INTRODUCTION

Kormilda College provides students and their parent(s)/guardian(s) with the necessary information to ensure satisfactory course progress and attendance is maintained for the duration of their study. Students are expected to complete their course within the duration of the visa that has been granted for the course. Refer visa condition 8202.

COURSE PROGRESS

The College will monitor, record and assess the academic progress of each student for the course in which the student is enrolled.

Course progress will be assessed at the completion of each term, and a formal report will be sent home to the parent(s)/guardian(s). To demonstrate satisfactory course progress, students need to achieve competency in at least 50 percent of the subjects studied.

If the student does not achieve this competency the Year Level Team Leader (Year 10, 11 or 12) or Head of Senior School (Years 11 and 12) will meet with the student to develop an intervention strategy for improvement. This may involve:

- Additional tutoring.
- Further ESL support.
- Supervised Study Periods.
- Other strategies as deemed appropriate.

Progress will be monitored, records kept and parent(s)/guardian(s) informed over the following term.

If the student fails to achieve satisfactory course progress by the end of the following term, the school will advise the student in writing of its intention to report the student for breach of visa condition 8202. The student has 20 workings days to access the school internal complaints and appeals process to avoid being reported to Department of Education.
Employment and Workplace Relations (DEEWR) via the Provider Registration and International Students Management System (PRISMS).

Completion within expected duration of study

Part of the assessment process will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected course duration. The College will only extend the duration of the students course if:

- There are compassionate or compelling circumstances.
- An intervention strategy has been implemented and the student requires additional time to reach the required standard.
- An approved deferment or suspension has been granted in accordance with the Deferment, Suspension and Cancellation Policy.

COURSE ATTENDANCE

Student visa regulations require overseas students to attend at least 80 percent of the scheduled course contact hours.

Student attendance is checked and recorded daily, and students are required to provide legitimate reasons for any absence from school (including late arrival and early departure on any school day).

Student attendance patterns will be monitored by Year Level Team Leader (Year 10) or Head of Senior Students (Years 11 and 12) and any consecutive absence longer than five days will be investigated.

Attendance records will be checked regularly throughout each term to ensure that students are maintaining satisfactory attendance. Students at risk of breaching the attendance requirements will be counselled and offered support.

Where the student has been assessed as not achieving the satisfactory attendance required (20 percent of days absent in a semester) the College will advise the student in writing of its intention to report the student for breach of visa condition 8202. The student has 20 workings days to access the schools internal complaints and appeals process to avoid being reported to DEEWR via PRISMS.

If the students does not access the Complaints and Appeals process, and is unable to provide legitimate reasons for absences the Principal will determine if the students enrolment should be suspended.

Legitimate reasons for absences include but are not limited to:

- Illness (doctors certificate required if assessment is missed, or if absence is for more than two consecutive days).
- Bereavement.
- Major political upheaval or natural disaster.
- Traumatic experience (doctor / physiologist report required).
- Visa delays.

This policy was ratified by the Senior Management Team in June 2014.