



# International Student Monitoring Academic Progress and Attendance Policy and Procedure

## 1. PURPOSE

This policy outlines the College's procedures and obligations to monitor student progress and attendance to ensure that each overseas student is in a position to complete the course within the expected duration.

It is a requirement of Student Visa holders, in the interests of effective study habits, to maintain a satisfactory Course Attendance Rate. International students are advised of this requirement as part of the Orientation Programs at the commencement of each academic year and through individual orientation processes where international students start at Kingswood College.

It also defines Unsatisfactory Course Progress and outlines the procedures for monitoring academic progress of international students, intervention strategies that are to be implemented in support of improved academic progress and ultimately, processes for reporting an international student who is deemed to be unwilling or incapable of making Satisfactory Course Progress.

## 2. SCOPE

This policy applies to all International Students as holders of Australian Student Visas.

## 3. MONITORING COURSE ATTENDANCE

- (a) Satisfactory course attendance is defined as attaining a minimum of 90% of the scheduled course contact hours over a semester length duration of tuition.
- (b) Student attendance at Kingswood College is:
  - recorded at every class by the supervising teacher and the attendance roll is marked electronically at the daily Wellbeing meeting.
  - monitored regularly by the International Student Coordinator with the assistance of Year Level Coordinators for consideration of the need for intervention strategies.
  - Calculated over each semester and recorded by the relevant School Administrator.
- (c) Kingswood College reserves the right to record late arrivals to the College as either:
  - not impacting upon the student attendance rate provided the student has reported attendance by 10.00am.
  - a half day absence should the student report between 10.00am and 12.00pm.
- (d) All known international student absences are to be reported to Kingswood College via the relevant School Administrator by 9.00am. The only persons with authority to make that report are:
  - Homestay Host;
  - appointed Local Support Person (LSP);
  - an approved relative of the international student if in Australia on a Guardian Visa.
- (e) All international student absences from Kingswood College must be supported by:
  - a phone message or email by an adult listed in point d above.

- medical certificate by a certified medical practitioner if the duration of absence for reasons of ill health exceeds two days.
  - Special Leave Approval Form signed off by the Head of School in circumstances of a compelling or compassionate nature.
- (f) Following up unexplained international student absences:
- where an absence has not been explained by 9.30 am an email is sent to the student's Homestay Host and Local Support Person notifying them of the absence and requesting that they immediately contact the College.
  - If no response is received by 10.00am the School Administrator calls the Homestay Host or Local Support Person to follow up the absence.
  - Where the absence remains unexplained the matter will be reported to the Wellbeing mentor / International Student Coordinator for investigation and follow up.
- (g) International student attendance is reviewed on a monthly basis and all information in relation to unsatisfactory attendance is recorded on students' files.
- (h) Absences greater than two days shall be investigated by the International Student Coordinator and/or Head of School for consideration of necessary intervention strategies.
- (i) Calculation of the Course Attendance Rate shall be undertaken by the School Administrator using the formula below:
- $$\frac{\text{number of school days absent}}{\text{total number of possible school days for semester}}$$
- (j) Where an International student fails to reach a minimum attendance rate of 90% for a term the student will be requested to attend a meeting with the International Student Coordinator and Head of School for advice and support along with consideration of necessary intervention strategies. This will be followed by Kingswood College issuing an unsatisfactory attendance warning letter to the student and to the parents of the student via the Local Support Person.
- (k) Where an international student fails to reach a minimum attendance rate of 90% for the semester, Kingswood College will advise the student in writing of its intention to report the student's breach of Student Visa Condition 8202 and that he/she has 20 working days to access the College's *International Student Complaints and Appeals Policy and Process*.
- (l) Kingswood College will notify the Department of Education via PRISMS of the international student not attaining Satisfactory Course Attendance as soon as practicable where:
- the international student chooses not to access the *International Student Complaints and Appeals Policy and Process* within 20 working days.
  - The *International Student Complaints and Appeals Policy and Process* results in a decision that ratifies the College's decision to report.
- (m) Kingswood College may choose not to report the international student for Unsatisfactory Attendance if:
- The international student attendance rate has not fallen below 70% for the Semester AND
  - The international student produces documentary evidence to support the claim that circumstances of a compelling and compassionate nature should be considered by Kingswood College in assessing the extent of the absences. Such evidence could include a medical certificate for an extended period of absence issued by an Australian medical professional.
- (n) Should an international student be approaching a maximum Course Attendance Rate of 70% and where it is known by the College that compelling and compassionate circumstances are likely to apply on an ongoing basis, Kingswood College may choose to implement its



*Deferment, Suspension and Cancellation of Studies Policy*, in close consultation with the parents of the student.

- (o) In the case where the student Course Attendance Rate is approaching but not fallen below 70% but the parent of the international student chooses not to accept a Deferment/Suspension of Studies, then Kingswood College shall proceed to report the student via PRISMS for Unsatisfactory Attendance. This shall be confirmed in writing by the College to the parent.
- (p) At that point the parent will also be advised of their right to lodge an external appeal with the following body, with Kingswood College seeking written instructions of that intent from the parent as a matter of urgency:

Victorian Ombudsman

Level 2, 570 Bourke Street, Melbourne,  
Victoria Phone : 61 3 9613 6222

[www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

Should the parent express that intent in writing to the Principal of Kingswood College then Kingswood College shall agree to sustain the enrolment of the student until such time as the External Appeals Process has been completed.

Should the student cease to be an enrolled student of Kingswood College, that is the student has either transferred to an alternative school or departed the country, Kingswood College's Registrar will notify the Department of Education via PRISMS that the international student had not achieved Satisfactory Course Progress.

#### **4. MONITORING COURSE PROGRESS**

- (a) Kingswood College will monitor, assess and record the course progress of each international student for the course in which they are currently enrolled to ensure the student is in a position to complete within the expected duration specified on the international student Confirmation of Enrolment (CoE).
- (b) The definition of course shall be:
  - in Years 7 to 10 the definition of the course shall be taken as one full academic year of studies.
  - in Years 11 and 12 the definition of the course shall be taken as the two year Victorian Certificate of Education program.
- (c) Monitoring of course progress shall include but may not be limited to:
  - subject teacher assessment of international student attainment of the required Learning Outcomes as identified in the curriculum documentation applicable to that subject.
  - subject teacher assessment of international student graded tasks and provision of appropriate feedback in consultation with Precinct Leaders and VCE Coordinator.
  - formal recording of attained grades using the Kingswood College on-line progressive reporting framework.
  - subject teachers communicating with support staff within the College such as, the International Student Coordinator, Year Level Coordinators and Precinct Leaders for assistance with devising and implementing intervention strategies on a case by case basis.
  - formal communication with the parents of the International student via the Local Support Person on course progress in each subject unit through issuance of:
    - (A) Interim Report at the end of Term 1 and 3;



- (B) Formal Report at completion of each semester;
- (d) Any decisions made by Kingswood College on the matter of Satisfactory Course Progress shall be:
- based on final results obtained by the student from an entire semester length program of studies.
  - in the event that a student enrolls at the College part the way through an academic semester, the College agrees to delay any decision making on academic progress until the student has been given the opportunity to complete one entire semester of studies.
- (e) The definition of Satisfactory Course Progress shall vary depending upon the year level but is based on a genuine and consistent effort by the students to complete all course requirements:

#### **Years 7 to 10**

Satisfactory Course Progress shall be deemed to exist where the International student attains "At the Standard" in the required Learning Outcomes of at least two thirds of the subject units in which the student is enrolled for the semester. Withdrawal from a unit of study part the way through a semester without replacing that unit with an alternative subject unit shall be deemed as unsatisfactory completion of the former subject unit.

#### **Years 11 and 12 - Victorian Certificate of Education**

Satisfactory Course Progress shall be deemed to exist where the International student continues to attain all of the following:

- (i) satisfactory completion of no less than two thirds of the VCE subject units in which the International student is enrolled for the semester.
- (ii) satisfactory completion of all English (EAL) units of study within the VCE Course Program at Years 11 and 12.
- (iii) satisfactory completion of a sufficient quantity and range of VCE subject units that provide for continuance of a viable VCE Course Program for that specific International student.

Unsatisfactory Course Progress shall be deemed to exist when, in any given semester:

- (iv) International student attains an unsatisfactory unit result in one third or more of the VCE subject units in which they are enrolled for that semester.
- (v) International student is consistently attaining poor (Ungraded – (UG) results in course assessment tasks across more than one VCE subject in which the student is enrolled.
- (vi) International student is consistently displaying sufficiently poor study capacity and habits to suggest that the student shall be unlikely to attain the Victorian Certificate of Education given current evidence including:
  - the student is repeatedly missing work completion deadlines in two or more VCE subject units.
  - School Assessed Coursework results are consistently at an extremely low level across two or more VCE subject units.
  - the student is not recommended by College Staff to continue in specific VCE subject units in the following semester, rendering there to be no appropriate VCE course available for that student thus rendering it unlikely that the student shall be able to complete the course of study within the expected duration specified on the International student Confirmation of Enrolment.



(f) Intervention Strategies

In accordance with the Kingswood College *Assessment and Reporting Policy*, students shall be given every opportunity to satisfactorily address all required Learning Outcomes within a given subject unit of study.

Kingswood College reserves the right to provide students with a range of redemption tasks to facilitate maximum opportunities for the students to display competency in Learning Outcomes.

Academic progress by International students is closely monitored by subject teachers and where initial signs of unsatisfactory progress as identified in (e) above become evident, subject teachers are required to communicate directly with the student and with the International Student Coordinator at the earliest convenience, to initiate a meeting with the student and the International Student Coordinator to explore Intervention Strategies.

In the case of International students, intervention strategies that may be implemented to support learning may include:

- (i) prescribed additional topic revision tasks
- (ii) teacher guidance on improved functional aspects of learning in the class and for home-studies.
- (iii) appointment of additional in class support
- (iv) scheduling of additional tutorial assistance by Learning Area member for that student.
- (v) liaising with subject tutors outside of the College.

In all cases of a structured Intervention Strategy being put in place the following processes will apply:

- (vi) summary of the agreed intervention strategies will be recorded, signed by the International Student Coordinator / Year Level Coordinator and student and registered in the central International student file.
- (vii) summary copy will be provided to the Local Support Person (LSP) for communication to the parent of the International student, with a clear emphasis that should the International student fail to respond positively to the intervention strategies that there may be significant consequences for overall course progress and for the enrolment of the student at Kingswood College.

Progress by the International student in response to the intervention strategies shall be closely monitored by the subject teacher and International Student Coordinator through to the completion of the current semester with feedback supplied by the College to the parent via the LSP on a periodic basis as required.

(g) International student fails to make Satisfactory Course Progress despite intervention strategies

Should the international student not improve sufficiently and fail to achieve Satisfactory Course Progress, the matter will be brought to the attention of the International Student Coordinator, Head of School, Deputy Principal and Principal for consideration of all circumstances. If the College deems that the student has been given every opportunity to attain Satisfactory Course Progress and that there are no mitigating circumstances then the Registrar shall advise the student and parent in writing of the College's intention to report the student for breach of Visa Condition 8202 and that he/she has 20 working days in which to access the College Internal Complaints and Appeals Process.

Kingswood College shall agree to sustain the enrolment of the international student throughout the *International Student Complaints and Appeals Policy and Process*.



(h) Necessity to Report

In the event that the parent is unwilling to accept the advice of Kingswood College and expresses a desire for their child to remain as a Kingswood College student then the College will proceed to notify the Department of Education via PRISMS of the student not achieving Satisfactory Course Progress as soon as practicable when:

- International student does not access the *International Student Complaints and Appeals Policy and Process* within 20 working days.
- International student chooses to withdraw from the *International Student Complaints and Appeals Policy and Process*.
- the *International Student Complaints and Appeals Policy and Process* ratifies the decision to report the international student to the Department of Education for not achieving Satisfactory Course Progress.

The international student and parent will be notified in writing at that point of the final decision to report and shall advise the student of their final date of attendance at the College, being no less than seven days after the date of that written notification.

At that point the parent will also be advised of their right to lodge an External Appeal with the following body, with Kingswood College seeking written instructions of that intent from the parent as a matter of urgency:

Victorian Ombudsman

Level 2, 570 Bourke Street, Melbourne,  
Victoria Phone: 61 3 9613 6222  
[www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

Should the parent express that intent in writing to the Principal of Kingswood College, then Kingswood College shall agree to sustain the enrolment of the student until such time as the External Appeals Process has been completed.

Should the student cease to be an enrolled student of Kingswood College, that is the student has either transferred to an alternative school or departed the country, Kingswood College must notify the Department of Education via PRISMS that the international student had not achieved Satisfactory Course Progress.

## 5. RELATED POLICIES AND DOCUMENTS

- Application for Enrolment;
- International Student Fee Schedule (for current year fees);
- International Students Enrolment Agreement (Written Agreement)
- International Student Handbook
- Year 9 International Student Application Process for Semester 2, Year 9
- International Student Request for a Refund form;
- International Student Enrolment Policy and Procedures;
- International Student Fee Refund Policy and Procedures;
- International Student Deferring, Suspending or Cancellation of Enrolment Policy and Procedures
- International Student Transfer Request Policy and Procedures;
- Student Accommodation and Welfare Arrangements Policy and Procedures;



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**Kingswood College Ltd**  
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- International Student Complaints and Appeals Policy and Process.

## **6. REFERENCES**

ESOS National Code Standard 8 - Overseas Student visa requirements