



TOWNSVILLE GRAMMAR SCHOOL

Board of Trustees of Townsville Grammar School
t/a Townsville Grammar School
CRICOS: 00564G

TOWNSVILLE GRAMMAR SCHOOL STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION 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. 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 study period of enrolment according to Townsville Grammar School's course assessment requirements.
- c. Students who have begun part way through a study period / semester will be assessed according to Townsville Grammar School's course assessment requirements after completing one semester.
- d. Students will need to demonstrate satisfactory course progress in any study period / semester.

For Primary Years

Primary School Studies Prep to Year 6

Years P-3 - students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level.

Years 4-5 students must demonstrate a minimum overall achievement of SA (Sound Achievement) grade in English (Literacy) and Mathematics (Numeracy) as well as academic outcomes each semester that allow them to remain on track for progression to the next year level.

Year 6 students must demonstrate a minimum overall achievement of SA (Sound Achievement) grade in English (Literacy) and Mathematics (Numeracy) with no more than three other subjects studied below a [pass / C / satisfactory] grade.

For Junior Secondary Years 7-10

Year 7 - 9

- a minimum overall achievement of SA (Sound Achievement) grade in English (Literacy) and Mathematics (Numeracy) and

NORTH WARD

45 Paxton Street, North Ward, QLD 4810 | 07 4722 4900

ANNANDALE

1 Brazier Drive, Annandale, QLD 4814 | 07 4412 4800

NORTH SHORE

North Shore Boulevard, Burdell, QLD 4818 | 07 4412 6600

- a minimum overall achievement of a SA (Sound Achievement) grade, with no more than three other subjects studied below a SA (Sound Achievement) grade.

Year 10

At the end of each semester, students must demonstrate:

- a minimum overall achievement of a SA (Sound Achievement) grade in English (Literacy) and Mathematics (Numeracy) and
- a minimum overall achievement of a SA (Sound Achievement) grade, with no more than two other subjects studied below a SA (Sound Achievement) grade.

For Senior Secondary Years 11 & 12 – full duration

QTAC course:

To demonstrate satisfactory course progress, students must remain eligible to be awarded a Queensland Certificate of Education (QCE) at the conclusion of Year 12. Eligibility for a QCE is contingent upon the student achieving the set amount of learning, to the set standard, in the set pattern, while meeting literacy and numeracy requirements. Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at-risk of not achieving satisfactory course progress anytime the student does not demonstrate a 'pass' or 'satisfactory' grade for a subject they rely on to meet either their literacy or numeracy requirements, or are counting on to meet the required credit points to be awarded a QCE.

International Baccalaureate (IB) Diploma

At the end of each semester, students must demonstrate a minimum overall achievement of a Pass / Level 4 grade in a minimum of three learning options, as per the International Baccalaureate Diploma rules. Eligibility for the IB Diploma is contingent upon the student meeting the requirements of six subject groups and the Diploma Program core, comprising of theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay (EE).

- e. If at the end of a study period if a student does not achieve satisfactory course progress as described above, the Director of Enrolments will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with Director of Curriculum and 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. Offer to repeat a year level (requiring an extension of course duration under Item 2c)ii) of this policy
 - vii. Counselling – time management
 - viii. Counselling -academic skills
 - ix. Counselling – personal
 - x. other intervention strategies as deemed necessary
- f. A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- g. The student's individual strategy for academic improvement will be monitored over the following study period by the Director of Curriculum and / or Director of Enrolments 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 achieve satisfactory course progress by the end of the next study period, Townsville 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. The notification of intention to report will be issued to the student prior to the commencement of the next semester. 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 Townsville Grammar School he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 20 working days. Please see Townsville Grammar School's Complaints and Appeals Policy for further details.

- i. The School will notify the ESOS agency 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. the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing, or
 - iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

2. Completion within expected duration of study

- 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 study period will include an assessment of whether the student's progress is such that they are expected to complete their studies 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:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with Townsville 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 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:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c. 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 Principal/Head of House.
- d. Any absences longer than five (5) consecutive days without approval will be investigated.

- e. Student attendance will be monitored by Heads of House every 2 weeks over a semester to assess student attendance using the following method.
 - (i) A learning period of one semester is typically about 20 weeks. Therefore, a student will be in breach of their attendance requirement of 80%, if they exceed the maximum of 20 days absence in a Semester (study period).
 - (ii) The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below).
 - (iii) Where a student's absences 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 Townsville Grammar School's Deferment, Suspension and Cancellation Policy).
 - (iv) Attendance for any period of exclusion from class will be assessed under Townsville Grammar School's Deferment, Suspension and Cancellation Policy.
- f. Parents of students at risk of breaching Townsville Grammar School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have attendance totalling 90% attendance in any study period – ie – have been absent for 10 days in a Study Period.
- g. If the calculation at 3.e.(i) indicates that the student has fallen below the 80% attendance threshold for the study period, Townsville Grammar School will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances does not apply, the school will promptly advise the student 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
- h. The school will notify the ESOS agency 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. the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing,
 - iii. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.
- i. Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student has produced documentary evidence in a timely manner clearly demonstrating the presence of 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.
- j. 70% attendance equates to no more than 30 days of absence in a Semester (Study Period).

If the student's attendance falls below the 70% threshold 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.

4. Definitions

a. Absence – School days missed due to:

- Truancy
- Sickness (explained or unexplained)
- Personal leave (explained or unexplained) eg. Family matters, extended holidays, personal sporting / cultural events.

b. Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's course progress or attendance 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 (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.

c. 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.

d. School day – any day for which the school has scheduled course contact hours.

e. Study period

- I. for the purpose of monitoring attendance, a study period is a semester
- II. for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
- III. for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)

f. Core Subjects – English mathematics, Science and Humanities subjects are considered Core subjects.

g. Learning Options – the range of subjects and programs as outlined in Learning Options 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook.

This Policy was last updated on 23/10/2025