

# International Student Intervention Strategy Policy



ST JOHN'S  
GRAMMAR

## International Students

Reason for Intervention Strategy	<p>Monitoring course progress and attendance is important to ensure International students are in a position to complete the course within the expected duration specified on the International students' CoE.</p> <p>If an International student is at risk of not meeting their course attendance and progress requirements, the School will implement an intervention strategy to identify, notify and assist them.</p>
Identifying When an Intervention Strategy is Required: Attendance	<p>An International student will be identified as needing an intervention strategy when the School's attendance requirements are not met, or are at risk of not being met.</p> <p>The School checks attendance at least daily. If an International student has been absent from school for more than five consecutive days without approval, that student will not have met their course attendance requirements.</p> <p>Non-attendance can be an indication that a student needs additional support and/or referral to other services. Refer to our International Students Support Services Policy.</p>
Identifying When an Intervention Strategy is Required: Course Progress	<p>An International student will be identified as needing an intervention strategy when the School's course progress requirements are not met, or are at risk of not being met.</p> <p>The School checks academic progress at the end of each school term. If an end of term review shows that an International student has not satisfactorily completed any of their required assessments, that student will not have met their course progress requirements.</p>
Notification of Students	<p>If the School determines that an intervention strategy is needed for an International student to assist them to meet their attendance and/or course progress requirements, the School will contact the International student directly. The student is informed of their attendance and/or course progress rates.</p>
Intervention Strategy	<p>The School's intervention strategies normally ensure that:</p> <ul style="list-style-type: none"><li>• the International student is directly contacted by the Overseas Coordinator and informed of their attendance rates</li><li>• counselling is offered to the International student to help them to address issues which may be contributing to their attendance rates</li><li>• extra tutoring is offered to those students who feel that this will help them in meeting their course progress requirements.</li></ul>

Updating PRISMS The School must report via PRISMS any student who has not met course progress requirements. Refer to PRISMS Maintenance Obligations.

Records of Course Attendance The School keeps records in relation to International students' satisfactory course attendance. These include:

- records of our attendance monitoring
- any evidence from a student in relation to an absence.

Records of Course Progress The School keeps records in relation to International students' satisfactory course progress. These include:

- assessment of course progress records for each student
- assessment results (as required by section 21 of the ESOS Act)
- records of contact with students
- notices of intention to report
- complaints and appeals outcomes, and
- other relevant records.

Record Keeping The School maintains records in relation to activities and action taken under this policy including:

- student contact and counselling records (for example, warning letters)
- notices of intention to report
- complaints and appeals outcomes, and
- other relevant records.

Records are maintained in accordance with our International Students Records Management and Retention Policy.

