolls each lesson to monitor student attendance throughout the day.
 - The Secondary Reception will advise ILC if a student requests to leave early without prior communication from their parent/homestay.
 - The International Department assesses attendance records fortnightly to observe any abnormalities or issues.
- g) Students will be notified when they have absences totaling 5% in any study period.

Parents and/or agents of students at risk of breaching Hillcrest Christian College's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totaling 10% in any study period.

- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Hillcrest Christian College will assess the student against the provisions of Item 3.j. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.j. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202. He/she will have 20 working days in which to access the College's internal complaints and appeals process except in the circumstances outlined in 3.j.
- i) The College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
- i. The student does not access the complaints and appeals process within 20 working days
 - ii. The student withdraws from the complaints and appeals process by notifying the Executive Head of College in writing,
 - iii. The complaints and appeals process results in a decision in favor of the College.

- j) Students will not be reported for failing to meet the 80% threshold where:
 - i. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per definition below, and
 - ii. The student's attendance has not fallen below 70% attendance for the study period (semester).

- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x 30%, or *number of study days x number of days per week x 30%*.

- l) If a student is assessed as having nearly reached the threshold for 70% attendance for a study period, the International Operations Manager will assess whether a suspension of studies is in the interests of the student as per Hillcrest Christian College's Deferment, Suspension and Cancellation Policy.

- m) If the student does not obtain a suspension of studies under the Hillcrest Christian College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

- a) **Compassionate or compelling circumstances** - circumstances beyond the control of the student that are having an impact on the student's progress in a course. These could include:
 - i. Serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. Bereavement of close family members such as parents or grandparents with evidence of a death certificate if possible.
 - iii. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. Where the College was unable to offer a pre-requisite unit
 - vi. Inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course

- b) **Expected duration** – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

- c) **College day** – any day for which the College has scheduled course contact hours.

- d) **Study period** – a discrete period of study within a course that cannot exceed 24 weeks. Hillcrest Christian College defines a "study period" for the purposes of monitoring course attendance and progress as one semester.