



Monitoring student progress and attendance and course duration

Course progress

- Seymour College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- The course progress of all students will be assessed at the end of each semester of enrolment.
- Students who have begun part way through a semester will be assessed after one full semester of study.
- To demonstrate satisfactory course progress, students will need to:
 - compile drafts and assessment on time;
 - attend class;
 - achieve a satisfactory result in all subjects, a “C” or better.
- If a student does not achieve a satisfactory result in a semester, the relevant Clan Guardian or Year level Guardian will advise the Head of the sub 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:
 - after hours tutorial support;
 - subject tutorial support in class time;
 - mentoring;
 - additional ESL support;
 - change of subject selection, or reducing course load (without affecting course duration);
 - Counselling – personal.

Seymour College will take all reasonable steps to support overseas students who may be disadvantaged by;

- additional costs or other requirements, including for overseas students with special needs,
- from undertaking online or distance learning,
- the College will also be aware that some students may have an inability to access the resources and community offered by the College, or opportunities for engaging with other overseas students while undertaking online or distance learning.

A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents and the below actions put in place.

- The student’s individual strategy for academic improvement will be monitored over the following study period by the Director of International

Students and/or the relevant Deans of Teaching and Learning (Middle School and Senior School), and records of student response to the strategy will be kept.

- 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.
- Seymour College will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - the student does not access the complaints and appeals process within 20 days;
 - the student withdraws from the internal or external appeals process after it has commenced by notifying in Seymour College in writing;
 - the complaints and appeals process results in favour of the College;
 - Seymour College may decide not to report the student for breaching the attendance requirements if the student is still attending at least 70 per cent of the scheduled course contact hours and the student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

If reporting a student in PRISMS, Seymour College must inform the student of the need to seek advice from the Department of Immigration (contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations>) on the potential impact on her visa, and meet any necessary refund requirements under Seymour College's written agreement with the student.

Completion within expected duration of study

- As above in Course Progress, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- 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.
- 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:
 - compassionate or compelling circumstances (see Definitions below);
or
 - student participation in an intervention strategy as outlined in Course Progress

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).

Monitoring course attendance

Satisfactory course attendance is defined as attendance of 80% of scheduled course contact hours.

- Student attendance is:
 - Checked and recorded daily for each lesson
 - Assessed regularly
 - Recorded and calculated over each study period.
- Late arrival at school will be recorded and will be included in attendance calculations.
- 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. Use of the term time leave application form is a requirement for students requesting leave of 2 days or longer.
- Any absences longer than two consecutive days without approval will be investigated.
- Student attendance will be monitored by the Director of International Programs over a study period to ensure that student attendance complies with student visa requirements (minimum 80% scheduled course contact hours).
- Any period of exclusion from class will not be included in student attendance calculations.
- Parents of students at risk of breaching the College's attendance requirements will be contacted and advised of the situation. Students will be counselled and offered any necessary support when they fail to attend 90% of scheduled course contact hours in any study period.
- 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.
- The College will notify the PRISMS of the student's failure to achieve satisfactory course attendance as soon as practicable, where:
 - the student does not access the complaints and appeals process within 20 days; or
 - withdraws from the complaints and appeals process; or
 - the complaints and appeals process results in a decision for the College.
- 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.

Under Standard 5, if Seymour College reports a student under 18 years old in PRISMS and holds a CAAW for the student, Seymour College must continue to approve welfare arrangements for the student until;

- the student has alternative welfare arrangements approved by another registered provider, or
- care of the student by a parent or nominated relative is approved by Immigration or
- the student leaves Australia or
- Seymour College has notified Immigration under Standard 5 that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

Seymour College will not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by Seymour College on the basis of demonstrable evidence, or
- Seymour College has implemented, or is in the process of implementing, an intervention strategy for the student because she is at risk of not meeting course progress requirements or

Seymour College has approved deferral or suspension of the student's enrolment under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

If Seymour College extends the duration of the student's enrolment, the College must advise the student to contact the Department of Home Affairs (contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations>) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

a. Definitions

- 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:
 - serious illness, where a medical certificate states that the student was unable to attend classes.
 - death or serious illness of close family members, such as parents or siblings.
 - major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
 - a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - where the College was unable to offer a pre-requisite unit.
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.
- 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.
- School day - any day for which the College has scheduled course contact hours.

- 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.

b. Student Records

- All student records are kept in relation to academic performance, pastoral care and homestay in an electronic or hard copy format for 7 years as per the College's Records Management policy.
- The collection of student information is adhered to following the Seymour College Privacy Policy.