This policy is available to staff and to students.

1. **Course Progress**
   a. The College 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 at the mid-point (term) and at the end-point (semester) of each study period of enrolment.
   c. Students who have begun part way through a semester will be assessed after one full study period. They may also receive assessment feedback if term assessment tasks have been completed.
   d. At the end of each term after assessment tasks have been completed, the student’s progress is reviewed by the Learning Pathways Coordinator. To demonstrate satisfactory course progress, students will need to receive a pass level or ‘C’ grade or better for the majority of core subjects in any study period. If an unsatisfactory level of achievement is identified, the student is referred to the relevant Year Level Coordinator for further discussion about strategies for improvement. The student’s progress report will include assessment for academic, skills, and effort criteria.
   e. If a student does not achieve a pass level or ‘C’ grade or better for the majority of core subjects in a study period, the Learning Pathways Coordinator will formally contact the parent/s (and / or the homestay parents) 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
      ii. Subject tutorial support in class time
      iii. Mentoring
      iv. Additional ESL support
      v. Change of subject selection, or reducing course load (without affecting course duration)
      vi. Counselling - time management
      vii. Counselling - academic skills
      viii. Counselling - personal
      ix. 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 parents.
   g. The student’s individual strategy for academic improvement will be monitored over the following study period by the Head of Teaching & Learning or the Learning Pathways Coordinator 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, Mackay Christian College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the College’s internal Complaints & Appeals process. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Mackay Christian College, they may contact the Overseas Student Ombudsman at no cost. This must be done within 20 working days. Please see Mackay Christian College’s Complaints & Appeals Policy for further details.
   i. The College 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 & Appeals process within 20 days
      ii. the student withdraws from the Complaints & Appeals process
      iii. the Complaints & Appeals process results in favour of the College
2. **Completion within expected duration of study**
   a. As noted in 1a. the College 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 College 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 as per the definitions below
      ii. student participation in an intervention strategy as outlined in 1e
      iii. an approved deferment or suspension of study has been granted in accordance with Mackay Christian College’s Deferment, Suspension and Cancellation Policy.
   d. Where the College decides to extend the duration of the student’s study, the College 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 80% 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. Late arrival at the College will be recorded and will be included in attendance calculations.
   d. All absences from the College 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 Principal/Head of School.
   e. Any absences longer than 3 consecutive days without approval will be investigated.
   f. Student attendance will be monitored by the teacher every day over a study period to assess student attendance using the following method: The student attendance roll will be marked every session. See point 4 Calculation of Attendance below for detailed explanation. (If it is noted that a student is recording an abnormally high number of absences, then the issue will be investigated immediately by the Year Level Coordinator.)
      i. Any periods of exclusion from class will not be included in student attendance calculations.
         (See College Deferment, Suspension & Cancellation Policy points 5 & 6)
   g. Parents of students at risk of breaching Mackay Christian College’s attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have extensive absences.
   h. If the student has passed the attendance threshold for the study period, Mackay Christian College will advise the student of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the College’s internal Complaints & Appeals process except in the circumstances outlined in 3i.
   i. The College 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 & Appeals process within 20 days
      ii. the student withdraws from the Complaints & Appeals process
      iii. the Complaints & Appeals process results in a decision for the College.
   j. Students will not be reported for failing to meet the 80% threshold where:
      i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg. medical illness supported by a medical certificate or as per definitions below
      ii. the student’s attendance has not fallen below 70% attendance for the study period.
   k. If a student is assessed as having nearly reached the threshold for 70% attendance for a study period, the Principal/Head of School will assess whether a suspension of studies is in the interests of the student as per Mackay Christian College’s Deferment, Suspension & Cancellation Policy.
   l. If the student does not obtain a suspension of studies under Mackay Christian College’s Deferment, Suspension & Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3h-3i.
4. **Calculation of Attendance**
   a. Student attendance is recorded on a central database for every session throughout each day
   b. At the conclusion of each term, absences are automatically tallied from the database for both partial days and full days. This information is recorded on the student's School Report for each term (4 per year)
   c. Calculating the number of hours the student would have to be absent to fall below the 80% attendance threshold for a study period is calculated as follows: number of study days x contact hours x 20%
   d. Calculating the number of hours the student would have to be absent to fall below the 70% attendance threshold for a study period is calculated as follows: number of study days x contact hours x 30%

5. **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 College 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. College day – any day for which the College has scheduled course contact hours.
   d. Study period – Mackay Christian College defines a ‘study period’ for the purposes of monitoring course attendance and progress as a semester.

*Updated: July 2017*