

WEBSITE UPDATE FOR HIGH SCHOOL

Facilities Section (addition)

Ozford has access to an off-site Science laboratory for the teaching of some parts of the Year 10 Science Course and the VCE Chemistry Course.

Add new section

Important High School Policies.

Academic Progress Policy

The following is the policy relating to Students' Academic Progress

1. Every effort will be made to assist students to achieve satisfactory academic performance.
2. All Ozford College of students are expected to take responsibility for their own learning and behavior. Every student is expected to adhere to the requirements of Ozford College with regard to submission of work, punctuality and attendance at classes. Students not conforming to these requirements will be formally warned and if the problem is not rectified then their enrolment may be cancelled.
3. Unsatisfactory academic progress is indicated by the failure of the student to submit work that is utilised by teachers to make decisions as to whether the student has met the outcomes of the particular subject or subjects. These Outcomes are defined in the VCE study designs or in the Year 10 course outline. While failure to meet the course outcome requirements in one subject may not constitute overall unsatisfactory progress, students will be required to undertake the support process for providing students with the opportunity to achieve outcomes in all subjects.
4. VCE students are also required to undertake SACS (VCE Units 3 & 4 School assessed Course Work, proscribed by the VCAA) and Assessment Tasks (VCE Units 1 & 2 and Year 10 course work proscribed by the subject teacher) as part of the evidence required to determine satisfactory completion of Course outcomes.
5. Unsatisfactory academic progress will be determined by teachers monitoring student results and attendance. Teachers are required to keep appropriate records and to undertake assessments in a timely fashion so as to be able to monitor student progress and implement the relevant procedures that are provided separately to staff.
6. Decisions about the satisfactory completion of a subject or unit are made at the end of each semester taking into consideration the implementation of the unsatisfactory academic progress procedures provided separately..

7. Year 10 Students must satisfactorily complete the second semester units in ESL, Mathematics, Literature, Science and Australian Culture to progress to year 11
8. Year 11 students must satisfactorily complete at least 6 units in Year 11 to be able to complete the VCE at the end of Year 12 the following year. Year 11 students enrolled in High School during the first semester will have their promotion to Year 12 reviewed if they do not pass at least 3 units from the first semester.
9. At the end of terms one and three, students progress will be reviewed by examining the report prepared for each student. Students who achieve an F or NA in three or more subjects will be issued with a warning letter indicating that they are at risk of not meeting Visa requirements relating to academic progress and that their academic progress will be reviewed in the middle of the following term. Students will be informed that they must engage in the Unsatisfactory Academic procedures requirements of this policy.
10. As a result of the mid term review, students with unsatisfactory progress will be issued with a second warning letter indication that they are still at risk of breaching Visa conditions and that failure to establish satisfactory progress through engagement in the unsatisfactory academic progress procedures will mean that they will be issued with an intention to report notice for the breach of Visa condition 8202
11. Students have the right, where reasonable grounds exist, to make and have heard an academic appeal or appeal against notification of DIAC (see Academic Appeals Policy).
12. Ozford will notify DEST via PRISMS of the outcome of the above processes and any appeals.

Procedures summary

FLOW SHEET							
Teacher sets class times and / or deadlines for SACs, Assessment tasks, or other work required for grading and / or S & N decisions.							
Go to Col A							
A	B	C	D	E	F	G	H
Student meets session / deadline requirements Go to col B	Student performance contributes to Grade and provides sufficient evidence for S decision END	NOTICE OF FAILURE ISSUED TO STUDENT BY STUDENT MENTOR	STUDENT APPLIES TO TEACHER (VIA FORM) TO DO SAC, ASSESSMENT TASK OR OTHER REQUIRED WORK AT SPECIAL TUES. OR THURS. SESSIONS.	Student does SAC, Assessment task or other required work at Tuesday or Thursday sessions Go to col B	REVIEW BY VCE COORDINATOR AND STUDENT MENTOR	Sufficient Evidence to support an S judgment END	NOTICE OF FAILURE ISSUED TO PARENTS AND TO VCE COORDINATOR
	Student does not meet session / deadline requirements Go to col D	Student performance contributes to Grade and DOES NOT provide sufficient evidence for S decision Go to col C	Student meets requirements of Notice of Failure Go to col G	Student Application Accepted by Teacher. 10% penalty will apply unless there are exceptional reasons for missing the deadline Go to col E	Student DOES NOT attend Tuesday or Thursday sessions No result for Grade, likelihood of N. If N likely, Go to col C	Review supports student application Go to col E	Insufficient evidence to support an S judgment. If notice of failure is issued to student. Go to col H
		Student DOES NOT meet requirements of Notice of Failure Go to col H	Student application rejected by teacher Go to col F		Review DOES NOT support student application No result for Grade, likelihood of N. If N likely, Go to col C	Insufficient evidence to support an S judgment. If Notice of Failure is issued to parents. N awarded for Unit (if appropriate). END	Student DOES NOT meet requirements of Notice of failure N awarded for Unit (if appropriate) END

To download the full policy and the related procedures, please click here.

Attendance Policy

The following is a summary of the Attendance policy

1. Attendance is recorded for every class and students' attendance rates are calculated accordingly. Students are expected to attend all classes on time as scheduled on the timetable.
2. International students of Ozford are required to attend 80% or more of their classes every term if they are to meet the requirements of their student visa. This minimum attendance requirement is not sufficient if a student expects to perform well at study. Therefore Ozford addresses attendance matters once a student is likely to fall below a 90% attendance rate.
3. Ozford implements intervention strategies when students attendance fall below 90%. Warning letter will be issued to students and students will be contacted via phone calls. A final intention to report letter will be issued when students attendance fall below 80%. Ozford may only decide not to report a student for breaching the 80% attendance requirement when students go through the appeal process and:
 - Produce documentary evidence clearly demonstrating that compassionate and compelling circumstances apply, and;
 - The student is attending at least 70% of the scheduled course contact hours for the term.
4. Students will be reported via PRISM for unsatisfactory attendance after 20 days if students do not appeal.

To download the full policy and the related procedures, please click here.

Transfers between Registered Providers

The following is a summary of the Transfers between Registered Providers Policy

1. Ozford:
 - does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer
 - considers student requests for transfer in the light of this policy
 - provides a written response to student requests for transfer
 - enables students to appeal through the Grievance Policy
 - keeps copies of all documents.

Transferring from Ozford

2. All current students seeking to transfer to other providers within 6 months of commencement of their principal course need a letter of release to be able to enrol in another institution.

3. Transfer requests will not be granted unless there are exceptional circumstances as agreed by the College that need to be taken into consideration. These factors include, but are not limited to:
 - compassionate grounds
 - exceptional circumstances
 - ability of Ozford to meet the student's requirements.
4. Transfer requests will not be granted where:
 - the transfer might have a negative impact on future study options
 - the student has unpaid course fees
 - the student may be seeking transfer only to avoid being reported to DEST for failure to meet academic progress or attendance requirements.
5. The Principal will make any final decision as to whether to grant a letter of release for any student.
6. Letters of release would always be provided when or if:
 - a. Ozford College, Ozford English Language Centre or Ozford College of Business registration or that of the Certificate or other course has been revoked, or the course has been removed from the Ozford College of Business scope of registration
 - b. sanctions imposed on Ozford College, Ozford English Language Centre or Ozford College of Business by the Australian government prevent the student from continuing in the course
 - c. a government sponsor deems that the transfer is in the best interest of their student.
7. The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the Refund Policy independent of this policy.

Transfers to Ozford

1. Conditional offers of enrolment may be made to students from other providers, subject to the current provider giving the student a release letter. Confirmation of Enrolment cannot be provided to the student unless their current provider issues them with a letter of release.
2. No Confirmation of Enrolment will be issued until a student has provided the Admissions Department with the original of the academic transcript/statement of results from the other provider, and the Head of Department/VET Administrator has assessed that the student can be fitted into a class.

To download the full policy and the related procedures, please [click here](#).

Deferring Suspending or Cancelling a Student's Enrolment

The following is a summary of the Policy

1. Deferral of studies or suspension of enrolment by students is permitted only in compassionate or compelling circumstances such as serious illness, death in the family or for some other reason. Students will be required to provide evidence of the compassionate or compelling circumstances.
2. Students may request deferral for a semester, when units required to complete their course are not available in that semester.
3. All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way mislead a teacher about their knowledge, ability, or the amount of original work they have done.
4. The enrolment of a High School student can be suspended for serious and continued academic misconduct, serious misbehaviour and as a result of a serious unacceptable incident.
5. Students have the right to appeal a decision by Ozford to defer, suspend or cancel their studies. Ozford will not notify DEST of a change to the enrolment status until the internal and external complaints and appeals process is completed.
6. Ozford's responsibility to students under 18 years of age continues during suspension until enrolment is cancelled.
7. Students under 18 years of age must live in a Homestay or other arrangement approved by Ozford. Failure to do so will result in cancellation of the student's enrolment.
8. Students must be advised that suspension or deferral of studies may affect their student visa. Students must contact DIAC for advice on this matter.
9. All documents relating to these matters must be kept on student files. This includes, but is not limited to, application forms, notes of meetings with students and other parties, any evidence supplied by the student in support of their claim, reports/notes or incident reports from teachers, letters to students and minutes of appeal hearings.

To download the full policy and the related procedures, please [click here](#).

Complaints and Appeals Policy