

# School Course Progress and Attendance Procedure

This policy is available to staff and to students.

## 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 via interim reports issued in Terms 1 and 3 – and a further assessment via summative reports are reviewed each study period (semester) of enrolment. This will need reviewing in line with changes to reporting in 2016 which are yet to be finalized.
- 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 maintain results of a significant standard as shown in the attached Schedule of Academic Breaches to not be placed on Academic Probation or have a 'Meeting of Serious Concern' in any study period.
- e) If a student does not achieve the minimum standards as specified in the Schedule of Academic Breaches in a study period the Deputy Headmaster 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 – Head of School/Director of Boarding
  - II. Pastoral Care support [See: About Pastoral Care](#)
    - Senior School (Head of School / Director of Boarding)
    - Middle School (Head of School / Director of Boarding)
    - Junior School (Head of School)

As an extension to the Pastoral Care offered by all staff, the Heads of School, Heads of House, Chaplain, Deputy Headmaster / Headmaster and School Counsellors are all involved in student counselling at various levels.

  - III. Additional EAL support - EAL Teacher

- IV. Change of subject selection, or reducing course load (without affecting course duration) – Head of School / Academic Administrator
  - V. Counselling (time management)
    - Head of House / House Mentor / Class Mentor / Class Teacher and Director of Student Support Services
  - VI. Counselling (academic skills) - – Head of House / House Mentor / Class Mentor / Class Teacher and Director of Student Support Services
  - VII. Counselling (personal)
    - Head of House / House Mentors / Class Teachers / Director of Boarding
    - Chaplain
    - School Counsellors
  - VIII. 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 parent.
- g) The student’s individual strategy for academic improvement will be monitored over the following study period by House Mentor / Class Mentor / Class Teacher 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, The Hutchins School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he 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 by the expected date because of:
  - 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 The Hutchins School's Deferment, Suspension and Cancellation Policy.
  
- e) 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 *90%* 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) 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 carer or evidence, that leave has been approved by the Director of Boarding or Head of House or Head of School.
  
- d) Any absences longer than 5 consecutive days without approval will be investigated.
  
- e) Student attendance will be monitored by the Enrolments Assistant every week over a study period to assess student attendance using the following method.
  
- f)
  - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x10%. [For example, an eight-week semester with 5 contact hours a day would equal 200 contact hours. 10% of this is 20 hours.]
  - ii. Any period of exclusion from class will not be included in student attendance calculations.
  
- g) Parents of students at risk of breaching The Hutchins School's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totalling *90%* of any study period.

- h) If the calculation at 3.f. indicates that the student has not passed the attendance threshold for the study period, The Hutchins School will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.g.
- 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 90% [if applicable: see National Code Standard 11.9] threshold where:
  - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and has not fallen below 80% attendance.
- k) The method for calculating 80% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 20%.
- l) If a student is assessed as having nearly reached the threshold for 80% attendance, the Enrolments Assistant will alert the Deputy Headmaster who will then assess whether a suspension of studies is in the interests of the student as per The Hutchins School's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under The Hutchins School's Deferment, Suspension and Cancellation Policy, and falls below the 80% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur.

#### 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. The Hutchins School defines a “study period” for the purposes of monitoring course attendance and progress as a *semester*.



# Schedule of Attendance Breaches – reviewed April 2015

		First Breach	Second	Third	Fourth
Level 1	Less than 90%	At Risk of Breach Letter of Censure	Academic Probation	Meeting of Serious Concern	Show Cause
	Less than 85%	Academic Probation Meeting of Serious Concern Show Cause			
Level 2	Less than 80% with documentary evidence	Meeting of Serious Concern Show Cause			
	Less than 80% without documentary evidence	Show Cause – Notice of Intent to Report is Issued.			
	Between 80% and 70% with documentary evidence	<i>If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Headmaster will assess whether a suspension of studies is in the interests of the student as per The Hutchins School's Deferment, Suspension and Cancellation Policy. If the student does not obtain a suspension of studies under The Hutchins 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.</i>			
	Less than 70%	Show Cause – Notice of Intent to Report is Issued.			
Level 3	Less than 70%	Show Cause – Notice of Intent to Report is Issued.			

**Green: At Risk of Breach**

**Orange: Breach of The Hutchins School Attendance Policy**

**Red: Breach of Visa Conditions**

Note: A breach of attendance enrolment conditions is deemed to have occurred if a student is placed on Academic Probation or has a Meeting of Serious Concern. At a Meeting of Serious Concern or Show Cause Meeting, the student will be asked to provide documentary evidence clearly demonstrating compassionate or compelling circumstances.

A 'Study Period' is considered to be 1 full semester of study.



## Schedule of Academic Breaches – reviewed April, 2015

	Level 3	Level 2	Level 1
Type of Breach	Fall below assessment level of SA in 3 or more subjects - or below "C" in 80% of the criteria being assessed. In addition should a student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in 3 or more subjects the student is at risk.	Fall below assessment level of SA in any 2 subjects - or below "C" in 80% of the criteria being assessed. In addition should the student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in any 2 subject the student is at risk.	Fall below assessment level of SA in any 1 subject - or below "C" in 80% of the criteria being assessed (review other subjects before applying). In addition should a student fall below the minimum of 80% "satisfactory" for Application, Effort, Behaviour and Attitude in any 1 subject the student is at risk – (review other subjects before applying).
First Breach	Meeting of Serious Concern	Academic Probation	Letter of Censure
Second Breach	Meeting of Serious Concern + Notice of Intent to Report attached to Letter	Meeting of Serious Concern	Academic Probation
Third Breach		Meeting of Serious Concern + Notice of Intent to Report attached to Letter	Meeting of Serious Concern
Fourth Breach			Meeting of Serious Concern + Notice of Intent to Report attached to Letter

Note: A breach of enrolment conditions is deemed to have occurred if a student is placed on Academic Probation or has a Meeting of Serious Concern