



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

Policy for Course Progress for Full-Fee-Paying Overseas Students

Prospective FFPOS are directed to the Progress and Promotion Policy and the Attendance Policy for additional information.

1) Course progress

- a. The school 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 end of each semester of enrolment.
- c. Students who have begun part way through a semester will be assessed after one full period of attendance.
- d. To demonstrate satisfactory progress, students will need to achieve competency in at least 50 % of units in any study period.
- e. Students must satisfy the requirement of at least 80% of school days/classes. Refer to Attendance Policy.
- f. If a student does not achieve competency in at least 50 % of units studied in an assessment period, the Head of Section will meet with the student to develop an intervention strategy for academic improvement.

This may include:

- i. Additional directed study periods
 - ii. Tutorial assistance
 - iii. Changes to subjects included in the student's academic programme
 - iv. Other intervention strategies as deemed necessary.
- g. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parent(s) or legal guardian.
 - h. The student's individual strategy for academic improvement will be monitored by the Year Level Coordinator or Head of Section and records of student response to the strategy will be kept.
 - i. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Penleigh and Essendon Grammar School 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.
 - j. The school will notify DEST 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 (course progression)
- a. As noted in 1.a., 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 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 as outlined in 1.e.
 - iii. An approved deferment or suspension of study has been granted in accordance with Penleigh and Essendon Grammar School's Deferment, Suspension and Cancellation Policy
 - d. Where the school decides to extend the duration of the student's study, the school will report via PRISMS and / or issue a new COE if required.

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