



International Students Policy

(Ratified by School Council: July 2017)

PURPOSE:

To ensure all international students receive a high quality education in a safe learning environment within government schools accredited to provide education services to international students.

The Department has established a robust Quality Assurance Framework that includes a School Accreditation System, Quality Standards, and Review Program which provide schools with a policy framework for the delivery of high quality programs to international students.

Glen Waverley Primary School is an accredited school and ensures that international students receive a high quality education experience through a high level of support and care in a safe, welcoming and engaging learning environment.

GUIDELINES:

Glen Waverley Primary School is accredited to offer high quality learning in a caring environment to fee paying international students (students holding visas as specified in the Overseas Students Fee Payment and Exemption Guide).

The International Education Division of the Department of Education and Training (DET) manages applications from international students in consultation with our school.

Government Schools must abide by DET guidelines, and as such, Glen Waverley Primary School must;

- be accredited to enrol international students
- be audited at least once during each four year accreditation period
- apply for re-accreditation every four years during the same year as their school performance review
- ensure the program does not affect the schools provision of its normal education programs and deny a local student access to educational programs

Families that would like to enrol their child/ren as an International student must;

- submit a complete application form to the
- receive an offer of a place from the International Education Division after the Principal agrees to accept the child(ren)
- pay relevant, published fees (as specified by Ministerial Order and available at <http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorfeesforoverseas.pdf>)

- comply with their student visa conditions.

IMPLEMENTATION:

- The Principal is the appointed International Student Leader and contact point for the International Education Division.
- On enrolment of an International Student, the school will make available detailed information about the school including the student Code of Conduct, school uniform and cost of classroom materials (book pack).
- The school will provide the International Student with an orientation program.
- The School is responsible for monitoring a student's progress and welfare, providing ongoing support wherever necessary.
- The School may include support programs such as English as an Additional Language (EAL) as support for International Students.
- International Student fee payments cover school fees, materials and excursions. They do not cover swimming, instrumental music and camps.
- Place the students in the best class that fits their age and academic ability. The choice of grade level will allow for the difference between schooling systems overseas and in other states of Australia.

DET International Student Program Quality Standards (Level 1 Accreditation)

Glen Waverley PS will implement the following in order to comply with the Education Services for Overseas Students (ESOS) Act (2000)

Standard 1: Marketing and Information Practices

- Clearly identify the School name and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) number (Department of Education & Training, 00861K) in written marketing and other material for students, including electronic form such as our school website

Standard 2: Student Engagement Before Enrolment

- Principal checks:
- Availability of places in the respective year level
- Student's requested length of enrolment (minimum of 12 months)
- Child's anticipated level of English proficiency
- Principal responds to IED
- If enrolment is successful, documentation forwarded to enrolment officer and archived by school and Principal

Standard 3: Formalisation of Enrolment

This is conducted through the International Education Division (IED) of the Department of Education and Training (DET). Glen Waverley Primary School receives a Request to Place (RTP) and then Confirmation of Enrolment.

Standard 4: Education Agents

Glen Waverley Primary School does not utilise the services of Education Agents. If an Agent was to contact the School, they will be advised to liaise with the IED.

Standard 5: Younger Overseas Students

As a Level One Accredited School, Glen Waverley Primary School only accepts RTP for students who are being cared for by their parents.

Standard 6: Student Support Services

- Notify IED of non-arrivals
- CASES21 updated to confirm the student's commencement of study within 5 working days of course commencement
- Provide families with a copy of the GWPS International Student Program Information Booklet and New Parents Information Booklet upon arrival which features age-appropriate, culturally-sensitive student orientation, information about the school, academic programs, general support services, special programs, ISP policy, parent reporting and other contact procedures, cultural information, information on the local area, e.g. shops and services, transport between school and home, and information on legal rights and responsibilities, general health care and personal safety, and dispute resolution procedures
- Support for associated study programs, e.g. extra-curricular programs and relevant enrolment and orientation processes
- An overview of how regular contact with families and students will be maintained
- Systems to report and respond to student emergencies and critical incidents and provision of appropriate additional support for international students, including advising IED as appropriate
- Provision of access to appropriate counselling and welfare services within-school, at no cost re course progress, attendance and transition
- Pathways planning and counselling in relation to further study options e.g. enrolment in a Victorian Government Secondary School

Standard 7: Transfer Between Registered Providers

Glen Waverley Primary School will ensure students transferring into and out of the school will ethical, professional and an efficient process is undertaken. DET IED

- Transfer and
- Withdrawal forms will be utilised for this purpose

Standard 8: Complaints and Appeals

Glen Waverley Primary School has an appropriate internal complaints handling and appeals process that satisfies the following requirements:

- A process is in place for lodging a formal complaint or appeal if the matter cannot be resolved informally
- Each complainant or appellant has an opportunity to formally present their case at minimal or no cost
- Each party may be accompanied and assisted by a support person at any relevant meetings
- The complainant or appellant is given a written statement of the outcome, including details of the reasons for the outcome

- The process commences within 10 working days of the formal lodgement of the complaint or appeal and supporting information and all reasonable measures are taken to finalise the process as soon as practicable
- Have arrangements in place for a person or independent and external body to hear complaints or appeals arising from its internal complaints and appeals process
- Advise the family/student of their right to access the external appeals process at minimal or no cost if the family/student is not satisfied with the result or conduct of the internal complaint handling and appeals process
- Maintain the student's enrolment while the complaints and appeals process is ongoing
- Immediately implement any decision and/or corrective and preventative action required and advise the family/student of the outcome if the internal or any external complaint handling or appeal process results in a decision that supports the student

Glen Waverley Primary School will:

- Maintenance of international student enrolments until the complaints and appeals process is resolved
- Provision of relevant information to DET to facilitate the resolution of a complaint or appeal in an efficient and timely manner
- Maintain relevant information relating to any complaint or appeal as part of student records (in alignment with DET Complaints policy and appeals process) **(if applicable, i.e. complaints have occurred)**

Standard 9: Completion Within Extended Duration

Glen Waverley Primary School will only enable students to extend the expected duration of study for the course through the issuing of a new Certificate of Enrolment in limited circumstances, we will also:

- Have and implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's Certificate of Enrolment
- Only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as the result of compassionate or compelling circumstances. Glen Waverley Primary School will implement intervention strategies for students who were at risk of not meeting satisfactory course progress, or an approved deferment or suspension of study has been granted under Standard 13.
- Record variations in the student's enrolment load which may affect the student's expected duration of study in accordance with National Code Standard 9.2 and the reasons for it on the student file and correctly report the issue via PRISMS and/or issue a new Certificate of Enrolment when the student can only account for the variation/s by extending his or her expected duration of study
- Not allow the student to undertake more than 25% of the student's total course by distance and/or online learning

Glen Waverley Primary School will:

- Ensure timely notification to DET of changes to student enrolment durations as required

- Effective monitoring of course progress as per National Standard 10
- Effective monitoring of student VISA end dates, with timely reminders issued to families/students needing to renew their visa
- Monitoring International student files and course progress records
- Monitor International student enrolment records including any tracking of changes to enrolment patterns and durations

Standard 10: Monitoring Progress

Glen Waverley Primary School will:

- Systematically monitor students' course progress
- Be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements and
- Report students, under section 19 of the ESOS Act, who have breached the course progress requirements

Glen Waverley Primary School will also:

- Effective monitoring of student progress and performance, including attendance, absences from school and/or homestay accommodation (see Standard 11: Monitoring attendance); academic progress; and accommodation and welfare issues
- Implementation of an appropriate intervention strategy where academic performance may be at risk of failing to meet requirements
- Clear and timely communications with parents and homestay providers
- Notification of IED where an international student fails to satisfy course progress requirements

Standard 11: Monitoring Attendance

Glen Waverley Primary School will:

- Systematically monitor students' compliance with student visa conditions relating to attendance
- Notifying and counselling students who are at risk of failing to meet attendance requirements
- Report students under Section 19 of the ESOS Act who have breached the attendance requirements

Glen Waverley Primary School will also:

- Effectively monitor student attendance to facilitate early detection of and response to student attendance issues
- Implement remedial strategies as soon as a student's attendance reaches 90% to ensure international students satisfy the ESOS attendance requirement of a minimum of 80%
- Implement an intervention plan, including student counselling and establishing a student agreement if a student's attendance reaches 85%
- Notify the IED if an international student's attendance falls below 80% per term

Standard 12: Course Credit

Course Credit refers to VCE (Years 11 and 12). Hence not applicable for Glen Waverley Primary School.

Standard 13: Deferral, Suspension or Cancellation of Study During Enrolment

Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances

Under this standard, Glen Waverley Primary School will:

- Have in place documented procedures for assessing, approving and recording a deferral of the commencement of study or suspension of study, including keeping documentary evidence of the assessment of the application
- Only defer or temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances, misbehaviour by the student.

- Inform families/students that deferring, suspending or cancelling enrolment may affect student visas, and notify the Secretary of the Department of Education via PRISMS where a student's enrolment is deferred, temporarily suspended or cancelled
- Inform the family/student of its intention to suspend or cancel their enrolment where the suspension or cancellation is not initiated them, and notify them that they have 20 working days to access the internal complaints and appeals process
- Records of changes to student enrolment including deferrals, suspensions and cancellations in CASES21 within 3 working days.

Standard 14: Staff Capability, Educational Resources and Premises

Note: Level 1 accredited schools enrol only limited numbers of international students and are not accredited with the aim of developing a large international student program. For this reason only limited elements of Standard 14 apply to Level 1 accredited schools.

Glen Waverley Primary School will ensure:

- The educational resources support the delivery of courses to students
- Implement policies and procedures to ensure its staffing resources are adequate and have the capabilities as required by the quality assurance framework applying to the course
- Robust contractual arrangements between the school and any third party educational provider delivering a component of the course of study to students
- A nominated contact person for communication with IED re enrolments, student transfers/withdrawals, fees, etc.

RELATED LEGISLATION AND DOCUMENTATION:

- Victorian Government Schools, International Student Program
<http://www.study.vic.gov.au/>
- Ministerial Order 819 – Fees for Services to Overseas Students
http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorde_rfeesforoverseas.pdf
- Education, Training and Reform Act 2006
- Education Services for Overseas Students (ESOS) Act 2000
- Migration Act 1958
- National Code 2007

RELATED POLICIES:

Enrolment Policy
 Student Engagement and Wellbeing Policy
 English as an Additional Language (EAL) Policy
 Child Safety Policy and Guidelines

POLICY EVALUATION:

Evaluation will be conducted by the Principal Class.

DUE DATE FOR REVIEW:

Due for review in July 2019.

