

## STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

This policy is available to staff and to students.

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### 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 according to Nambour Christian College's course assessment requirements.
- c) Students who have begun part way through a semester will be assessed according to Nambour Christian College's course assessment requirements after completing one full study period.
- d) Students will need to demonstrate satisfactory course progress in any study period.

|  |  |
|--|--|
| <b>Primary School Studies –<br/>Years Prep - 6</b> | Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next level.  |
| <b>Junior Secondary Studies –<br/>Years 7-10</b>   | Overseas students must pass all core subjects and fail no more than 2 elective subjects studied in any semester.   |
| <b>Senior Secondary Studies –</b>                  | To demonstrate risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited. |

- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Head of School will formally contact the parent(s) to advise that the student is at o Q a

- i. Subject tutorial support in class time
- ii. Mentoring
- iii. Additional ESL support
- iv. Change of subject selection, or reducing course load (without affecting course duration)
- v. Counselling – time management
- vi. Counselling -academic skills
- vii. Counselling - personal
- viii. other intervention strategies as deemed necessary

- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.

- g) The student's individual strategy for academic improvement will be monitored over the following study

period by the Head of School and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

- h) If the student does not achieve satisfactory course progress by the end of the next study period, Nambour Christian 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 school's internal complaints and

at endance using the following method:

i.



