St Ignatius Catholic Primary School 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 study period of enrolment.

c) Students who have begun part way through a semester will be assessed after one full study period.

d) To demonstrate satisfactory course progress, students will need to achieve competency by demonstrating achievement standards as per year level statements of learning areas in any study period.

e) If a student does not achieve competency in the learning areas covered and the student is at risk of failing to demonstrate satisfactory course progress in a study period the class teacher or inclusion teacher will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include;
   i) After hours tutorial support
   ii) Subject tutorial support in class time
   iii) Mentoring
   iv) Additional ESL support
   v) Counselling – time management
   vi) Counselling – academic skills
   vii) Counselling – personal
   viii) Other intervention strategies as deemed necessary

   [Schools will have their own policies for the point at which intervention occurs. Under the National Code 2007, at a minimum the school must implement an intervention strategy if a student is deemed not competent in 50% or more of the units in any one study period.]

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 study period by Principal and records of student response to the strategy will be kept.

h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, St Ignatius Catholic Primary School 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 school’s internal complaints and appeals process.

i) The school will notify the National ESOS Authority 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

   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 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 it is clear the student will not be able to complete their course within the expected duration due to:
      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 St Ignatius Catholic Primary 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 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 school will be recorded and will be included in attendance calculations.
d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student’s parent or evidence that leave has been approved by the Principal.

e) Any absences longer than 3 consecutive days without approval will be investigated.

f) Student attendance will be monitored by a Class Teacher every day over a study period to assess student attendance using the following method.

i) The number of days the student would have to be absent to fall below the attendance threshold for a study period e.g. 20 weeks x 5days x 20% = 20 days absent

ii) Any period of exclusion from class will not be included in student attendance calculations. [See Standard 13 – Deferring, suspending and cancelling enrolment for an explanation of this item]

g) Parents of students at risk of breaching St Ignatius Catholic Primary School’s attendance requirements will be contacted by email/phone and students will be counselled and offered any necessary support when they have absences totalling 10 days absent during any study period.

h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, St Ignatius Catholic Primary School 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 school’s internal complaints and appeals process except in the circumstances outlined in 3.j.

i) The school will notify the National ESOS Authority 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 e.g., 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; 20 weeks x 5days x 30% = 3days absent
l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Principal will assess whether a suspension of studies is in the interests of the student as per St Ignatius Catholic Primary School’s Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under St Ignatius Catholic Primary 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.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 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

d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. St Ignatius Catholic Primary School defines a "study period" for the purposes of monitoring course attendance progress as a semester.