

Course Progress and Attendance Policy

1. 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 at the end of each semester of enrolment.
- c. Students who have begun part way through a semester will be assessed after one full period of attendance.
- d. To demonstrate satisfactory course progress, students will need to:
 - i. In Years 7 to 9 most students proceed to the next year level. The main exception to this policy occurs where a student has major learning difficulties and it is felt that either repeating the year or perhaps moving to another educational setting which is better suited to the student's needs would be in the student's best interests. In such cases no decision would be made until extensive consultation has occurred between the Principal, the International Student Coordinator, the student's Head of House, parents and any other School support staff who are able to assist in reaching the correct decision.
 - ii. Year 10 – to proceed to Year 11 a student must satisfactorily complete English, Mathematics and a VCE Unit 1 & 2 subject plus have a sound academic performance across all other subjects. Students will not be permitted to proceed to Year 11 unless they have been able to demonstrate that they have the attitude and academic skills necessary to cope with the demands of the VCE.
 - iii. Year 11 – to proceed to Year 12 a student must satisfactorily complete a minimum of eight units (including English) during the year and be able to make up a valid course of study in Year 12.
- e. If a student does not achieve competency in at least 50% of units studied in an assessment period, the International Student Coordinator and Head of House will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - i. Putting the student on Westbourne Grammar School's Academic Review
 - ii. If no improvement, putting the student on Westbourne Grammar School's Academic Probation.
 - iii. Additional supervised study periods
 - iv. Tutorial assistance
 - v. 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. The student's individual strategy for academic improvement will be monitored over the following semester by the International Student Coordinator and Head of House and records of student response to the strategy will be kept on the student's file.
- h. If the student does not improve academically and achieve satisfactory course progress by the end of the next assessment period, Westbourne Grammar School will advise the student, parents and guardian 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 school's internal complaints and appeals process.

- i. 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.

2. Completion within expected duration of study (course progression)

- 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. 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 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.e.
 - iii. Students not coping after commencing at Westbourne Grammar School at the beginning of Semester 2. One semester is not sufficient time to identify and implement an intervention strategy. In this situation students may be given the option of repeating their current year level or transferring to another provider.
 - iv. An approved deferment or suspension of study has been granted in accordance with Westbourne Grammar School'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.

3. Course attendance

- a. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b. Student attendance is:
 - i. checked and recorded twice 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, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal or International Student Coordinator who would record details in the student's record book.
- e. Any absences longer than 5 consecutive days without approval will be investigated.

- f. Student attendance will be monitored by the International Student Administrator regularly over a semester to assess student attendance using the following method:
 - i. Calculating the number of school days the student would have to be absent to fall below the attendance threshold for a semester, eg: actual number of school days x 20%.
 - ii. Any period of exclusion (due to deferment or suspension of studies) from class will not be included in student attendance calculations.
- g. Students at risk of breaching Westbourne Grammar School's attendance requirements will be counselled and offered any necessary support when they reach an attendance of 90% during any assessment period. This would be recorded on the student's file and a letter will be sent to the student, parent and guardian.
- h. When a student's attendance reaches 80% during any assessment period, Westbourne Grammar School will advise the student, parents and guardian 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 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 within 20 days.
 - 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 produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg: 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.
- l. If a student is assessed as having nearly reached the threshold for 70% the Director of Admissions & Marketing will assess whether a suspension of studies is in the interests of the student as per Westbourne Grammar School's Deferment, Suspension and Cancellation Policy.
- m. If the student does not obtain a suspension of studies under Westbourne Grammar School'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.

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 (a copy of a death certificate to be provided).
 - 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 must be 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 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. Assessment period – a semester of study