

International Student Program – Course Progress Procedure Template

This form is to be used by Kerrimuir Primary School to ensure that international students satisfy minimum course progress requirements (refer to Visa Condition 8202). For more information, schools can also refer to the Attendance Policy in the ISP Key Policies document.

Course Progress Checklist

Date:
 Student ID:
 Student Name:
 School Name:

To assist the student to successfully meet course progress requirements, the school undertook the following actions:

Stage 1

- Student's course progress was monitored throughout the Term
- Student reminded about the importance of maintaining visa conditions
- Student counselling sessions organised to address issues affecting course progress
- Parents advised of course progress (and attendance issues if applicable) in writing
- Homestay hosts advised of course progress (and attendance issues if applicable)
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Stage 2

- Student placed on a School Contract
- Intervention strategies implemented (i.e. after school homework assistance, counselling, further intensive English etc.) which include:

- Parents advised of course progress (and attendance issues if applicable) in writing and a translated copy of the School Contract and intervention strategy sent to them
- School Principal/Assistant Principal advised of course progress (and attendance issues if applicable)
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Stage 3

- Student placed on a Final School Contract
- Further student counselling sessions organised to address issues affecting course progress and intervention strategies implemented which include:

- Parents advised of continued course progress (and attendance issues if applicable) in writing and a translated copy of the final School Contract and intervention strategy sent to them

The following evidence is attached:

- Attendance record per Term (International Student Attendance Summary Report Template)
- Evidence of Academic Performance (if required)
 - Student Semester Reports
 - Interim Reports
 - Teacher statements
- Copies of letter(s) sent to parents (translated if necessary) notifying of impending student non-compliance
- Summary of intervention strategies implemented
- International Student Welfare and Compliance Record template
- Copies of school contracts
- Other _____

I _____ the Principal of _____ am satisfied that the student was afforded every opportunity to complete their course within their designated study period. Thus having failed to respond to our compliance procedures, the student should now be reported to DIBP for visa non-compliance and an Intention to Report letter should now be issued.

Principal's Signature: _____ Date: _____