



Citipointe Christian College
THE CHRISTIAN OUTREACH COLLEGE BRISBANE



Citipointe Christian College
International

COURSE PROGRESS AND ATTENDANCE POLICY

The College Course Progress and Attendance Policy adapted from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at www.isca.edu.au.

This policy is available to staff and to students.

1. Course Progress

- 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 study period (semester) of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full study period.
- d) **CCC students:** To demonstrate satisfactory course progress, the student will need to achieve a Sound Achievement (SA) in English, Maths and 3 other subjects in any study period.

Academic progress must allow entry into the following year level. If the student is unable to meet this academic standard, the College may exercise discretion to permit progress to the next year level where the overall effort by the student demonstrates they are working to the best of their abilities measured against previous testings and reports.

CCCI students: Students aiming to enter mainstream Years 7-9 must attain level 5+ on the ESL Bandscales within 2 semesters. Students aiming to enter mainstream Years 10-11 must attain level 6 on the ESL Bandscales within 2 semesters or such other times as indicated on their CoE. The College may exercise discretion to permit progress to mainstream with ESL support where the overall effort by the student demonstrates they are working to the best of their abilities and given a strong recommendation from Head of International.

- e) If a student does not achieve the above standards in a study period, the parent will be formally notified and advised there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:

Intervention strategy for Course Progress and completion within expected duration

General (applies to CCC and CCCI)

- i. Counselling – time management
- ii. Counselling - academic skills
- iii. Counselling – personal
- iv. Mentoring
- v. After hours tutorial support / Additional ESL support

Additional intervention strategy for **CCC students:**

- i. Subject tutorial support in class time
- ii. The student may be moved to another class at a lower level
- iii. The student may be advised to change subject choices
- iv. Reduction in course load without affecting course duration
- v. Setting of additional tasks to overcome an area of weakness
- vi. other intervention strategies as deemed necessary

Additional intervention strategy for **CCCI students**:

- i. Recommended English speaking homestay if little English is spoken currently at home
 - ii. Recommended involvement in the College Holiday Homestay Tutoring Program
 - 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 parents.
- g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, The College will advise the student in writing of its 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's internal complaints and appeals process.
- h) The College will notify 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 College

2. Completion within expected duration of study

- a) As noted in 1.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) 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 course within the expected duration of the course.
- c) The College will only extend the duration of the student's study for the following reasons
- i. compassionate or compelling circumstances (see Definitions below)
 - ii. student participation in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with *The College's* Deferment, Suspension and Cancellation Policy.

At the discretion of the Headmaster the student may be offered an extension of one term of additional studies in CCCI to meet the English requirement or

Repeat a year level in CCC with a possible extension of their visa (only at the recommendation of the Head of School and approval by Headmaster)

- d) Where the 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.

3. Monitoring 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 study period.
- c) Late arrival at College will be recorded and will be included in attendance calculations.
- d) All absences from College will be included in absentee calculations and 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/Head of School.
- e) Any absences longer than 5 consecutive days without approval will be investigated.

- f) Student attendance will be monitored by Registrar/Registrar's assistant every 2 weeks 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 ¹
 - ii. Any period of exclusion from class *will not be* included in student attendance calculations. [See [College Deferment, Suspension and Cancellation Policy](#)]
- g) Parents of students at risk of breaching The College's attendance requirements will be contacted by email and/or phone and students will be counselled and offered any necessary support when they have absences totalling 10% of any study period.
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, The College will advise the student of its 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's internal complaints and appeals process except in the circumstances outlined in 3.i.
- i) The College will notify 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 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 or as per Definition, below , and
 - ii. where attendance has not fallen below 70%
- 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 is assessed as having nearly reached the threshold for 70% attendance, the Registrar in collaboration with the Head of Year and Head of School, will assess whether a suspension of studies is in the interests of the student as per The College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the College'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.k – 3.l.

4. 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 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. where the College 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.

¹ Number of study days x contact hours x 20%. For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.

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.
- d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. The College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.