



John Paul College Ltd monitoring student progress, attendance and course duration policy

MONITORING COURSE PROGRESS

Visa Condition 8202: Satisfying Attendance and Academic Course Requirements

The following statement identifies the levels of attainment for students studying at John Paul College on a student visa, subclass **500 (formerly 571)**, for the Schools Sector that satisfy the academic coursework progress requirements of that institution. It also seeks to identify and document how the College monitors, records and assesses student course progress as required by Student Visa Condition 8202, subclass **500 (formerly 571)**. (The National Code of Practice for Providers of Education to Overseas Students, **2018** Standard 10.1)

- Students entering and continuing their enrolments in one or more courses (refer below) are required to meet the following satisfactory levels of achievement as determined by the registered provider, John Paul College CRICOS 00500B (The National Code of Practise for Providers of Education to Overseas Students **2018** Standard **8**):**

Course Number	Course Name and Year Levels	Satisfactory Level of Achievement
049712G	International Primary Preparation Course	You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.
024286E	High School Preparation Course	A minimum achievement of the following: Level 1 to Level 2 NLLIA Bandscales of 2 (in speaking, Listening , Reading and Writing) Level 2 to Level 3 NLLIA Bandscales of 3 (in speaking, Listening , Reading and Writing) Level 3 to Level 4 NLLIA Bandscales of 4 (in speaking, Listening , Reading and Writing) Level 4 to Level 5 NLLIA Bandscales of 5 (in speaking, Listening , Reading and Writing) Level 4 to JPC (Years 7 and 8) NLLIA Bandscales of 5 (in speaking, Listening , Reading and Writing) Level 5 to JPC (Years 9,10,11,12) NLLIA Bandscales of 5+ (in speaking, Listening , Reading and Writing) You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.
010139J	Primary: Years 1-6	Overall individual satisfactory achievement in Literacy (including English), Numeracy (including Mathematics), Science and SOSE (Years 1-6). A minimum overall achievement of a C (SA) grade in every subject studied. You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.





082662E	Junior Secondary: Years 7-10	<p>A minimum overall achievement of a C (SA) grade in Literacy (including English), Numeracy (including Mathematics), and the Discovery Program (Years 8 & 9).</p> <p>A minimum overall achievement of a C (SA) grade in every subject studied.</p> <p>You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.</p>
04885C	Senior Secondary: Years 11-12	<p>A minimum overall achievement of a C (SA) grade in every subject studied.</p> <p>You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study.</p>

2. Monitoring, Recording and Assessing Course Progress

a) **Process for Assessing Satisfactory Course Progress** (The National Code of Practise for Providers of Education to Overseas Students **2018** Standard **8**)

In the first instance, an audit process conducted at the end of a term (or unit) on term-by-term basis is undertaken for each student in one of the three registered courses above for which the student is currently enrolled. This process identifies students at risk of failing to meet satisfactory course requirements as described above.

b) **Intervention Strategy** (The National Code of Practise for Providers of Education to Overseas Students 2018 Standard **8**)

This intervention strategy is implemented for each student, mid-term, who is at risk of not satisfying the course progress requirements as described above in 50% or more of the units attempted in any one term. (The National Code of Practise for Providers of Education to Overseas Students 2007 Standard 10.5)

Following audit, the following intervention strategies are available for adoption, dependent upon the nature and severity of the concern identified:

- (i) Class teachers/Heads of Learning or Team Leaders/Deputy Heads of School/ Heads of School/Directors of Teaching & Learning address concerns with the student.
- (ii) Concerns are recorded on the student's record on the student administration system (Synergetic).
- (iii) Teachers transfer information to the Learning Enhancement Centre staff for specialist assistance.
- (iv) Action plans detailing strategies to address the specific concerns identified for each student are prepared by the appropriate personnel in (i) above, in consultation with the class/subject teacher and the Learning Enhancement Centre staff, discussed with the student, implemented and recorded on the student file as described above. Years 7-12 students sign-off on these plans. Parents are informed in writing of the process in place.
- (v) Teachers discuss concerns with parents/guardian at Parent/Teacher Interviews.

a) **Monitoring & Assessment of Progress**

- (i) A settling-in period applies for the first term of enrolment for Years 1-10. During this time the focus of the student will be directed towards learning how to learn in the English language classroom. No settling-in period is extended to students in Years 11-12.





- (ii) After this, each student is monitored continuously after intervention and this ongoing review of progress is overseen by the Dean of Studies.
- (iii) Year 7 to 12 students will receive on-line point in time reporting of grades and anecdotal comments, where appropriate throughout the semester. End of semester reports for each student (Years 1-12) provide a further indicator of measurable progress.
- (iv) After six (6) months of intervention (Years 1-12), if the student still does not meet the required levels of achievement as described above (refer section 1), the student will be identified, at this point, as having failed to satisfy the course progress requirements.

b) Point of Failure Process (The National Code of Practise for Providers of Education to Overseas Students Standard 8)

- (i) The student is notified in writing as having been assessed as not satisfying the course progress requirements and the College's intention to report the student for this breach of the visa condition 8202. The student is notified of his/her right to access the College's complaints and appeals process as per Standard 10 of The National Code of Practise for Providers of Education to Overseas Students 2007 within 20 working days of the notification of the intention to report.
- (ii) A copy of this letter is forwarded to parents/guardian.
- (iii) Where the complaints and appeals process is not accessed by the student within 20 working days or they withdraw from the process or the process is completed and finds in favour of the College, a report is made to inform the National ESOS Authority via PRISMS that the student has not achieved satisfactory course progress as soon as is practicable.

COMPLETION WITHIN EXPECTED DURATION OF STUDY (COURSE PROGRESSION)

- (i) As noted in 2a above, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- (ii) Part of the assessment of course progress at the end of each term 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.
- (iii) The College will only extend the duration of the student's study where the student will not complete the course within the expected duration due to:
 - a. The student can provide evidence of compassionate or compelling circumstances
 - b. **The student has, or is, participating** in an intervention strategy as outlined in 2b
 - c. An approved deferment or suspension of study has been granted in accordance with John Paul College's *Deferment, Suspension and Cancellation Policy*.
- (iv) Where the College decides to extend the duration of the student's study, the College will report via PRISMS **within 14 days** and/or issue a new COE if required. **In this case, the student will need to contact the Australian Immigration Authority to seek advice on any potential impacts on their visa, including the need to obtain a new visa.**

MONITORING ATTENDANCE

In compliance with the National Code of Practise for Providers of Education to Overseas Students 2018, John Paul College systematically monitors the attendance of its students who are enrolled in its accredited courses, notifies and counsels those students at risk of failing to meet attendance requirements, and reports those students under Section 19 of the ESOS Act, who have breached the attendance requirements of their visa grant. This policy will outline procedures for supporting students in meeting Visa Condition 8202.

1. Achieving Satisfactory Attendance

- A student must attend at least 80% of the scheduled contact hours for the course.
- Attendance & absences will be recorded on a daily basis by the class teachers





- Absences will be reported via the College database by the school offices. This report will provide the reason for the absence, who reported it to the College and, in certain circumstances whether the absence has prior approval from the Head of Campus/School Head
- Late Arrival/Early Departure will be recorded on the College database as identified above and included in attendance calculations
- Attendance & absence calculation will be determined by means of access to the above reports and assessed fortnightly per term by the Registrar (JPC)/Head of Campus (JPIC)
- The 20% absence rate for the term is calculated by multiplying the number of student contact days in the term the number of contact hours (5 hrs per day) x 20%.
- Where a student is only enrolled for part of the term, the calculation would be made for that portion of time the student was enrolled in the course.
- All absences from the College should be accompanied by a medical certificate or an explanatory communication from the student's parent or principal carer or evidence that leave has been approved by the School Head/Head of Campus.
- Absences longer than five (5) consecutive days without explanation will be investigated.
- Any period of exclusion from class will not be included in student attendance calculations.

2. Contacting and Counselling Students

- Where a student has been recorded as absent for more than five (5) consecutive days without approval or his/her attendance rate falls to 85% of the scheduled contact hours at the point of attendance calculation, and the student is in danger of not being able to meet the attendance requirements for the course, the Registrar/Head of Campus will make an appointment to discuss the student's attendance rate.
- At this meeting, the student's attendance will be discussed to ascertain why absences have been occurring and to check the accuracy of the information recorded on the database. The College will ascertain what kind of assistance or support the College can offer to enable the student to meet these requirements.
- Information regarding visa condition 8202 and the consequence of breaching this condition will be explained to the student.
- The process for reporting absence from school; acquiring prior approval from the School Head for any known absence from the College; and the requirement for providing documented evidence for absence will also be discussed.
- Where the criteria for compassionate and compelling circumstances have not been met (see section 3 below), the first Attendance Warning letter will be issued to the student detailing the requirements of visa condition 8202, the number of actual/possible hours attended and the % attendance rate to date and the consequence of a breach of this condition.
- Copies of the Attendance warning letter are given to the student and, subsequently, placed on the student record in the database, a hard copy to the student file and a copy held by the Registrar/Head of Campus
- The Second Attendance warning letter will be issued to student if his/ her attendance falls below 85%, and placed on the student record in the database, a hard copy to the student file and a copy held by the Registrar/ Head of Campus.
- Please refer to Attendance warning letter procedure

3. Criteria for Assessing Compassionate and Compelling Circumstances

Those circumstances that are beyond the control of the student and that have an impact on the student's progress through a course. These could include:

- Serious illness where a medical certificate states that the student was unable to attend class





- 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 student emergency travel that has impacted on the student (where possible supported by police or psychologists' reports)
- A traumatic experience which has impacted on the student (where possible supported by police or psychologists' reports)
- Where the school was unable to offer a pre-requisite unit
- Inability to commence study on the course start 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.

Where the student has a genuine on-going illness/situation, the College may choose not to report the student if attendance falls below 80%, if:

- There is documentary evidence demonstrating that compassionate or compelling circumstances apply
- The decision is consistent with its documented attendance policies and procedures
- The student is attending at least 70% of the course contact hours

If the student falls below the 70% attendance rate due to an ongoing illness/circumstance the College may **choose** to temporarily suspend the enrolment of the student on the grounds of compassionate and compelling circumstances (eg illness where a medical certificate states that a student is unable to attend class)

4. Point of Failure to Meet Satisfactory Attendance Requirements

- Where student attendance falls below 80% in any given term and contact and counselling with that student have been undertaken and the criteria for compassionate and compelling circumstances have not been met, the student is identified as not achieving satisfactory attendance.
- At this point, the College notifies the student in writing of its intention to report him/her for not achieving satisfactory attendance.
- This notice will inform the student that s/he is able to access the College's complaints and appeals process and that s/he has 20 working days in which to do so.
- Where the student chooses not to access the complaints and appeals process within the 20 working days, withdraws from the process or the process is completed and results in a decision supporting the College, the College will notify the National ESOS Authority via PRISMS as soon as is practicable.
- The method for calculating 70% attendance rate is as outlined above in 1 above.
- If the student is assessed as having *nearly* reached the 70% threshold, the College will, assess whether a suspension of studies is in the interests of the student as per the College's [Deferment, Suspension and Cancellation Policy](#).
- If the student does not obtain a suspension of studies under this policy, and falls below the 70% threshold, the process for reporting the student for unsatisfactory attendance as a breach of visa condition 8202 will occur as outlined above.

