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Monitoring Course Progress, Attendance and Duration Policy

Source of Obligation

Standard 8.1 of the National Code requires the School to monitor full fee paying overseas students' course progress and, where applicable, attendance for each course in which the full fee paying overseas student is enrolled.

Standard 8.2 requires the expected duration of study to be specified in the full fee paying overseas student's CoE and must not exceed the CRICOS registered duration.

Standard 8.3 requires the School to monitor the progress of each full fee paying overseas student to ensure the full fee paying overseas student is in a position to complete the course within the expected duration specified on the full fee paying overseas student's CoE.

Standard 8.4 requires the School to have and implement documented policies and processes to identify, notify and assist a full fee paying overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the full fee paying overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the full fee paying overseas student is at risk of not meeting those requirements.

Standard 8.5 requires the School to clearly outline and inform the full fee paying overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.6 requires that the School to have and implement a documented policy and process for monitoring and recording attendance of an full fee paying overseas student, specifying:

- requirements for achieving satisfactory attendance for the course which at a minimum must be 80 per cent—or higher if specified under state or territory legislation or other regulatory requirements—of the scheduled contact hours
- the method for working out minimum attendance under this standard
- processes for recording course attendance
- details of the School's intervention strategy to identify, notify and assist full fee paying overseas students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the full fee paying overseas student's attendance drops below 80 per cent
- processes for determining the point at which the full fee paying overseas student has failed to meet satisfactory course attendance.

Standard 8.7 requires the School to have and implement a documented policy and process for monitoring and recording course progress for the full fee paying overseas student, specifying:

- requirements for achieving satisfactory course progress for the course
- processes for recording and assessing course progress

- details of the School's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
- processes for determining the point at which the student has failed to meet satisfactory course progress.

Kambala's Policy

It is the School's policy:

- to regularly monitor the course progress and attendance of our full fee paying overseas students
- that before an full fee paying overseas student commences studying at the School, we clearly outline and inform the full fee paying overseas student of the requirements to achieve satisfactory course progress and attendance in each study period
- to support our full fee paying overseas students so that they meet satisfactory academic progress requirements
- to record and assess the academic progress of our full fee paying overseas students
- to warn any full fee paying overseas students at risk of not meeting satisfactory attendance or course progress requirements
- to, in order for full fee paying overseas students to meet satisfactory academic requirements, assist full fee paying overseas students at risk of not meeting satisfactory academic progress
- to outline and inform full fee paying overseas students before they commence at the School of the requirements to achieve satisfactory course progress and attendance in each study period.

Monitoring Course Duration

An full fee paying overseas student's CoE specifies the duration of their expected course of study. To ensure that the duration of an full fee paying overseas student's course of study does not exceed the period specified on the CoE the School monitors the full fee paying overseas student's course progress in accordance with the processes set out in this policy to ensure that they are able to complete the course within the expected duration.

Monitoring Course Attendance

The School monitors full fee paying overseas students' course attendance by regularly analysing our attendance register to assess whether our students meet the minimum attendance requirement of 80 per cent of the scheduled contact hours.

The School monitors our full fee paying overseas students' attendance by:

- taking the class roll at least twice a day or at the start of each period
- recording the result of each class roll in Denbigh
- implementing an intervention strategy for full fee paying overseas students who do not meet minimum attendance requirements.

If an full fee paying overseas student does not attend school for more than five consecutive days without approval, or is at risk of not meeting attendance requirements, the School may decide to implement an intervention strategy before the full fee paying overseas student's attendance drops below 80 per cent. For more on our intervention strategies, refer to our **Unsatisfactory Course Progress or Attendance Policy** and **Full Fee Paying Overseas Student Intervention Strategy Policy**.

If an full fee paying overseas student does not meet, the minimum attendance requirements, the School requires the full fee paying overseas student to liaise with School support staff to maintain an attendance plan. Refer to our **Unsatisfactory Course Progress or Attendance Policy** and **Full Fee Paying Overseas Student Intervention Strategy Policy**.

Monitoring Course Progress

The School monitors full fee paying overseas students' course progress by regularly assessing our full fee paying overseas students through:

- results that allow progression to the next year of study in the course
 - assessment tasks
 - interim reports
 - class projects
 - class work
 - participation in class.
- When the staff identify that a full fee paying overseas student is at risk of not meeting, or is not meeting the satisfactory course progress of the School's curriculum, the School will:
- provide a written warning to the student and their parent/guardian that the student is "at risk"

Refer to our **Unsatisfactory Course Progress or Attendance Policy** and **Full Fee Paying Overseas Student Intervention Strategy Policy**.

Impact of Deferral and Suspension on Attendance Monitoring

Our **Deferring, Suspending or Cancelling an Full Fee Paying Overseas Student's Enrolment Policy** explains the School's procedures in relation to the deferral or suspension of an full fee paying overseas student's enrolment.

If an full fee paying overseas student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) should not be included in attendance monitoring calculations.

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of course progress monitoring decisions and activities conducted in accordance with this policy. Records will be maintained in accordance with our **Full Fee Paying Overseas Students Records Management and Retention Policy**.