



Course Progress and Attendance

Course Progress

- a. The school 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 informally on mid-semester reports (Term 1 and 3) and also formally on Mid-Year and Yearly reports (Terms 2 and 4)
- c. There are structured teacher/parent (guardian) interviews following the issuing of Mid-year reports
- d. Formal meetings regarding 'at risk' progress in Years 10-12 are held as requested by the Deputy Headmaster (discipline and work) or Director of Studies (meeting course requirements as stipulated in the NESAs Assessment Certification and Examination website). Both instances are preceded by verbal and/or written communication between Housemaster/teachers/student/parent (guardians).
- e. To demonstrate satisfactory course progress, students will need to achieve competency in at all of their units in any period.
- f. If a student does not achieve competency in all of their units studied in an assessment period, the Tutor will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - i. Additional supervised study periods
 - ii. Tutorial assistance
 - iii. Other intervention strategies as deemed necessary
- g. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to the parents.
- h. The student's individual strategy for academic improvement will be monitored over the following semester by their Tutor and records of student response to the strategy will be kept.
- i. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Shore will advise the student in writing 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 school's internal complaints and appeals process.
- j. The school will notify DEST via PRISMS of the student not achieving 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 school

Completion within expected duration of study (course progression)

- a. As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the students is currently enrolled.
- b. Part of the assessment of course progress at the end of each semester will include as assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c. The 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:
 - i. Compassionate or compelling circumstances



- ii. Student participation in an intervention strategy as outlined in 1.f.
 - iii. An approved deferment or suspension of study has been granted in accordance with Shore's Deferment, Suspension and Cancellation Policy.
- d. Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.

Course Attendance

- a. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- 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 should be accompanied by a medical certificate or note from the School Nursing Sister, an explanatory communication from the student's housemaster/School Nursing Sister or evidence that leave has been approved by the Headmaster.
- e. Any absences longer than 5 consecutive days without approval will be investigated.
- f. Student attendance will be monitored by Housemasters every week over a semester to assess student attendance to ensure they are well within the 80% of scheduled course contact hours.
- g. Students at risk of breaching Shore's attendance requirements will be counselled and offered any necessary support when they have absences greater than 15% during any school period.
- h. If the calculation at 3.f. indicates that the student has passed the attendance threshold for the assessment period, Shore will advise the student and parent/guardian 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 school's internal complaints and appeals process except in the circumstances outlined in 3.j.
- i. The school will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. The student does not access the complaints and appeals process
 - ii. Withdraws from the complaints and appeals process
 - iii. The complaints and appeals process results in a decision for the school.
- j. Students will not be reported for failing to meet the 80% threshold where:
 - i. The student's parent/guardian produces documentary evidence clearly demonstrating compassionate or compelling circumstances i.e. medical illness supported by a medical certificate, and
 - ii. Has not fallen below 70% attendance.
- k. The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- l. If a student does not obtain a suspension of studies under Shore's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h.-3.i.

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. Bereavement of close family members such as parents or grandparents
 - iii. Major political upheaval or natural disaster in the home country requiring 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 school 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

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 through a course.

- 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 school has scheduled course contact hours.