



The School will keep a record of each international student's course attendance and academic performance during the period of enrolment at Christ Church.

Course attendance

Students' attendance to each of their classes is monitored by their teachers. A roll is taken in every class and teachers record attendance via an electronic database that holds details of a student's timetable and the subjects being undertaken at the School.

Heads of House, tutors and, in the case of boarders, Year Group Coordinators within the boarding house monitor the overall attendance of individual students. These staff members have been informed of the Department of Immigration's requirement for a minimum 80 percent course attendance.

Where a student is at risk of not meeting this requirement, the following steps will be taken:

- The student will be counselled and support will be provided where required.
- Parents will be notified of the concerns and asked to attend a meeting where possible.
- Both student and parents will be given written notification of the consequences for non-compliance with the Department of Immigration's regulations for their student visa and for the School's expectations.
- Should the issue not be resolved, ongoing warnings will be issued.
- If a student's non-attendance continues to be at a level that is unacceptable to the Department of Immigration, the School will defer, suspend or cancel the student's enrolment and a student variation will be recorded as evidence that the student has not satisfied the visa requirements relating to attendance.

Academic performance

Students' performance in each of their subjects is monitored by their teachers. An assessment program is issued at the beginning of the academic year and students are provided with an assessment schedule. As assessments are completed, teachers record details of achievement in the electronic database.

Twice a year, students from non-English speaking backgrounds will be tested, through AISWA, to monitor their progress in regard to English language acquisition. Where a lack of progress gives rise to concern, interventions will be put in place and parents informed of the concern.

At the end of each term (four times per year) the School issues a report that gives information about the student's performance in each subject. The School also holds a Parent/Teacher/Student evening for each year group, and two Parent/Tutor/Student evenings in the pastoral care system.

Requirements for achieving satisfactory course progress:

- Students must complete the assessment program and perform to a C grade standard (Australian Curriculum) in the majority of their subjects.

Process for assessing satisfactory course progress:

- The Studies Office, tutors and Heads of House regularly monitor and review student progress, particularly after each report is issued.

Procedure for intervention for students at risk of failing to achieve satisfactory course progress:

- Tutors and Heads of House are required to work with the Studies office and the Head of the Senior School to counsel students at risk of failing. Letters will be sent home to parents and counselling and support will be provided to the student. The Academic review process may also be initiated by the Studies Office in Year 11 and 12 where a student is deemed to be at risk of not receiving a C grade and thus at risk of not achieving the West Australian Certificate of Education.

Process for determining the point at which the student has failed to meet satisfactory course progress:

- As part of the review process, the Studies Office will calculate the point in the assessment programs when it is impossible for students to improve to a C grade in the majority of their subjects.

Procedure for notifying students that they have failed to meet satisfactory course requirements:

- Students will be advised by the Studies Office and Head of House that they have not met the requirements. The student and parents will be provided with written confirmation of this situation, along with details of the process by which to register complaints and appeals. The School will then defer, suspend or cancel the student's enrolment one week later and a student variation will be recorded as evidence that the student has not satisfied the visa requirements relating to academic progress.

Processes for complaints and appeals

- Students and parents will be advised that they should register any complaint or appeal by making an application in writing to the Principal, outlining the details of the complaint or reason for appeal, within one week of notice that the student has failed to meet satisfactory course requirements.

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