



MACKAY CHRISTIAN COLLEGE

a place where you belong

INTERNATIONAL STUDENT 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. A copy of this policy is provided to the student (or parent / legal guardian if the student is under 18) on the college website prior to a Written Agreement being signed and again during orientation of the enrolled course in the Student Handbook.

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 of enrolment according to Mackay Christian College's course assessment requirements.
- c. Students who have begun part way through a study period will be assessed according to Mackay Christian College's course assessment requirements after completing one full study period.
- d. Students will need to demonstrate satisfactory course progress in any study period.

For Junior Secondary Years 7-10

To demonstrate satisfactory course progress, students will need to receive a pass level or 'C' grade or better for the majority of core subjects in any study period.

For Senior Secondary Years 11-12 – full duration

To demonstrate satisfactory course progress for the Senior Secondary Course, students must achieve a satisfactory result ('Pass' level or 'C' grade, or 'Satisfactory' result) or better for Unit 1 and Unit 2 in Year 11 and for Units 3 and 4 in Year 12, to progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

For Senior Secondary – less than full duration (for example, study abroad programs)

To demonstrate satisfactory course progress for the Senior Secondary Course, students must achieve a satisfactory result ('Pass' level or 'C' grade, or 'Satisfactory' result) or better in a minimum of 4 Learning Options in a Unit.

- e. If at the end of a study period a student does not achieve a satisfactory course progress ('Pass' level or 'C' grade or 'Satisfactory' result or better for the majority of core subjects in a study period) the Learning Pathways Coordinator will formally contact the parents and/or the Immigration approved guardian, to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Learning Pathways Coordinator and the student to develop an intervention strategy for academic improvement. This may include:
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Counselling - time management
 - vii. Counselling - academic skills
 - viii. Counselling - personal
 - ix. 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 student's individual strategy for academic improvement will be monitored over the following study period by the Head of Academics or the Learning Pathways Coordinator, and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- h. If the student does not achieve satisfactory course progress by the end of the next study period, Mackay Christian College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they 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 prior to 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 Mackay Christian College, they may contact the Overseas Student Ombudsman at no cost. Please see Mackay Christian College's 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 days or the student withdraws from the Complaints and Appeals process by notifying the Principal of Mackay Christian College in writing
 - ii. 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/compelling circumstances as per definitions below
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1e
 - iii. an approved deferment or suspension of study has been granted in accordance with Mackay 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 Confirmation Of Enrolment if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) 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% 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 daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period
- c. Late arrival at the college will be recorded and will be included in attendance calculations.
- d. All absences from the college will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's Immigration approved guardian or evidence that leave has been approved by the Head of School / Principal.
- e. Any absences longer than 3 consecutive days without approval will be investigated. (NC St 8.6.4)
- f. Student attendance will be monitored by the Learning Pathways Coordinator or Head of Academics to assess student attendance using the following method: The student attendance roll will be marked by the classroom teacher every session. See point 4 Calculation of Attendance below for detailed explanation. (If it is noted that a student is recording an abnormally high number of absences, then the issue will be investigated immediately by the House Family Coach.) (See college Deferment, Suspension and Cancellation Policy.)
 - i. Attendance for any period of exclusion from class will be assessed under Mackay Christian College's Deferment, Suspension and Cancellation Policy.
- g. Parents of students at risk of breaching Mackay Christian College's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have extensive absences totalling 10% in any study period. If a student's attendance falls below 90% during any study period, they will receive written notification via a Letter Advising Student at Risk of not meeting Course Attendance.
- h. If the calculation at 3.f. indicates that the student has passed the attendance threshold (80%) for the study period, Mackay Christian College will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the college will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the college's internal Complaints and Appeals process.
- i. The college will notify the ESOS agency 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 days
 - ii. the student withdraws from the Complaints and Appeals process by notifying the Principal of Mackay Christian College in writing
 - iii. the Complaints and Appeals process results in a decision in favour of the college
If allowing a 70% attendance threshold for compelling or compassionate circumstances under NC St 8.15, include the following:
- j. Students will not be reported for failing to meet the 80% threshold for a study period where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg. medical illness supported by a medical certificate or as per Definitions below
 - ii. the student's attendance has not fallen below 70% attendance for the study period
- k. If a student is assessed as having nearly reached the threshold for 70% attendance for a study period, the Head of Academics/Head of School will assess whether a suspension of studies is in the interests of the student as per Mackay Christian College's Deferment, Suspension and Cancellation Policy.
- l. If the student does not obtain a suspension of studies under Mackay 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 3h-3i.

4. Calculation of Attendance

- a. Student attendance is recorded on a central database for every session throughout each day

- b. At the conclusion of each term, absences are automatically tallied from the database for both partial days and full days. This information is recorded on the student's School Report for each term (4 per year)
- c. Calculating the number of hours the student would have to be absent to fall below the 80% attendance threshold for a study period is calculated as follows: number of study days x contact hours x 20%
- d. Calculating the number of hours the student would have to be absent to fall below the 70% attendance threshold for a study period is calculated as follows: number of study days x contact hours x 30%

5. Definitions

- a. **Compassionate or compelling circumstances** - circumstances beyond the control of the student that are having an impact on the student's progress through 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.
 - i. Year 7, 8, 9 and 10 - Semester 1 and 2 for each year level
 - ii. Year 11 - Semester 1 and 2 (Unit 1 and Unit 2)
 - iii. Year 12 - Semester 1 and 2 (Unit 3 and Unit 4)
- c. **Mode of Study** - Students are required to attend Mackay Christian College's course/s face-to-face in college facilities on campus. Depending on course components, a student's course may also include:
 - i. Online learning in class time or after school hours
 - ii. Approved excursions or field trips
 - iii. Approved work experience program
 - iv. Outdoor education activities
 - v. Approved studies that contribute to a student's enrolled course but are delivered by another approved provider
- d. **College day** - any day for which the college has scheduled course contact hours.
- e. **Study period**
 - i. for the purpose of monitoring attendance, a study period is a semester
 - ii. for the purpose of monitoring course progress in a Junior Secondary School course, a study period is a semester
 - iii. for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)
- f. **Learning options** - the range of subjects and programs as outlined in Learning Options 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA) [QCE and QCIA Handbook 2019](#)