



Monitoring of Attendance and Academic Progress for International Students

Penrhos College maintains a record of each international student's course attendance and academic performance during the period of her enrolment at the College.

Course Attendance

Teachers monitor student attendance at each class. A roll is taken in every class and attendance is recorded via an electronic database that holds details of her timetable and the subjects being undertaken at the College.

The Dean, Assistant Dean of Pastoral Care, Heads of Year, Form Teachers, and, in the case of boarders, the Head of Boarding monitor the overall attendance of individual students. These staff members have been informed of DIBP's (Department of Immigration and Border Protection) requirement for a minimum 80% course attendance and will report to the College's Enrolment Manager if an international student is approaching this level of attendance. The Enrolment Manager also independently monitors each student's attendance via the electronic database. A warning letter will then be issued to both the student and her parents of the requirement to maintain no less than 80% attendance.

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i) Checked and recorded for each class daily
 - ii) Assessed regularly
 - iii) Recorded and calculated over each term
- c) Late arrivals at school will be recorded and will be included in attendance calculations.
- d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- e) Any absences longer than 2 consecutive days without approval will be investigated.
- f) Student attendance will be recorded by her class teacher and entered onto the electronic data base daily. The absences will be monitored by the Enrolment Manager each week, over a term, to assess student attendance using the electronic attendance report from the College data base 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 term eg. Number of study days x contact hours x 20%.
 - ii) Any period of exclusion from class will not be included in student attendance calculations.
- g) Any student at risk of breaching Penrhos College's attendance requirements will be counselled by the Head of Year and offered any necessary support when they have absences totalling 15% during any assessment period.
- h) If the student has fallen below the attendance threshold for the study period, Penrhos College will advise the student and her carer of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the College's internal complaints and appeals process , except in circumstances outlined in (j)
- i) The College will notify the Australian Government Department of Education of the student not achieving satisfactory course attendance as soon as practicable where:
- i) The student does not access the complaints and appeals process within 20 days
 - ii) Withdraws from the complaints and appeals process
 - iii) The complaints and appeals process results in a decision for the College.
- j) Students will not be reported for failing to meet the 80% threshold where:
- i) The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate
 - ii) Has not fallen below 70% attendance.
- k) The method for calculating 70% attendance is the same as that outlined in (f) with the following change; number of study days x contact hours x 30%.
- o If a student is assessed as having nearly reached the threshold for 70% attendance, the Enrolment Manager will assess whether a suspension of studies is in the interests of the student
- l) If the student does not obtain a suspension of studies under the Penrhos College 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 (h) and (i).

Course Progress

Teachers monitor student performance in each of her subjects. An assessment programme is issued at the beginning of the academic year and students are provided with an assessment schedule. As assessments are completed, teachers record details of achievement in the electronic database.

In addition to this, the Dean of Academic Administration, Heads of Departments, Heads of Year and Form Teachers monitor her academic and co-curricular programme and inform the Head of Boarding and Enrolment Manager of any concerns raised by a subject teacher.

At the end of each semester the College issues FFPOS parents with a report that gives information about their daughter's performance in each subject. In addition to the semester reports, the College issues an Interim report in Term One and holds a face to face meeting each year between teacher, student and her parent/guardian. If academic or pastoral issues are identified by staff at the College, a case manager will be appointed from the Learning Enhancement Team and contact with the parents/guardian will be established.

- a) The 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 term of enrolment.
- c) Students who have begun part way through a term will be assessed after one full period of attendance.
- d) The student must complete the assessment program and perform to a 'C' standard in the majority of her subjects.

Intervention for students at risk of failing to achieve satisfactory course progress:

- e) If a student does not achieve 50% competency in the majority of her subjects in the assessment period, the Dean of Academic Administration and the Dean of Pastoral Care will meet with her 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
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to her parents.
- g) The student's individual strategy for academic improvement will be monitored over the following term by Dean of Academic Administration and Dean of Pastoral Care and records of student response to the strategy will be kept.

Notifying students that they have failed to meet satisfactory course requirements:

- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Penrhos College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the appeals process.

- i) The College will notify the Australian Government Department of Education 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

An interpreter will be arranged if required.

Completion within expected duration of study (course progression)

- a) As noted in (a) above, the school will monitor, record and assess the course progress of each student for the course in which she is currently enrolled.
- b) 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 she is expected to complete her course within the expected duration of the course.
- c) The College will only extend the duration of the student's study where the student will not complete her course within the expected duration due to:
 - i) compassionate or compelling circumstances
 - ii) student participation in an intervention strategy as outlined in (e) above
 - iii) An approved deferment or suspension of study has been granted in accordance with Penrhos College's Deferment, Suspension and Cancellation as described in the document Full Fee Overseas Student Information
- d) Where the College decides to extend the duration of the student's study, the College will report to the Australian Government Department of Education and/or issue a new Course of Enrolment if required.