



COURSE PROGRESS AND ATTENDANCE POLICY

1. Course progress

To achieve satisfactory course progress a student must achieve results which, projected as final results, will achieve a SACE certificate.

- a) Seymour 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 semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full semester of study.
- d) To demonstrate satisfactory course progress, students will need to:
 - i. compile drafts and assessment on time;
 - ii. attend class;
 - iii. achieve a satisfactory result in all subjects, a “C” or better.
- e) If a student does not achieve a satisfactory result in a semester, the relevant Clan Guardian will advise the Head of School, who will formally contact the student’s parent(s) to advise that there will be a meeting with the student to develop an intervention strategy for academic improvement. This intervention strategy 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 – personal.
- f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student’s individual strategy for academic improvement will be monitored over the following study period by the Coordinator of International Students and/or the Director of Learning and Operations, and records of student response to the strategy will be kept.

- h) If the student does not sufficiently improve and fails to achieve satisfactory course progress by the end of the next study period, Seymour College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the College's internal complaints and appeals process.
- i) The school will notify the National ESOS Authority via PRISMS of the student's failure to achieve satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days; or
 - ii. withdraws from the complaints and appeals process; or
 - iii. the complaints and appeals process results in favour of the College.

2. Completion within expected duration of study

- a) As noted in 1.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) 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 likely to complete their course within the expected duration of the course.
- c) Where it is clear, the student will not be able to complete their course by the expected date, the College will only extend the duration of the student's study in the case of:
 - i. compassionate or compelling circumstances (see Definitions below); or
 - ii. student participation in an intervention strategy as outlined in 1.e.
- d) Where the College decides to extend the duration of the student's study, the College will report this change via PRISMS within fourteen days and/or issue a new COE (if required).

3. Monitoring course attendance

- a) Satisfactory course attendance is defined as attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i. Checked and recorded daily for each lesson.
 - ii. Assessed regularly.
 - iii. Recorded and calculated over each study period.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's parents/guardian, or evidence that leave has been approved by the Principal/Head of School.
- e) Any absences longer than five consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the International Student Coordinator over a study period to ensure that student attendance complies with student visa requirements (minimum 80% scheduled course contact hours).

- g) Any period of exclusion from class will not be included in student attendance calculations.
- h) Parents of students at risk of breaching the College's attendance requirements will be contacted using, "The Letter of Intention to Report for Unsatisfactory Attendance". Students will be counselled and offered any necessary support when they fail to attend 90% of scheduled course contact hours in any study period.
- i) If the student fails to meet attendance requirements for the study period, Seymour College will advise the student's parents of the College's intention to report the student for breach of visa condition 8202, and that the student has 20 working days in which to access the school's internal complaints and appeals process.
- j) The College will notify the National ESOS Authority via PRISMS of the student's failure to achieve satisfactory course attendance as soon as practicable, where:
 - i. the student does not access the complaints and appeals process within 20 days; or
 - ii. withdraws from the complaints and appeals process; or
 - iii. the complaints and appeals process results in a decision for the school.
- k) Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances. For example, medical illness supported by a medical certificate, or as per the Definition.

4. 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. death or serious illness of close family members, such as parents or siblings.
 - 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.
- 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) School day – any day for which the College has scheduled course contact hours.
- d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. Seymour College defines a study period for the purposes of monitoring course attendance and progress as being one semester.

5. Student Records

- a) All student records are kept in relation to academic performance, pastoral care and homestay in an electronic or hard copy format. Hard copy information is kept in locked cabinets in a locked room with restricted access.
- b) The collection of student information is adhered to following the Seymour College Privacy Policy.