International Student Programme

Student Monitoring Progress Policy

The purpose of this policy is to monitor international and domestic student academic progress to ensure compliance with State and Federal legislative requirements and Academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen course. All procedures for Curriculum, Assessment and Reporting can be found in that specific policy document.

1. Monitoring Progress
   Academic progress of all students in each subject will be monitored by the following:
   i. Assessment task marks entered and stored in SM Marks
   ii. Further data kept in the school database can include, but is not limited to:
      a) HSC results (past and present)
      b) External Allwell Testing
      c) NAPLAN results
      d) GPA (calculated twice yearly by the Academic Office)
   iii. Twice yearly Academic reports
   iv. Parent Teacher/Student interviews

2. Unsatisfactory progress
   A student is deemed as making unsatisfactory progress when they do not meet minimum academic and diligence standards in one or more than one course as outlined by the School Assessment document in conjunction with, and adhering to Board of Studies Teaching and Education Standards guidelines. A student may be considered as making unsatisfactory progress in a course if they have not met one or more of the following criteria:
   i. Followed the course, developed or endorsed by the Board of Studies
   ii. Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
   iii. Achieved some or all of the course outcomes
   iv. Completed work placement for VET Courses
   v. Made a genuine attempt at assessment tasks that total more than 50% of the available school assessment marks for that course
   vi. International students maintaining 80% attendance of scheduled course hours

(CRICOS Requirement 3.16- Monitoring Course Progress)
3. Procedures for Intervention

a) Senior School
A Student in Stage 6 or Year 10 whose progress in a course is deemed unsatisfactory will be subject to the following procedures and guidelines (See attached documentation). Issuing of the following in order;

i. Letter of concern (Appendix A)
ii. Warning Letter 1 (Appendix B)
iii. Warning Letter 2
iv. Warning Letter 3

These letters are issued to the student and parent/guardian. These letters may recommend the implementation of one or more Intervention Strategies. A copy of these letters will be kept on file by the Academic Office.

b) Primary and Middle School
A student in Stage 3, 4 or Year 9 whose progress in a course is deemed unsatisfactory may be subject to one or more of the following intervention strategies. All Intervention Strategies implemented will be kept on file by the Faculty Coordinator.

c) Intervention Strategies
An intervention strategy may be implemented immediately and may consist of one or more than one of the following:

i. Interviews with the student and/or;
   a. Class/Subject Teacher
   b. Faculty Coordinator
   c. Academic Advisor
   d. Year/House Formation Leaders
   e. Head of International Office
   f. Dean of School
   g. Head of Academic Life
   (Students may wish to bring a support person to any of the above interviews)

ii. Academic Reviews and Monitoring by the relevant Academic Advisors
iii. Meeting(s) with the School Psychologist
iv. Participation in Learning Support groups
v. Participation in after school study support

A student’s individual academic intervention strategy will be monitored by the Academic Office, in conjunction with House and Year Student Formation Leaders and International Office, where applicable.

d) N Determination
Students who do not make satisfactory progress after an academic intervention may be in breach of the Board of Studies guidelines and may receive an N Determination. (Appendix C) An Appeal process is outlined in the separate Curriculum, Assessment and Reporting Policy.
Appendix A

Letter of Concern
Regarding Course Progress

Student: _______________________ Date: _______________________
Year: ______________________ Course: ______________________
Teacher: ______________________

Dear Parent/Guardian
As you would be aware **regular attention to course work requirements is essential if successful** academic progress is to occur.
We are keen to rectify this matter as soon as possible and encourage all students to fully comply with course requirements. Your support with this matter is much appreciated.
The following specifically states the area of academic concern the remediation process necessary.

<table>
<thead>
<tr>
<th>Identified Problem</th>
<th>Work Required</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please do not hesitate to contact the school to discuss this important matter.

__________________________ ________________ ________________
John Laforest xxxxx xxxx
Head of Academic Life Faculty Coordinator House Formation Leader

Please Return this section to the Academic Office

I have read this Letter of Concern for _________________________________
I will contact the teacher to discuss my course progress

________________________
Student’s Signature

________________________
Parent’s Signature

(CRICOS Requirement 3.16- Monitoring Course Progress)
Appendix B

Official Warning Letter
Preliminary Course

Date:

Dear Parent / Guardian,

**Student:**

**Course:**

**Parent Contact:**

We write to inform that your son is in danger of not meeting Course Completion Criteria for the above listed Course. The Board of Studies Teaching and Education Standards requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as an official warning letter. A minimum of two Course specific warning letters may be issued prior to an “N” determination being awarded for a Course.

**Board of Studies Teaching and Education Standards Course Completion Criteria**
The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

1) followed the course, developed or endorsed by the Board of Studies Teaching and Education Standards
2) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
3) achieved some or all of the course outcomes
4) completed work placement for VET Courses
5) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

<table>
<thead>
<tr>
<th>Task Name and Due Date</th>
<th>Criteria Satisfied</th>
<th>Not Identified Problem</th>
<th>Student Action</th>
<th>Revised Date</th>
</tr>
</thead>
</table>

**Course Letters Issued:**

**Penalty:**

(CRICOS Requirement 3.16- Monitoring Course Progress)
Learning Outcome Intervention Strategy by Staff

Please discuss this important matter with your son and contact the relevant Faculty Co-ordinator if further information or clarification is needed.

Yours sincerely,

________________________________________________________
John Laforest
Head of Academic Life

________________________________________________________
xxxxx
Faculty Coordinator

________________________________________________________
xxxx
House Formation Leader
Official Warning Letter
Preliminary Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Requirements for the Satisfactory Completion of the Preliminary Course

Student:
Course:

1) I have received a letter indicating that my son is in danger of not satisfactorily completing the above course

2) I am aware that this course may not appear on his Preliminary Course Record of Achievement

3) I am also aware that “N” determination may make him ineligible for the award of the Higher School Certificate

4) I understand the intervention process and encourage him to participate to the best of his ability

Parent/Guardian’s name: ________________________________

Parent/Guardian’s signature: ____________________________

Date: __________

(CRICOS Requirement 3.16- Monitoring Course Progress)
Official Warning Letter
Higher School Certificate Course

Date:

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We write to inform that your son is in danger of not meeting Course Completion Criteria for the above listed Course. The Board of Studies Teaching and Education Standards requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as an official warning letter. A minimum of two Course specific warning letters may be issued prior to an “N” determination being awarded for a Course.

Board of Studies Teaching and Education Standards Course Completion Criteria
The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

6) followed the course, developed or endorsed by the Board of Studies
7) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
8) achieved some or all of the course outcomes
9) completed work placement for VET Courses
10) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

<table>
<thead>
<tr>
<th>Task Name and Due Date</th>
<th>Criteria Satisfied</th>
<th>Identified Problem</th>
<th>Student Action</th>
<th>Revised Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Letters Issued:

Penalty:

(CRICOS Requirement 3.16- Monitoring Course Progress)
Learning Outcome Intervention Strategy by Staff

Please discuss this important matter with your son and contact the relevant Faculty Co-ordinator if further information or clarification is needed.

Yours sincerely,

__________________________  _____________  _____________
John Laforest    xxxxx    xxxx
Head of Academic Life  Faculty Coordinator  House Formation Leader

(CRICOS Requirement 3.16- Monitoring Course Progress)
Official Warning Letter
Higher School Certificate Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Requirements for the Satisfactory Completion of a Higher School Certificate Course

Student: __________________________
Course: __________________________

5) I have received a letter indicating that my son is in danger of not satisfactorily completing the above course

6) I am aware that this course may not appear on his Higher School Certificate Course Record of Achievement

7) I am also aware that “N” determination may make him ineligible for the award of the Higher School Certificate

8) I understand the intervention process and encourage him to participate to the best of his ability

Parent/Guardian's name: __________________________

Parent/Guardian's signature: __________________________

Date: __________

(CRICOS Requirement 3.16- Monitoring Course Progress)
Appendix C

“N” Determination
Preliminary Course

Date: ______________

Dear Parent / Guardian,

Student:

Course:

Parent Contact:

We are writing to inform that your son has not met Course Completion Criteria for the Course(s) listed below. The Board of Studies Teaching and Education Standards requires the College to issue students with official warnings in order to give them the opportunity to redeem themselves. A minimum of two Course specific warning letters have been issued prior to this “N” determination (non-completion) being awarded.

Board of Studies Teaching and Education Standards Course Completion Criteria
The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

1) followed the course, developed or endorsed by the Board of Studies
2) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
3) achieved some or all of the course outcomes
4) completed work placement for VET Courses
5) made a genuine attempt at assessment tasks that total more than 50% of the available school assessment task for that course

Course | Warnings | BOSTES Criteria Not Satisfied
--- | --- | ---

It is your right and responsibility to submit an Appeal of this decision. The appeal process requires the student to submit an appeal to the Head of School. Please discuss this important matter with your son and contact the Head of Academic Life if further information or clarification is needed.

Yours sincerely,

John Laforest
Head of Academic Life

(CRICSOS Requirement 3.16- Monitoring Course Progress)
“N” Determination Letter
Preliminary Course

Please detach this section and return to the Academic Office as evidence of acknowledgment

Unsatisfactory Completion of a Preliminary Course

Student:
Course:

1) I understand that an “N” determination may make a student ineligible for the award of the High School Certificate Course

2) I understand that this is official notification of an “N” determination

3) I have previously received a letter indicating that my son was not satisfactorily completing the above course(s)

4) I understand that this course will not appear on his Preliminary Course Record of Achievement

5) I understand my right to appeal this decision

Parent/Guardian’s name: ____________________________

Parent/Guardian’s signature: ____________________________

Date: ______________

(CRICOS Requirement 3.16- Monitoring Course Progress)