

Attendance and Course Progress Monitoring and Reporting Policy and Procedure - HGS

1. Scope

This Policy and Procedure applies to all students and the staff involved in student attendance and course progress monitoring and reporting of Holmes Grammar School.

2. Purpose

This Policy and Procedure is in place to ensure that Holmes Grammar School have the structured process to ensure the safety of its students while engaged in school activities, to monitor student attendance and progress, to follow up unexplained absences, intervene in any failure to progress and report students where necessary in accordance with the National Code 2018.

3. Policy Principles

- 3.1 Students are to be regularly reminded of attendance rules.
- 3.2 Daily attendance rolls are to be maintained.
- 3.3 School Administrator makes daily phone calls for absentees beginning with all Under 18 students – contact is made with either Carer or Homestay family. Calls are made for both morning and afternoon absences.
- 3.4 All absences are electronically recorded and entered on a weekly basis on computerised student system (BECAS). These records are kept for a minimum of seven years.
- 3.5 Student progress is monitored through prescribed assessment tasks.

4. Procedure Principles

Attendance Rolls

- 4.1 Attendance rolls are to be marked for every scheduled class on the rolls provided each week.
- 4.2 At the beginning of the week staff are issued their class rolls.
- 4.3 These rolls are marked for every period of the day.
- 4.4 Each staff member to complete absence slips for all Under 18 students by the end of Period 2 & Period 5.
- 4.5 Mark with a TICK if present or with a lower case 'a' if absent. All boxes need to be marked with one or the other; do not leave blanks. Attach explanations for absence,

medical certificates, etc. to the roll.

4.6 Attach also details of attendance of new students. Do NOT write on roll.

4.7 Any authorized leave will be added to the roll by the Administration Officer.

4.8 Rolls are initialled by the teacher for each class and submitted at the end of each week to the Head of School/Administration Officer.

Monitoring and Reporting Attendance

4.9 Attendance rolls are entered into computerised student system (BECAS).

4.10 Attendance percentage calculated for all students weekly.

4.11 Attendance monitoring meeting held with Principal, Head of School & Student Administration on weekly basis.

4.12 If an overseas student's attendance falls below 85% of scheduled classes in the term, then the Principal/ Campus Administration will issue a written warning of possible future breach of the student's visa conditions.

4.13 If an overseas student's attendance falls below 80% of scheduled classes in the term, then the Principal/ Administration will issue a notification of intention to report the student to DOHA for breach of visa conditions. The student will be reported unless a successful written appeal is lodged in accordance with Holmes Grammar School Grievance Policy.

4.14 Student follow up via communication with students/parents/carer & agents by School Administrator.

Enrolment Register Updating Processes

4.15 The School will ensure that its enrolment register remains up to date and accurate throughout the academic year. The following process shall be always in place:

- a. Student Administration sessions are held at the beginning of each school term to ensure the currency of the student's information.
- b. Students are required to complete a number of forms including:
 - i. Personal Information;
 - ii. Date/Program;
 - iii. Personal Details – Name/Birthdate/Country of Birth/Visa status;
 - iv. Address/Phone Number;
 - v. Email Address;
 - vi. Guardian/Parent Details;
 - vii. Overseas Address (where applicable);
 - viii. Languages spoken;
 - ix. Acceptance of Carer Responsibility (if under 18);
 - x. Student Medical Form; and
 - xi. VCAA Personal Details Form (beginning of academic year)
- c. This information is then entered and updated into eBecas – electronic student data base.
- d. All forms saved to the student's EFile.

Monitoring Progress

Students studying VCE are continually assessed through prescribed assessment tasks as outlined within the individual subject study designs as provided by the Victorian Curriculum Assessment Authority. Assessment results are recorded initially through the schools reporting process including both Progress and Semester Reports. Unit and Scored results are then reported by the school directly to the VCAA through VASS.

When any deadline is missed or an assessment does not meet the learning outcomes, students are counselled as to how they can improve. Where students consistently fail to meet the required standard or fail to engage in the assessments, an intervention strategy will be implemented. This may include additional academic or personal support and guidance.

Should an international student fail to submit all assessments or fail to meet a pass standard in more than 50% of subjects studied for each Semester (Unit Duration), an Intention to Report will be sent to the student (and parent or guardian) advising that the student will be reported to DOHA for breach of visa conditions.

Reporting international students for not meeting attendance and/or course progress requirements.

Where the student has been assessed as not meeting course progress or unsatisfactory course attendance, HGS will provide the student an Intention to Report notice as soon as practicable. In the case of attendance the notice will be sent when the student's attendance is below 80% and in the case of course progress notice will be sent at the end of the relevant unit of study. The ITR will notify the student of the Intention to Report, inform the student of the reasons, advise the student of their right to access the school's grievance procedures within 20 days.

HGS will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with Section 19 (2) of the ESOS Act if:

- The internal and external complaints and appeals processes have been completed and the decision supports the school's recommendation
- The student has chosen not to access the internal grievance procedures within 20 working days
- The overseas student has chosen not to access the external complaints and appeals process or
- The overseas student withdraws from the internal or external complaints and appeals processes by notifying the school in writing

Holmes Grammar School may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

Allowable extensions of course duration

HGS will not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or

- the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
- an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

If the HGS extends the duration of the student's enrolment, HGS must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Principal		
Implementation Officers	Head of School/Teaching staff		
Review Date	November 2026		
Approved by			
School Council			
Associated Documents			
Holmes Grammar School Staff Manual Key Documents Development and Review Policy and Procedure Student Code of Conduct Assessment & Reporting Policy Discipline Policy & Procedure Enrolment Register Updating Procedure Student Study Planner Teaching & Learning Policy			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
1	• Desktop Audit- Self Assessment Tool	08/04/2011	08/04/2011
1	• Desktop Audit- Self Assessment Tool	17/04/2015	17/04/2015

2	<ul style="list-style-type: none"> • Detail process of maintaining current contact details • Detailing process ensuring attendance register is up to date 	12/08/2021	12/08/2021
2.1	<ul style="list-style-type: none"> • Process for monitoring and reporting attendance and progress for international students. 	November 2023	November 2023

