

FULL FEE-PAYING OVERSEAS STUDENTS (FFPOS) MONITORING PROGRESS AND ATTENDANCE POLICY



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1. PURPOSE

This Policy sets out the requirements, philosophy and guiding principles for monitoring course progress and attendance of Full Fee-Paying Overseas Students (FFPOS). It operates in conjunction with the Assessment and Reporting Policy and Procedures for the whole school and it is particularly aimed at ensuring compliance with the visa requirements for overseas students as set out in Standard 8 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. It reinforces information provided in the International Students Prospectus, Section on Meeting Expectations relating to attendance and course progress.

2. DEFINITIONS

In this Policy, the following definitions apply:

- **Assessment** is the ongoing process of collecting, analysing, and evaluating evidence of each Student's progress and achievement to make informed and consistent judgements to improve future Student learning.
- **CoE** means *Certificate of Enrolment*.
- **Compassionate or compelling circumstances** are circumstances beyond the control of the Student that are having an impact on the Student's wellbeing or progress through a course. These are determined by Hale School, but could include:
 - Serious illness, where a medical certificate states that the Student was unable to attend classes
 - 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 their emergency travel that has impacted on their studies; or
 - A traumatic experience, which could include:
 - Involvement in or witnessing of a serious accident; or
 - Witnessing or being victim of a serious crime and this has impacted on the Student (these cases should be supported by police or psychologists' reports)
 - A global pandemic preventing the student leaving his home country or border closures preventing entry to Australia.
- Where Hale School was unable to offer a pre-requisite unit, or the Student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- **Course** means the set of subjects in which a student is enrolled
- **Day** means any day including weekend and public holidays in or out of Term time.
- **DESE** means Department of Education, Skills, and Employment.
- **Expected duration** means the length of time it takes to complete the course studying full time. This is the same as the registered course duration on CRICOS.
- **PRISMS** means Provider Registration and International Student Management System.
- **Reporting** is the process of communicating student progress to parents, pastoral care providers and relevant external bodies. Reporting provides a record of a Student's progress and achievement at a point in time. Reporting provides a measure of Hale School's accountability for Student learning.
- **School day** is any day for which Hale School has scheduled course contact hours.
- **Student** means a full fee-paying overseas student.
- **Working day** means any day Monday to Friday that is not a public holiday in Western Australia.

3. POLICY STATEMENT/PRINCIPLES

3.1 Course Progress:

3.1.1 Hale School will monitor, assess, and record the course progress of each Student for the course in which the Student is currently enrolled.

3.1.2 The course progress of all Students will be assessed at the end of each term of enrolment. Interim reports will be issued at the end of Terms 1 and 3; full academic reports at the end of Terms 2 and 4.

3.1.3 Students who have begun part way through a term will be assessed on completion of the course or unit.

3.1.4 To demonstrate satisfactory progress, Students will need to complete all aspects of the course, including assessment tasks and examinations, to a satisfactory standard which is defined as attaining a C-grade average across all courses in each year or, where relevant at Years 11 and 12 level, the standard required for achievement of the WA Certificate of Education,

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comprising the breadth and depth requirement [i.e., complete a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs including a minimum of ten Year 12 units, or the equivalent, four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English course, one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology); the achievement standard (i.e., Students must achieve at least 14 C grades or higher (or the equivalent) in Year 11 and 12 units, including at least six C grades (or equivalents) in Year 12 units; and the literacy and numeracy standard (i.e., achieving a score of B and 8 or higher in the reading, writing and numeracy tests of the Year 9 National Assessment Program – Literacy and Numeracy or by successfully completing the reading, writing and numeracy components of the Authority's Online Literacy and Numeracy Assessment).

3.1.5 If a Student does not achieve competency as stated above, the Director of Studies and Curriculum will meet with the Student to develop an intervention strategy for academic improvement. This may include:

- Additional supervised study by attending Hale School's Homework Club, 3.30-5.00pm Monday – Thursday
- Attending individual tutoring with Hale School staff before or after school
- Attending additional EAL/D tutoring after school hours, as directed by Hale School.
- Other intervention strategies as deemed necessary.

3.1.6 A copy of the Student's intervention strategy for academic improvement and progress reports in achieving improvement will be forwarded to the student's parents, Head of House and the Head of Admissions.

3.1.7 The Student's individual strategy for academic improvement will be monitored over the following semester by the Director of Studies and Curriculum and the Student's Head of House and records of Student response to the strategy will be kept.

3.1.8 If the Student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Hale School will, following discussion with the Head of Admissions, advise the Student in writing of its intention to report the Student for breach of visa condition 8202, and that he

has 20 working days in which to access Hale School's internal complaints and appeals process.

3.1.9 Hale School will notify the Department of Education via PRISMS of the Student not achieving satisfactory course progress as soon as practicable where;

- the Student does not access the complaints and appeals process within 20 days, or
- the Student withdraws from the complaints and appeals process, or
- the complaints and appeals process results in favour of Hale School.

3.2 Completion within expected duration of study (course progression):

3.2.1 As noted in 3.1.1, Hale School will monitor, record and assess the course progress of each Student for the course in which the Student is currently enrolled.

3.2.2 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 course within the expected duration of the course.

3.2.3 Hale School will only extend the duration of the Student's study where the Student will not complete their course within the expected duration due to:

- compassionate or compelling circumstances
- Student participation in an intervention strategy as outlined in 3.1.5
- an approved deferment or suspension of study has been granted in accordance with Hale School's Deferment, Suspension and Cancellation Policy.

3.2.4 Where Hale School decides to extend the duration of the Student's study, Hale School will report via PRISMS and/or issue a new COE if required.

3.2.3 The student will need to contact the Department of Home Affairs in relation to any visa requirements.

3.3 Course Attendance

3.3.1 Satisfactory course attendance is attendance of 80% of scheduled course contact hours.

3.3.2 Student attendance is:

- checked and recorded on seven (7) separate

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occasions each day

- assessed regularly
- recorded and calculated over each semester.

3.3.3 Late arrival at Hale School will be recorded and will be included in attendance calculations.

3.3.4 All absences from Hale School should be accompanied by a medical certificate, an explanatory communication from the Boarding House or parent if the Student lives with his parent/s or evidence that leave has been approved by the Headmaster.

3.3.5 Any absences longer than 3 consecutive School days without approval will be investigated.

3.3.6 Student attendance will be monitored by the Student's Head of House every term to assess Student attendance using the following method:

- Calculating the number of hours, the Student would have to be absent to fall below the attendance threshold for a semester e.g., number of study days x contact hours x 20%. (an eight-week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours)
- any period of exclusion from class will not be included in Student attendance calculations.

3.3.7 Students at risk of breaching Hale School's attendance requirements will be counselled and offered any necessary support.

3.3.8 If the calculation at 3.3.6 indicates that the Student has fallen below the attendance threshold for the study period, except in the circumstances outlined in 3.3.10, Hale School will advise the Student of its intention to report the Student for breach of visa condition 8202, and that he has 20 working days in which to access Hale School's internal complaints and appeals process.

3.3.9 Hale School will notify DESE via PRISMS of the Student not achieving satisfactory course attendance as soon as practicable where:

- the Student does not access the complaints and appeals process within 20 days
- the Student withdraws from the complaints and appeals process
- the complaints and appeals process results in favour of Hale School.

3.3.10 Students will not be reported for failing to meet the 80% threshold where:

- the Student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
- the Student has not fallen below 70% attendance.

3.3.11 The method for calculating 70% attendance is the same as that outlined in 3.3.6 with the following change: number of study days x contact hours x 30%.

3.3.12 If a Student is assessed as having nearly reached the threshold for 70% attendance, the Headmaster will assess whether a suspension of studies is in the interests of the Student as per Hale School's Deferment, Suspension and Cancellation Policy.

3.3.13 If the Student does not obtain a suspension of studies under the *FFPOS Deferment, Suspension and Cancellation of Studies Policy*, and falls below the 70% threshold for attendance, the process for reporting the Student for unsatisfactory attendance (i.e., breach of visa condition 8202) will occur as outlined in 3.3.8 – 3.3.9.

3.4. Delivery of Content online

3.4.1 Hale School aims to implement flexible online or distance learning options where effective and appropriate to support Students impacted by travel restrictions and to minimize disruptions to study programmes.

3.4.2 The School will take all reasonable steps to support:

- i) Overseas Students with special needs, who may be disadvantaged by or prevented from undertaking online or distance learning and
- ii) Overseas Students who are unable to access the School's resources and the School's student and wider community experience, while undertaking online learning.

3.4.3 The following conditions apply to the delivery of online or distance learning:

- i) any online or distance learning must be in

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addition to minimum face-to-face teaching requirements approved for that course under WA curriculum guidelines which are authorised by the SCSA

Related Legislation

- School Education Act 1999
- Education Services for Overseas Students Act (2000)
- The National Code of Practice for Education and Training to Overseas Students 2018

Related School Policies and Procedures

- Duty of Care for Students Policy
- Student Attendance Policy and Procedures
- Assessment and Reporting Policy and Procedures
- FFPOS Refund Policy
- FFPOS Transfer Policy
- FFPOS Deferment, Suspension and Cancellation of Studies Policy
- Code of Conduct - for all Students Policy
- Student Behaviour Management Policy

Changes Made

Notes compliance with the requirements of Standard 8 Overseas Visa Requirements of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Reinforces content of International Student Prospectus section on Meeting Expectations
Corrects outdated titles of Commonwealth Departments and Hale School personnel

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