

COURSE PROGRESS

The student's progress is monitored and assessed using Oakleigh Grammar School's Progress and Assessment policies. Oakleigh Grammar will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled in conjunction with the VCAA Course progress requirements.

The course progress of all students will be assessed during and formally at the end of each semester of enrolment. To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units as specified as satisfactory by the Deputy Principal in consultation with the relevant Head of School and the International Student Coordinator.

If a student does not achieve competency in at least 50% of study period, the Deputy Principal/ISC/Head of School will meet with the student to develop an intervention strategy for academic improvement. This may include:

- i. Additional supervised study periods
- ii. Tutorial assistance
- iii. Other intervention strategies as deemed necessary (refer to Remedial and Support Strategies in Point 4 following).

A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to the guardian and parents.

The student's individual strategy for academic improvement will be monitored over the following term by the Deputy Principal and the ISC as appropriate, and records of student response to the strategy will be kept.

If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Oakleigh Grammar 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.

The School will notify the Department of Education and Training via PRISMS computer system, 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 working days, or
- ii. Withdraws from the complaints and appeals process, or
- iii. The complaints and appeals process results in favour of the School.

The school is aware that the ESOS Framework allows student to undertake up to 25% of the student's total course by distance or online learning, however, Oakleigh Grammar does not provide this study option for students.

Part of the assessment of course progress at the end of each term 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. If the student is at risk of not completing the course within the expected period of time then remedial action needs to be taken (refer to Remedial and Support Strategies in Point 4, following).

The student is not allowed to exceed the specified course duration except in the following circumstances. The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:

- i. Compassionate or compelling circumstances. The final decision about extending the duration of the student's study due to compassionate or compelling circumstances will be made by the Principal in consultation with the Deputy Principal/ISC and based on an assessment of the information provided by the student, the student's teacher, and the student's Academic Progress Reports.
- ii. Student participation in an intervention strategy as outlined in point 4.
- iii. An approved deferment or suspension of study has been granted in accordance with the School's Deferment, Suspension and Cancellation Policy.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. Where the School decides to extend the duration of the student's study, the School will report via PRISMS and/or issue a new Confirmation of Enrolment (COE) if required. The reasons for any course variations will be recorded on the student's file

Satisfactory course attendance is attendance of at least 80% of each scheduled course of study (90% for Year 12). At Oakleigh Grammar student attendance is:

- i. Checked and electronically recorded twice a day.
- ii. Assessed regularly.
- iii. Recorded and calculated over each semester.

Late arrival at School is recorded and will be included in attendance calculations.

It is expected that 2 days consecutive absence from School will be accompanied by a medical certificate. Other occasional absences should be accompanied by an explanatory communication from the student's guardian or evidence that leave has been approved by the ISC or Deputy Principal. Any absences longer than 5 consecutive days without approval will be investigated by the ISC or Deputy Principal. Student attendance will be monitored by the ISC / Deputy Principal every week to assess attendance using the daily roll call procedures.

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 x 20% (10% for Year 12)

Students at risk of breaching the School's attendance requirements will be counselled and offered any necessary support for the next assessment period. Guardians will also be advised at this point of the student's attendance issues and actions required to improve attendance.

If the student has been absent for more than 10 days during the term the School will advise the student and their Guardian of its intention to report the student for breach of visa condition 8282, 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 below.

The School will notify Department of Education via PRISMS of the student not achieving satisfactory course attendance within 14 days where:

- i. The student does not access the complaints and appeals process within 20 days
- ii. The student withdraws from the complaints process
- iii. The complaints and appeals process results in a decision for the School

Students will not be reported for failing to meet 80% threshold where:

- i. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate, a
- ii. The decision is consistent with the documented attendance policies, and
- iii. Has not fallen below 70% attendance in any study period.