



CAULFIELD PRIMARY SCHOOL INTERNATIONAL STUDENT POLICY POLICY NO. 1.14

RATIONALE:

Caulfield Primary School aims to provide a supportive and educational experience for all students, including international students. All students have the right to a high quality education with learning opportunities responsive to the needs of each child. By accepting International Students into our school, we are enhancing the multicultural experience for our whole community and providing the opportunity for these students to immerse themselves into the rich and diverse culture of our school.

Policy statement

Guidelines

- The Principal will act as the International Student Coordinator (ISC) supported by administration staff. These persons will have an understanding of the DET policies, guidelines and procedures for an International Student Program (ISP), as set out in the School Resource Kit and an understanding of the legislative requirements under the Education Services for Overseas Students (ESOS) Act and the ESOS National Code.
- The guidelines in the Student Engagement and Wellbeing Policy and all other school policies will be applied to families of international students.
- CPS will not enrol any fee paying student without first referring them to the International Education Division (IED). CPS is able to accept students who hold a valid 571 visa.
- All students attending CPS must live with a parent/legal custodian for the duration of their study. The parent/legal custodian is responsible for the welfare of the student in Australia. CPS will not offer homestay arrangements or other accommodation or welfare support for international students.
- The enrolment of an international student will not disadvantage the enrolment of any local student.
- At no time will CPS market itself or recruit international students.

Implementation

- Families are requested to provide all relevant information to CPS including but not restricted to the following: name, date of birth (confirmed by CPS sighting the birth certificate or passport), address, emergency contact details, preferred language, immunisation record, health insurance status and visa status (ie passport showing visa status).
- Tuition fees paid to the school by the IED will cover all standard educational expenses, including parental contributions and voluntary charges. Tuition fees do not cover the costs of books, uniforms, stationery items, excursions, incursions, school trips or camps.
- As with all students at CPS, attendance will be monitored and the school will follow the normal process to deal with any absences over 3 days.

- As with all students at CPS, academic progress will be assessed and parents will receive a written report twice a year. The ISC will arrange for translation/interpreting services to be provided either for the written report or for parent teacher interviews if required.
- CPS will keep a record of all accepted international students, with a hard copy file generated for each enrolled student. These files will be archived using the International Student ID number.
- Transfer to another Victorian Government School will only be considered after 2 terms of enrolment. The fee for this transfer request is \$515. Transfers in the middle of a school term will not be considered. Transfer applications must be submitted to the IED two weeks prior to the end of the two term study period.
- If the family has any issues or complaints about the way in which the International Student Program is conducted they are to contact the principal first for resolution and then they may contact the IED
- It is a requirement of the student visa that the student have health insurance while in Australia. On request, the Department can arrange Overseas Student Health Cover (OSHC)
- An assessment will be made by the Principal and classroom teacher as to the level of ESL support the child will receive.
- Caulfield Primary School will not enrol more than ten international students concurrently, excepting temporary international students

Ongoing

- Parents are required to inform CPS that they have informed DET if a child's welfare/accommodation arrangements are changed. If no approval for changed welfare/accommodation arrangements from DET is given then the child's visa may be cancelled.
- Student progress will be tracked using the current whole school assessment schedule and their progress monitored as part of the CPS Student Welfare Program. These records along with their attendance records will be kept at school for 2 years after the student has left.
- If attendance falls below 90% the student and parents will be notified.
- If attendance falls below 85% the student will be referred to the International Education Division (IED) and the parents will be required to work with the principal to improve attendance
- If attendance falls below 80%, the family will be reported to the Department of Immigration and Citizenship (DIAC) for non-compliance with visa conditions.
- Student attendance will be monitored on a fortnightly basis.
- Families will be informed prior to being reported to DIAC and will have 20 days to appeal the decision. Compelling and compassionate circumstances will be taken into account before reporting a family.
- The ISC and relevant staff will attend any relevant professional development training as required by DEECD

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| Date of approval: 2016 | Date of review: 2019 |
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