



Course Progress and Attendance Policy

1. Purpose

Methodist Ladies College (“MLC” or “the College”) believes that high levels of attendance are essential for learning.

This Policy seeks to ensure that MLC meets the Education Services for Overseas (ESOS) Act and National Code Standard 8 requirement for providers to monitor student progress and attendance in accordance with their Confirmation of Enrolment (COE).

2. Scope

This policy applies to all International Students at MLC.

“International Student” has the same meaning as “overseas student” in Section 1.1.3 of the Education and Training Reform Act 2006 (Vic).

3. Policy Statement

3.1 Course Progress

MLC will monitor, record and assess the course progress of each International Student for the course in which they are enrolled.

For the purposes of monitoring course progress, the period of study is a semester. The course progress of all students will be assessed at the end of each semester of enrolment.

Students who have begun part way through a semester will be assessed after one full term of attendance.

Senior Students

To demonstrate satisfactory course progress, students will need to receive an ‘S’ in sixteen units of the VCE over two years or demonstrate satisfactory completion of the assessment requirements in accordance with the General Regulations: Diploma Programme as stated in the Vade Mecum supplied to schools by the International Baccalaureate Organisation.

If a student does not achieve competency in at least 50% of units studied in an assessment period, the relevant Senior School Student Coordinator, in consultation with the International Student Coordinator, will meet with the student to develop an intervention strategy/ support plan for academic improvement. This may include:

- i) additional supervised study sessions
- ii) tutorial assistance or
- iii) other intervention strategies as deemed necessary

The Student Support Plan – Progress Attendance proforma will be used to document the student’s individual strategy/support plan which will be forwarded to parents and the legal guardian. Regular communication between the Student Coordinator and parents/ guardian will then occur to provide updates on progress.

The student’s intervention strategy/ support plan for academic improvement will be monitored over the following semester by the relevant Student Coordinator, with input from the International Student

Coordinator and the relevant subject teachers. Records of the student's progress will be documented.

If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the term, MLC will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access MLC's internal complaints and appeals process.

Year P-10 Students

The ISC will use the Continuous Reporting portal to assess a student's course progress. The ISC will raise a concern with the relevant Student Coordinator if the data identifies:

- a significant drop in the Learning % average (7-12)
- multiple teacher concerns via Student Updates (7-12)
- a decrease in Approaches to Learning (i.e. a significant number of 'sometimes') or,
- a decrease in 'Result' (P-6)

Concerns relating to any of the dot points above may trigger a Student Support meeting with the student (and legal guardian) to discuss intervention strategies to progress a student's learning.

3.2 Completion within expected duration of study (course progression)

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.

MLC 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
- ii) student participation in an intervention strategy
- iii) an approved deferment or suspension of study has been granted in accordance with MLC's *International Student - Deferment, Suspension and Cancellation Policy*.

Where MLC decides to extend the duration of the student's study, MLC will report via PRISMS and/or issue a new COE if required.

3.3 Course attendance

MLC requires all students to have a course attendance of 90% of scheduled course contact hours. The National Code sets a minimum requirement of 80%. School related absences, attendance at MLC Health Centre or Student Counsellors are not included when calculating attendance.

For the purposes of monitoring course attendance, a study period is a semester.

Student attendance is:

- i) checked and recorded daily for each class
- ii) assessed regularly and
- iii) recorded and calculated over each semester.

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

All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer (boarding house or parent) or evidence that leave has been approved by the Principal/Head of School.

MLC will keep records on MLC Connect of all contact and counselling made with International Students who have been absent for more than five consecutive days.

Student attendance will be monitored by the International Student Coordinator every timetable cycle during a semester to assess student attendance. Any initial concerns are to be reported to the relevant Student Coordinator and Mentor.

The following method is to be used when calculating student attendance:

- 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 x 10% [For example, a 9 week term with 5 contact hours a day would equal 225 contact hours. 10% of this is 22.5 hours]. MLC uses attendance reporting on myMLC.net to make attendance calculations.
- ii) any period of exclusion from class will not be included in student attendance calculations.
- iii) MLC will assist overseas students through an intervention strategy if they have been absent from for more than five consecutive days without approval, or who are at risk of not attending at least 80% of course contact hours (note: course contact hours below 90% will trigger an intervention strategy). Additionally, students at risk of breaching MLC's attendance requirements will be counselled and offered any necessary support when they have absences totalling 4 classes in one 10-day cycle.

If the calculation above indicates that the student has failed to meet the attendance threshold for the Semester (study period), MLC will advise the student of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access MLC's internal complaints and appeals process except where they are compassionate or compelling circumstances.

Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate.

3.3 Notification via PRISMS

MLC will only make a report via PRISMS of the student not achieving satisfactory course attendance or course progress as soon as practicable where:

- i) The internal and external complaints processes have been completed and the decision or recommendation supports the College (Standard 8.14.1), or
- ii) the student has not chosen to access the internal complaints and appeals process within the 20 working day period (Standard 8.14.2), or
- iii) the student has chosen not to access the external complaints and appeals process (Standard 8.14.3), or
- iv) the student withdraws from the internal or external complaints and appeals process by notifying the College in writing (Standard 8.14.4)

4. Related Documents

- MLC International Student – Attendance and Progress Monitoring Procedure

5. References

- The Education Services for Overseas Students (ESOS) Act (Commonwealth)
- National Code of Practice 2018

6. Governance

Document Details		
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Policy Owner:	International Student Coordinator	
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Other staff involved in review:	Heads of School, Director of Wellbeing, Compliance Manager	
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Version Control		
Version	Date	Description
V1.0	Nov 2007	Initial policy
V2.0	Oct 2010	Minor Updates
V3.0	Oct 2013	Minor Updates
V4.0	Apr 2016	Minor Updates
V5.0	Apr 2019	Update in line with 2018 Code
V6.0	April 2024	Revised to new policy format.
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MLC Staff		MLC Staff Hub > Document Central
MLC Students		MLC Student Hub
Parents/Guardians		myMLCfamily.net