

Student progress and attendance policy

This policy is available to staff and to students.

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1 Course Progress

- a SVSS monitors, records and assesses the course progress of each student for each unit of the course in which the student is enrolled.
- b The course progress of all students will be assessed at the end of each study period of enrolment according to SVSS's course assessment requirements.
- c Students who have begun part way through a study period / semester will be assessed according to SVSS's course assessment requirements after completing *[one full study period]*.
- d To demonstrate satisfactory course progress students in:
 - Class P-3 must demonstrate academic outcomes each semester that allow them to remain on track for the progression to their next class level
 - Class 4-5 must demonstrate at the end of each semester a minimum overall "Demonstrating" grade in English (Literacy) and Mathematics (Numeracy) as well as academic outcomes in other subjects that allow them to remain on track for progression to their next class level.
 - Class 6 must demonstrate at the end of each semester a minimum overall 'Demonstrating' grad in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects falling below the 'Demonstrating' grade.
 - Class 7 must demonstrate at the end of each semester a minimum overall 'Demonstrating' grad in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects falling below the 'Demonstrating' grade.
 - Class 8-9 must demonstrate at the end of each semester, a minimum overall 'Achieved' grade in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects falling below the 'Achieved' grade.
 - Class 10 - will need to gain satisfactory academic achievement at the end of each semester to ensure their continuing eligibility for the New Zealand Certificate of Steiner Education (NZCSE) as per Appendix B of the NZCSE student handbook. (Level 1)
 - Class 11 -12 will need to gain satisfactory academic achievement at the end of each semester to ensure their continuing eligibility for the New Zealand Certificate of Steiner Education (NZCSE) as per Appendix B of the NZCSE student handbook. (Level 2 and 3)
 - Study Abroad (Class 10-12) must demonstrate at the end of each semeter a minimum overall 'Achieved' grade in English (Literacy) and Mathematics (Numeracy) with no more than two other subjects studied below an 'Achieved' grade.



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- e If a student does not achieve satisfactory course progress as described above the School Director will formally contact the parent(s) in writing to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include;
- *After hours tutorial support*
 - *Subject tutorial support in class time*
 - *Mentoring*
 - *Additional ESL support*
 - *Change of subject selection, or reducing course load (without affecting course duration)*
 - *Counselling – time management*
 - *Counselling -academic skills*
 - *Counselling - personal*
 - *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. The school will inform the parent if there are any implication for an intervention strategy, including an extension to course duration, impact on visa, additional fees. Where the intervention strategy has a significant impact on a student's study, a new written agreement will be issued, and if necessary, a new CoE issued.
- g The student's individual strategy for academic improvement will be monitored over the following study period by the High School Education Administrator and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- h If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, SVSS 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. 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 SVSS, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 days. Please see SVSS's *Complaints and Appeals Policy* for further details.
- 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



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- a As noted above, 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:
- d
 - i. compassionate or compelling circumstances (see Definitions below)
 - ii. student participation in an intervention strategy as outlined in 1.e.
 - iii. an approved Samford Valley Steiner School or suspension of study has been granted in accordance with SVSS's Samford Valley Steiner School, 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. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3 Monitoring Course attendance

- a Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b Student attendance is:
 - checked and recorded daily
 - assessed regularly
 - recorded and calculated over each study period.
- c Late arrival at school will be recorded but are not included in the attendance rates and will be managed internally as per domestic students.
- d 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 School Director.
- e Any absences longer than 3 *consecutive* days without approval will be investigated.
- f Student attendance will be monitored by the Whole School Administration every 4 weeks over a study period to assess student attendance using the following method:
 - i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a study period e.g. *A 20 week study period with 5 days a week requires students to attend 100 school days each study period. A maximum of 20% absence means **students must not exceed 20 school days absence** in a study period.*
 - ii. Any period of exclusion from class *will not be* included in student attendance calculations. [See [School Samford Valley Steiner School, Suspension and Cancellation Policy](#)]
- g Parents of students at risk of breaching SVSS's attendance requirements will be contacted by email and/or phone by the International Student Officer and



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receive written notice of the student's attendance status. Students will be counselled and offered any necessary support when they have absences totalling 10 % in any study period. The school will review the reasons given for the student absences to determine whether any compassionate or compelling circumstances may be affecting the students attendance and where the reasons given represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period. (See [Deferment, Suspension and Cancellation Policy](#)).

- h If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, SVSS via the International Student Officer will advise the student via 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 *except in the circumstances outlined in 3.j.*
- 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 80% attendance threshold for a study period 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
 - ii. the student's attendance has not fallen below 70% for the study period.
- k The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; *100 school days in a study period x 30%. Therefore, where compassionate or compelling circumstances apply, students **must not exceed 30 school days absence** in a study period.*
- l If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Director will assess whether a suspension of studies is in the interests of the student as per SVSS's Samford Valley Steiner School, Suspension and Cancellation Policy.
- m If the student does not obtain a suspension of studies under the SVSS's Samford Valley Steiner School, Suspension and 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 3.h – 3.i.

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



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- ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
- 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* - SVSS defines a “study period” for the purposes of monitoring course attendance and progress as a *semester*.
- e *Absence* – School days missed due to:
 - Truancy
 - Sickness (explained or unexplained)
 - Personal leave (explained or unexplained) e.g., family matters, extended holidays, personal/cultural events.