



Monitoring Academic Progress and Attendance Policy and Procedure

YARRA VALLEY
G R A M M A R

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 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 schedules course contact hours over a semester length duration of tuition.

Procedures

Student attendance at the School is recorded every day.
Appropriate letters sent as required.

Intervention Strategy

School has a documented Intervention Strategy. However, the exception to the strategy may be adopted based on exceptional 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 the 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.

Reporting

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

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 immigration and Border Protection(DIBP) through PRISMS of the student not achieving satisfactory course progress 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.