



## Course Progress Policy

### International Students

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#### **Context:**

This policy aims to formalize the procedure used to monitor, record, assess and report the course progress of International students enrolled at Blackfriars Priory School.

#### **Monitoring, Recording and Assessing Course Progress:**

Process for Assessing Satisfactory Course Progress (Standard 10 of the National Code)

- To achieve satisfactory course progress a student must achieve satisfactory results which are projected as their final result in the registered courses for which the student is currently enrolled.
- In the first instance, an audit process at the end of the Term (or unit) on term-by-term basis is undertaken for each student.

#### **Principles:**

Blackfriars Priory School recognizes that students are primarily responsible for their own progress in a course. Teachers are responsible for monitoring the individual progress of students in their classes and mentoring them as necessary.

#### **Definitions:**

Students at risk: A student is 'at risk' if he records a D or E Grade in the SACE or in any subject of the registered courses for which the student is currently enrolled.

Student under review: A student is 'under review' if his current grades projected as final year results would fail to achieve the SACE, or in any subject of the registered courses for which the student is currently enrolled.

Unsatisfactory progress in a subject is defined as not passing or demonstrated competency in the subject and is recorded as a D or E grade. A pass mark for each subject is 50%.

Unsatisfactory progress in a course is defined as not successfully completing or demonstrating competency in at least 50% of the subjects attempted in a term, and if they remain 'under review' despite intervention.

This identifies students 'at risk' of failing to meet satisfactory course requirements.

#### **Intervention Strategy:**

An Intervention Strategy is implemented for each student who is 'at risk' of not satisfying the course progress requirements as described above. It is activated where a student has failed or is deemed not yet competent in 50% or more of the units attempted in any one Term.

A 'settling-in' period applies for the first term of enrolment for Years 1-10. No 'settling-in' period is extended to students in Years 11-12.

Blackfriars Priory School monitors, records, assesses and reports the progress of each student enrolled in a Course of Study (comprising a number of subjects) to parents / agents at the end of each Term.

A Term is usually defined as between 10 and 11 weeks of study. There are two terms in a semester, and two semesters equate to one year of study.

At each reporting period, results will be scanned to identify any students 'at risk':

- Assessment scores for any student 'at risk' will be brought to the attention of the Class teachers, Senior Student Services and Pathways Coordinator, Heads of House, Curriculum Leaders, and the Executive Deputy Principal, Learning and Teaching, who will examine the grades to check whether the student should be under review and will discuss the concerns with the student as appropriate.
- Between reporting periods, any teacher may express concern at the progress of a student to the Executive Deputy Principal, Learning and Teaching who will investigate across other subjects to identify if there is reason to consider the student as 'under review'. This will be checked at the next assessment period.
- An Unsatisfactory Progress Report is issued and forwarded to the parents via the Agent and also the Homestay parent[s].
- Comments are recorded on the student's record on the student administration system and teachers transfer information between staff for specialist assistance.
- Action plans detailing strategies to address the specific concerns identified for each student are prepared by the appropriate personnel and the Executive Deputy Principal, Learning and Teaching, and discussed with the student, implemented and recorded on the student file.
- The students acknowledge and sign the action plans. Parents, via Agents, are informed in writing of the process.

#### **Monitoring & Assessment of Progress:**

When a student is 'under review' he will be interviewed by the International Student Coordinator and this ongoing review of progress is overseen by the Executive Deputy Principal, Learning and Teaching and may include:

- Modification of the course of study may be developed, if appropriate.
- If the risk is considered serious, there may be a written agreement indicating:
  - Expectations,
  - Consequences of failure to meet expectations, escalation of consequences as appropriate,
  - Procedures for monitoring and communication with students, parents and staff.
- Interim reports at the end of Term 1 and 3, and end of semester reports for each student provide a further indicator of measurable progress.
- After 12 months of intervention (Years 1-10) or 6 months of intervention (Years 11-12), if the student still does not meet the required levels of achievement as described above, the student will be identified, at this point, as having failed to satisfy the course progress requirements.

#### **Point of Failure Process:**

- When it is determined the student has failed to meet course requirements he will be notified in writing by the Principal as having been assessed as not satisfying the course progress requirements and of the School's intention to report the student for this breach in PRISMS.
- The student is notified of his right to access the School's Complaints and Appeals Process within twenty (20) working days of the notification of the intention to report.
- A copy of this letter is forwarded to the parents / guardian.
- Where the complaints and appeals process is not accessed by the student within twenty (20) working days or they withdraw from the process, or the process is completed and finds in favour of the School, a report is made as soon as is practicable to the Department of Education through PRISMS that the student has not achieved satisfactory course progress.
- Blackfriars Priory School will respond to advice from the Department of Education and CRICOS with regard to dealing with ongoing failure to respond to course attendance.

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