



Monitoring Academic Progress and Attendance Policy and Procedure

Policy Name	Monitoring Academic Progress and Attendance Policy and Procedure
Constructed /Reviewed by	Executive/Board
Review	Last Review: March 2023 Next Review: March 2025

This policy applies to all full fee-paying overseas students for school to systematically monitor the course progress and maintenance of satisfactory course attendance to ensure compliance with the student's visa conditions in accordance with Standard 8 of the National Code. Monitoring the course progress and course attendance rate of students also allows the school to identify and offer support to those at risk of not progressing. The policy also ensures that the students and staff are clear in their understanding that the expected duration of study specified in the overseas student's CoE to not exceed the CRICOS registered duration.

The purpose of this policy is to identify the procedures for monitoring the academic progress and attendance rates of students. The policy also identifies intervention strategies to be implemented to support students for improved academic and attendance performance. If a student's course progress continues to be unsatisfactory, School will report those who have breached course requirements through PRISMS.



Student attendance is:

- checked and recorded daily by School offices (JS, MS and SS Office Administrators)
- assessed regularly by the International Students Coordinator
- recorded and calculated over each semester by the School offices reflected in reports

Procedures

Student attendance at the school is recorded every day. The attendance is closely monitored and assessed by the International Students Coordinator in coordination with the School offices. Standard reports to be run on a monthly basis and term end basis to closely monitor the attendance rates. Appropriate letters are sent as required to ensure that the expected duration of study specified in the overseas student's CoE to not exceed the CRICOS registered duration.

Course Progression requirements

It is expected that all students will satisfy the course requirements, thus gaining an "S" (satisfactory completion) for each subject studied each semester. To satisfactorily progress into the next year level students are required to:

1. Follow the year level requirements regarding subject selection from the different curriculum areas.
2. Gain "S" in at least half of the subjects studied throughout the academic year.

Information regarding individual student wellbeing and future study pathways is also considered when assessing student pdntuemetl dce-0.2 (t)4.9c vit ph-6 ()1.2 (n)2 (t)4.9i)-14.1 (o)1.2 n as-0.7(w)TJ0.001 T.9-14.2 (l3 (h-6 ((u)-0.7(g)-11

