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**OVERSEAS STUDENTS:**

**aTTENDance and progress PROCEDURE**

[CRICOS REGISTRATION 00643J]

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students

OVERSEAS STUDENTS: ATTENDANCE AND PROGRESS PROCEDURE

This procedure must be read in conjunction with the *Overseas Students: Attendance and Progress Policy*.

1. Overview
   1. This procedure supports monitoring of academic progress, attendance and course duration for overseas students enrolled in ACT public schools.
2. Rationale
   1. Consistent with the Commonwealth Department of Home Affairs (DHA) requirements, overseas students on visa subclass 500 (school sector) must maintain satisfactory course progress and attendance (visa condition 8202) and behave responsibly (visa condition 8303) during their enrolment. They are also expected to complete their studies within the duration listed on their ACT Education Directorate (Directorate) Confirmation of Enrolment (CoE) letter.
   2. The purpose of this procedure is to ensure that school based International Private Students (IPS) Co-ordinators understand, and in partnership with the International Education Unit (IEU) team, monitor and support overseas students to fulfil their visa requirements.
3. Procedure
   1. The enrolment application package gives overseas students and their parents clarity about the expectations of themselves and of the schools into which enrolling. This includes compliance with relevant visa conditions, course details and duration, support for learning and reporting mechanisms.
   2. The IEU team conducts mandatory orientation and transition sessions for overseas students, at which visa compliance requirements are explained and printed documents referencing these are provided eg *Guidelines for Students Holding Visa Subclass 500 (School Sector)*. If there are sustained indicators of progress or attendance issues, then the IEU Assistant Director Student Welfare or Student Transition meets with the specific student to identify the concern, reason and ways to address.
   3. Overseas students sign a *Compliance Information Sheet* (under Directorate logo) to indicate they are aware of their visa conditions, understand how to adhere to these and have IEU contact numbers stored in their mobile phones should there be a need for clarification on any issue.
   4. The Principal of each school site with enrolled overseas students signs an *International Students Visa Compliance Minute* (under Directorate logo) each semester to confirm that their each of their overseas students has attended for more than 80% of the scheduled course and made satisfactory progress (within ability levels).
   5. The IEU team facilities a forum each school term that IPS Co-ordinators are expected to attend to ensure currency of their legislative knowledge, identify good practice, advise priorities and timelines and encourage networking amongst peers for collaborative problem solving and to share “success stories”.
   6. Satisfactory course progress is assessed by the school on a semester basis, consistent with the practice for domestic students. This is determined by the Board of Senior Secondary Studies for Years 11 and 12 or referenced to the Achievement Standards in the Australian Curriculum for earlier years of schooling.
   7. Overseas students receive the standard ACT schools A-E semester report. This is accompanied by an Adaptability Report prepared by the IPS Co-ordinator that outlines overall academic performance and social / cultural integration, preparation for the next stage of schooling and congruence of subject choices and academic capability with career interests and tertiary entrance aspiration.
   8. Each specific subject teacher, at the start of their unit, provides their students with course outlines, assessment rubrics and schedules. Overseas students, to maximise their potential, are encouraged to draft and seek feedback prior to submitting final copies of work tasks and/or attend tutorial sessions.
   9. IPS Co-ordinators monitor the academic progress of overseas students, facilitate their access to extra support (eg tutorials), review study packages and negotiate class changes to better suit the needs and ability level of individuals (eg if a student attains, or is likely to attain, a “fail” grade).
   10. The IEU supports the daily work of IPS Co-ordinators, by liaising with overseas students and families (biological and host parents and guardians) to secure agreement to vary existing study arrangements (eg conversion from a tertiary to an academic package in Year 12 on school recommendation).
   11. The IEU issues overseas students a written warning letter (signed by the IEU Assistant Director Student Welfare and student with overseas parents advised by phone) when progress in a unit is below a pass standard. This is accompanied by counselling as to the reason (eg lack of motivation or effort, poor study habits or not comprehending content language), forming the basis on which to develop and apply remediation strategies.
   12. Student attendance is recorded daily by the school, via the School Administration System (SAS). For overseas students, all absences, irrespective of explanation or medical certification, are included in the overall attendance calculation. However, consideration may be given, under the *National Code*, to exclude evidenced illness (on compassionate grounds) if absences are jeopardising the 80% minimum attendance standard. Note that visa conditions differentiate attendance calculations for overseas versus local students.
   13. IPS Co-ordinators advise the IEU if students are absent for more than 3 consecutive school days (noting College students are only expected to attend for their timetabled classes, not necessarily full days or every day) or “at risk” of not meeting attendance requirements. The IEU follows up such instances, collaboratively devising and implementing relevant individualised interventions.
   14. The IEU issues overseas students a written warning letter (signed by the IEU Assistant Directorate Student Welfare and student with overseas parents advised by phone) when attendance is under 90% and again at 85%. This is supplemented by working with the student, parents and IPS Co-ordinators to identify and resolve issues underlying disengagement (such as compassionate or compelling reasons). Supportive strategies are put into practice to assist the student reverse the absences pattern.
   15. The IEU exercises discretion, under the *National Code*, if an overseas student is attending at least 70% of scheduled course contact hours and there is genuine evidence of compelling or compassionate circumstances.
   16. Additional to the applicability of the *National Code* minimum percentage attendance requirements for overseas students (regarding their visa compliance), those in Years 11 or 12 are subject to attendance policy conditions of the ACT Board of Senior Secondary Studies (BSSS). These conditions state that students whose attendance falls below 90% of the scheduled contact time, or 90% participation in structured learning activities in a unit, without a reasonable excuse, will be deemed to have voided the unit. If this seems likely to occur, the IEU team proactively works with the IPS Co-ordinator and the BSSS staff to remediate.
   17. On a case by case basis, the IEU may extend course duration but only if there is clear evidence of compelling or compassionate reason, intervention to support lack of progress is in progress or at planning stage, or there is approved deferral or suspension of enrolment. If this occurs, the student and family is advised to contact the DHA re visa status and to take appropriate action. Additionally, the period of course extension must not exceed the CRICOS registered duration.
   18. The IEU issues the student a *Notice of Intent to Report* prior to reporting an overseas student to the DHA for non-compliance of visa conditions. This outlines the breach, remedial actions undertaken and interventions applied. Advice is also given of right to appeal, with information about the process and timeframe, noting no action is taken by the IEU to update PRISMS (Provider Registration and International Student Management System) if an appeal is pending.
   19. Collaboratively, IPS Co-ordinators and the IEU staff monitor that, for overseas students, online learning is not the exclusive delivery mode and is additional to minimum face to face teaching requirements approved by the Board of Senior Secondary Studies or ESOS Agency as part of course registration.
   20. The IEU facilitates support for overseas students who may be disadvantaged by costs, access or other criteria from undertaking online learning or from the opportunities of engaging with other students participating in online learning.
4. Contact
   1. The Executive Branch Manager Universal School Support is responsible for this procedure.
   2. For support, contact the IEU on (02) 6205 9178 or via email at [ieu@act.gov.au](mailto:ieu@act.gov.au).
5. Complaints
   1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

* the IEU via email at [ieu@act.gov.au](mailto:ieu@act.gov.au) or by phone on (02) 6205 9178 in the first instance;
* the Family, Students Complaints and Feedback team on (02) 6205 5429;
* online at [www.education.act.gov.au/about-us/contact\_us](http://www.education.act.gov.au/about-us/contact_us).
* see also the [Complaints Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/complaints/complaints-policy) on the Directorate’s website.

1. References
   1. **Related Policies and Documents**

* *Overseas Students: Attendance and Progress Policy*
* Directorate *Education Participation (Enrolments and Attendance) Policy* and associated *Procedure*
* *Overseas Students: Guidelines for Students Holding Visa Subclass 500 (School Sector)*
* *Overseas Students: Visa Compliance Information Sheet*
* *Visa Compliance Minute* (for Principals of sites enrolling overseas students)