



Course Progress, Attendance and Duration Policy for International Students

1. Intent

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

2. Scope

This Policy is available to staff and to students on the Brisbane Boys' College website at: <https://www.bbc.qld.edu.au/community/policies/>. It covers details of:

- Course Progress
- Course Duration
- Attendance

3. Course Progress

- a) Brisbane Boys' 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 according to Brisbane Boys' College course assessment requirements.
- c) Students who have begun part way through a semester will be assessed according to Brisbane Boys' College's course assessment requirements after completing one full semester.
- d) Students will need to demonstrate satisfactory course progress in any semester as follows:

Prep to Year 6

- Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.
- National Benchmark Standards have been defined by the Ministerial Council on Education Early Childhood Development and Youth Affairs (MCEEDYA) in the "National Goals for Schooling in the 21st Century".
- Satisfactory progress for a Primary phase student would be characterised by a student **demonstrating the Achievement Standard of C** as defined by the Australian Curriculum for that year level (i.e. that a student has demonstrated satisfactory achievement of what is expected in each subject in each year level).

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Years 7 to 10

- Minimum achievement of C- in ALL subjects undertaken including English and Mathematics
- Students expecting to undertake Year 11 and 12 courses leading to Tertiary entry on completion of Year 12 must demonstrate a satisfactory level of achievement and application in their Year 10 studies.

Years 11 and 12 (full duration)

- To demonstrate satisfactory course progress for the Senior Secondary Course, Years 11 and 12 students must progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited. To achieve a Queensland Certificate of Education (QCE) students must earn 20 credits from QCAA subjects or courses, completed at a set standard (a grade of C- or above), in a set pattern (12 credits from completed core courses of study) and meet literacy and numeracy requirements. Brisbane Boys' College requires students to achieve a satisfactory standard (a grade of C- or above) for English and Mathematics.

Years 11 – 12 (less than full duration)

- As outlined in the *Brisbane Boys' College Entry Requirements for International Students Policy* applications for enrolment in Years 11 -12 will not be considered after the Year 11 course has commenced unless the student can complete the course assessment before the end of the first semester of Year 11 **and** achieve a satisfactory standard of a grade of C- or above in all subjects.

4. Intervention Strategies

Brisbane Boys' College's strategy for identifying and assisting students at risk of not meeting course progress requirements includes, but is not limited to, the following processes and procedures (Intervention Strategy):

- a) Brisbane Boys' College will identify international students who are at risk of not meeting the course progress requirements by reviewing all international students' course progress at the end of each semester;
- b) if at the end of a semester a student does not achieve satisfactory course progress as described above, the Deputy Headmaster – Academic Performance and Innovation P-12 will:
 - (i) formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement, and
 - (ii) together with other relevant staff, which may include the Year Team Leader, EAL Coordinator and BBC Counselling staff, will meet with the international student to determine the reasons for the student's current level of academic progress and develop an intervention strategy, including additional support for academic improvement to achieve satisfactory course progress. Each Individual Strategy will be developed on a case by case basis depending on the specific needs of the international student and may include:

- (i) After hours' tutorial support
- (ii) Subject tutorial support in class time
- (iii) Mentoring
- (iv) Additional EAL support
- (v) Change of subject selection, or reducing course load (without affecting course duration)
- (vi) Counselling – time management
- (vii) Counselling -academic skills
- (viii) Counselling - personal
- (ix) other intervention strategies as deemed necessary

Interventions strategies may come at an additional cost to the family.

- c) A copy of the student's intervention strategy for academic improvement and any relevant progress reports will be forwarded to parents and kept on the student's file. Parents will be advised if the proposed strategy has any implications for fees payable. Where a proposed intervention strategy has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- d) The student's individual strategy for academic improvement will be monitored over the following semester by the Year Team Leader or Deputy Head of Junior School (Teaching and Learning) and the Deputy Headmaster – Academic Performance and Innovation P-12, and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- e) Unless implemented earlier by Brisbane Boys' College, the Intervention Strategy will be activated where an international student does not demonstrate satisfactory course progress in any semester as described above.

5. Failure to meet satisfactory course progress

If the student does not achieve satisfactory course progress by the end of the next semester, the Deputy Headmaster – Academic Performance and Innovation P-12 will advise the international student in writing of Brisbane Boys' College's intention to report the student for breach of visa condition 8202 (not achieving satisfactory course progress); and that the student has 20 working days in which to access the College's internal complaints and appeals process.

The notification of intention to report will be issued to the student by the Deputy Headmaster – Academic Performance and Innovation P-12 prior to the commencement of the next semester.

6. External Complaints and Appeals

Following the outcome of the internal process, if the student or his Parent or Guardian wishes to complain or lodge an external appeal about a decision made or action taken by Brisbane Boys' College, they may contact the Overseas Student Ombudsman at no cost. Please see Brisbane Boys' College Complaints and Appeals Policy for International Students for further details.

7. Completion within expected duration of study

- a) As noted in 3.a., Brisbane Boys' 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 expected to complete their studies within the expected duration of the course.
- c) Brisbane Boys' College will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date due because:
 - (i) the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - (ii) the student has, or is, participating in an intervention strategy as outlined in Section 4 – Intervention Strategies above.
 - (iii) An approved deferment or suspension of study has been granted by Brisbane Boys' College in accordance with the College's *Deferment, Suspension and Cancellation Policy for International Students*.
- d) Where Brisbane Boys' College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

8. Monitoring Course Attendance

- a) To achieve satisfactory course attendance, all international students must attend 80% of scheduled course contact hours each semester, unless attendance is inhibited by compassionate or compelling circumstances.
- b) Student attendance is:
 - (i) checked and recorded daily
 - (ii) assessed regularly
 - (iii) recorded and calculated over each semester
- 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 an explanatory communication from the student's Parent or Guardian, or BBC Health Centre nurse in the case of an international boarding student, via the Student Diary on the first day of return to school following the absence; a medical certificate if required; or evidence that leave has been approved by the Headmaster or Head of School.
- e) Any absences longer than five (5) *consecutive* days without approval will be investigated. (NC St 8.6.4)
- f) Student attendance will be monitored by the Admissions Office and Student Services over a study period to assess student attendance using the following method:
 - (i) 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%). For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours, 20% of this is 100 hours.
 - (ii) The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition below).

- (i) Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see *Brisbane Boys' College College's Deferment, Suspension and Cancellation Policy for International Students*).
 - (ii) Attendance for any period of exclusion from class will be assessed under *Brisbane Boys' College's Deferment, Suspension and Cancellation Policy for International Students*.
- g) Brisbane Boys' College will contact an international student to discuss attendance requirements and offer any necessary support where the student has absences totaling 90% of the scheduled course hours in any semester. This may include the student meeting with staff including Year Team Leader (Years 7 to 12) or Principal Teacher and/or Head of Junior School (Prep to Year 6), and Deputy Headmaster – Academic Performance & Innovation P-12. Brisbane Boys' College will document steps taken to address attendance.
- h) Parents of students at risk of breaching Brisbane Boys' College's attendance requirements will be contacted by email or phone when the student's absences total 90% in any semester.
- i) If the calculation at 8.f. indicates that the student has fallen below the attendance threshold for the study period, Brisbane Boys' College will assess the student against the provisions of Item 8.k. (below). Where the student has failed to meet the minimum attendance requirement, and Item 8.k. does not apply, the College will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the College's internal complaints and appeals process.
- j) Brisbane Boys' College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - (i) the international student or Parent or Guardian does not access the complaints and appeals process within 20 days
 - (ii) the student withdraws from the complaints and appeals process by notifying the Headmaster of Brisbane Boys' College in writing
 - (iii) the complaints and appeals process results in a decision in favour of Brisbane Boys' College.
- k) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - (i) the student produces documentary evidence clearly demonstrating Compassionate or Compelling Circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, **and**
 - (ii) the student's attendance has not fallen below 70% for the study period.
- l) The method for calculating 70% attendance is the same as that outlined in 8.f. with the following change; number of study days x contact hours x 30%, or number of study days x number of days per week x 30%.
- m) If the student's attendance falls below the 70% threshold for the semester, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 8.i – 8.j.

9. 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:

- (i) serious illness, where a medical certificate states that the student was unable to attend classes
- (ii) bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
- (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) inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress or attendance through a course.

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.

Learning Options – the range of subjects and programs as outlined in [Learning Options 1.2.2](#) of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook.

PRISMS – means the Provider Registration and International Student Management System.

School day – any day on which Brisbane Boys' College has scheduled course contact hours.

Study period – Brisbane Boys' College defines a 'study period' for the purposes of monitoring course attendance and progress as one semester.

10. Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Director of Admissions	23 rd February 2020	23 rd February 2020	Scheduled review	1 st January 2022
2	Director of Admissions	17 th August 2022	17 th August 2022	Scheduled review –s. 8(k) removed "If allowing a 70% attendance threshold for compelling or compassionate circumstances under NC St.8.15" S. 5 Definitions – added Learning Outcomes	1 st January 2023