



# Northmead

Creative and Performing Arts High School

## International Students Policy

### Monitoring of Attendance of International Students:

- Student attendance is printed out every second week and checked by the Head Teacher Administration. Students must be over the 80% for attendance.
- All attendance is recorded via the Academy Attendance program.
- Students that fall below the 80% benchmark for attendance are interviewed by the Head Teacher Administration and required to give sufficient reason for non-attendance.
- Any student that has had 2 or more days of unexplained absence will receive a generated letter to their place of residence by the SASS staff.
- Any student that has had 5 or more consecutive days of absence Head Teacher Administration to contact parent/guardian via phone
- Should a student's attendance fall below 85% (as per normal school practice) and the student cannot provide sufficient reason for this, contact is made by the Head Teacher Administration with parents/guardians and an interview is held to discuss the strategies that can be implemented to resolve the attendance issue. This is where a student can be referred to the counsellor or other service that may be required.
- Head Teacher Administration will issue warning letter to students at risk of not meeting attendance requirements. Copies to be sent to parent/guardians advising them of their visa requirements. *Warning Letter – RISC NO 65*. Provide DEC International with a copy of letter
- If there are compassionate or compelling circumstances and attendance is no lower than 70%, the school may choose not to report the student; however the attendance will be closely monitored by the Head Teacher Administration. Appropriate documentation needs to be provided to the school from the student. If in the case of compelling circumstances the school may choose to temporarily suspend the students enrolment
- Should attendance not improve then a letter is sent to the student by the Head Teacher Administration notifying them of our intention to report the student for non –satisfactory attendance and inform them of the access to the appeals and complaints process. This letter is sent to the parent and guardian and the *ISC. Intention to Report Letter - RISC NO 66*.
- All attendance documentation and correspondence to and from students, parents/guardians and other interested parties is kept in the student's file for the duration of their enrolment and filed by SASS staff.
- Students that have not met 80% for two consecutive terms are issued with an intention to report letter.
- Head Teacher Administration to advise and forward appropriate documentation to the DEC International Unit as soon as practicable of the students :
  - Who have had warning letters for attendance issued
  - Who have been issued Intention to report letters
  - Who are assessed as having compelling or compassionate reasons for non -attendance or whose enrolment has been suspended.
  - Immediately if the student/guardian cannot be contacted after 5 days or if there are welfare concerns.
- Head Teacher Administration and SASS staff completes DEC International enrolment reports at the end of each semester and list students who have not met attendance requirements.
- Complete DEC International Schools Program, Annual School Evaluation each May



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## Monitoring accommodation and welfare arrangements:

### National Code 2007 – Standard 5 – Younger students:

- *The Australian government must be satisfied that there are appropriate accommodation, support and general welfare arrangements for a student under 18 prior to issuing a student visa.*
- *If students are not being cared for by a parent or nominated relative approved by DIAC, the registered provider must ensure the arrangements made to protect the personal safety and social wellbeing of students are appropriate. The provider must nominate the dates for which they are prepared to take responsibility for approving arrangements on the confirmation of appropriate accommodation and welfare arrangements from (CAAW).*
- *If the provider terminates, suspends or cancels enrolment, the provider must continue to check suitability of arrangements until:*
  - *The student is accepted by another provider who will approve arrangements*
  - *The student leaves Australia*
  - *Other suitable arrangements are made which satisfy requirements (such as a parent or suitable relative caring for the student)*
  - *The provider reports to DIAC that they can no longer approve arrangements.*

### Northmead CAPA High School will:

- Check, copy and file all documentation on enrolment against information on ATE, including the guardian's ID showing address.
- Monitor student accommodation and welfare arrangements and check that students remain in approved accommodation. This includes regular meetings with students and regular contact with guardian/carers.
- **Accommodation checks to be carried out in Weeks 4 and 9 of each term**
- **Retain on files written records of accommodation checks twice a term.**
- Refer concerns about homestay accommodation to the homestay provider or directly to DEC International where appropriate
- Advise DEC International immediately of any changes to a student's accommodation and welfare arrangements if the student is under 18 years of age.

Where there are current concerns for the safety, welfare and wellbeing of the student or there are reasonable grounds to suspend risk of harm, a report must be made to the Department of Community Services (DOCS) in accordance with DEC's child protection policy.

Students over 18 years of age are allowed to live independently. However, it is strongly recommended that students remain in homestay accommodation while at high school. The school should ensure that the student is counselled about living independently, advised that a contact person's name and details must be provided and advised that progress and attendance will be monitored. If there are concerns about the student's progress, attendance or living arrangements, then an officer at the school will notify the parents and DEC International.



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## Creative and Performing Arts High School

### Student Reports and Records

School reports will be sent to the parents offshore and the guardian as stated on the NSW Government Schools International Student Application form. We will communicate with parents offshore by sending a school newsletter or other information with the student's report. The parent's address and email contact is on the ATE.

Student files kept at school contain:

- Copies of all reports issued
- Copies of any 'N' awards or warning letters sent concerning academic progress
- Copies of any correspondence, notes on interventions e.g. calls to parents/guardian.

It is recommended that students write their home address in their vernacular script (e.g. Chinese, Korean, Thai) on a number of sticky labels when they enrol and these can be used to post reports home. It is recommended also that at the time of enrolment the school obtains the parent's email address where possible and email student reports.

Schools should ask students to check their address and contact details twice a term and initial it to confirm it is correct.



# Northmead

Creative and Performing Arts High School

## Intention to Report – course progress (RISC FL 69)

Contact Number: {ContactNumber}

ATE Student Number:

{1StudPrefName} {2StudSurname}

{6StAddress}

{7Town/Suburb} {8PostCode}

Dear {1StudPrefName}

### Re: Intention to report to Immigration

Your enrolment at Northmead Creative and Performing Arts High School as an international student requires that you meet course requirements as a condition of your school visa.

You have been advised of the course requirements as outlined by the NSW Board of Studies, to meet course requirements for the Preliminary Higher School Certificate Year 11/the Higher School Certificate (delete as appropriate).

You have received warnings of possible 'N' awards for {Location/Faculty} and an intervention strategy was implemented for you to assist you to meet the course requirements.

However, you have failed to meet: *(delete as appropriate)*

- Year 11 preliminary course requirements for a second year
- The requirements for at least 6 units in your Higher School Certificate

As a result, I must now inform you of the **Intention to report** to the Department of Immigration and Citizenship that you have failed to meet course requirements.

If you wish to appeal this decision, you must access the NSW Board of Studies appeals process by *(insert date set by Board of Studies)*.

Yours faithfully

N Vazquez  
**Principal**

NSW Department of Education and Communities – Schools Provider code: 00588M



# Northmead

Creative and Performing Arts High School

## Intention to Report – Suspension/Expulsion (RISC FL 68)

Contact Number: {ContactNumber}

{ContactDate}

ATE Number:

{1StudPrefName} {2StudSurname}

{6StAddress}

{7Town/Suburb} {8PostCode}

Dear {1StudPrefName}

### Intention to report to Immigration

Your enrolment at Northmead Creative and Performing Arts High School as an international student requires that you comply with school regulations and the terms and conditions of enrolment.

You have failed to {Contact Description} under DEC policy on suspension and expulsion of students.

As a result, I must now inform you of the **intention to report** to the Department of Immigration and Citizenship that your enrolment has been terminated.

If you think there are reasons why you should not be reported, you may appeal this decision. If you choose to appeal the decision, your appeal must be received within 20 school days of the date of this letter (by- **insert date**). During this time you must maintain approved accommodation and welfare arrangements, if you are under 18 years.

Yours faithfully

N Vazquez  
**Principal**

c.c. parents, guardians, ISC

CRICOS provider: NSW Department of Education and Communities – Schools Provider Code: 00588M



# Northmead

## Creative and Performing Arts High School

### Warning Letter – Attendance (RISC FL 65)

Contact No: {ContactNumber}

{ContactDate}

ATE Number:

{1StudPrefName} {2StudSurname}

{6StAddress}

{7Town/Suburb} {8PostCode}

Dear {1StudPrefName}

It has come to our attention that you are at risk of failing to satisfy the attendance requirements of your student visa.

Student visa regulations set out conditions for your enrolment, including the requirement that you attend **80% of all scheduled classes**. There are concerns that you are failing to meet this requirement as your attendance is as follows:

- {Contact Description}

If your attendance falls below 80% without an acceptable reason, including evidence of compassionate or compelling circumstances, then a notification of the intention to report you to the Department of Immigration and Citizenship (DIAC) will be issued. **Reports to DIAC for failure to comply with attendance requirements may lead to the cancellation of your student visa.**

Your poor attendance is also affecting your progress. You must ensure you attend all classes to make satisfactory course progress.

If you and your parents or guardian would like to discuss your attendance, please contact {Teacher}, Head Teacher Administration on 9630 4116. You may also want to check the conditions of your student visa on: [www.imi.gov.au/students](http://www.imi.gov.au/students)

Yours sincerely

{Teacher}

**Head Teacher, Administration**

Cc: parents, guardian, ISC

Provider Name: NSW Department of Education and Communities – schools. Provider Code: 00588M

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*(Please complete and return to {Teacher})*

I acknowledge receipt of letter dated {ContactDate} regarding attendance of {1StudPrefName} {2StudSurname}.

Signed:.....

Student Signature

Date:.....

Signed:.....

Parent Signature

Date:.....



# Northmead

## Creative and Performing Arts High School

### Intention to report to DIAC – not attendance (RISC FL 66)

Contact No: {ContactNumber}

{ContactDate}

ATE Number:

{1StudPrefName} {2StudSurname}

{6StAddress}

{7Town/Suburb} {8PostCode}

Dear {1StudPrefName}

### Re: Intention to report to Immigration for unsatisfactory attendance

I refer to your attendance in Year {5Grade} at Northmead Creative and Performing Arts High School.

At the start of your course you were advised that you must attend a minimum of 80% of classes as a condition of your student visa. Your attendance record shows that you have not met this minimum requirement and your attendance over the past 2 terms is {Contact Description}%.

You have been given warnings in writing about your attendance (dated.....). You have also been counselled about this matter.

However despite these warnings your attendance has not improved. I must now inform you of the **intention to report** you to the Department of Immigration and Citizenship for unsatisfactory attendance.

If you think there are reasons why you should not be reported, you may appeal this decision. You may appeal if you consider that there are compassionate or compelling circumstances beyond your control which have affected your attendance. These could include, but are not limited to:

- Illness, where a medical certificate states that you are unable to attend classes or
- Bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- Major political upheaval or natural disaster in your home country requiring your emergency travel and this has impacted on your studies or
- A traumatic experience which could include, but is not limited to:
  - Involvement in, or witnessing of an accident
  - witnessing or being the victim of crimeand this has impacted on you (these cases should be supported by police or psychologists' reports or advice).

If you choose to appeal the decision, your appeal must be addressed to the school Principal and must be **received within 20 school days**, by (insert date).

You must continue to attend classes and work towards completing course requirements and continue to maintain your approved welfare arrangements.

If you wish to discuss this matter, please make an appointment with {Teacher}. Your guardian should attend the appointment and, if you are over 18 years old, you should bring a support person.

Yours sincerely

{Teacher}

**Head Teacher, Administration**

Cc. Parents, guardians, ISC

NSW Department of Education and Communities – Schools Provider Code: 00588M



# Northmead

## Creative and Performing Arts High School

### Attachment 15 - Guidelines for Compassionate or Compelling Circumstances

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The following attendance guidelines are provided by DEEWR:

Extended leave, (student initiated suspension) or deferment of studies may only be granted in compelling or compassionate circumstances and is not counted in attendance records.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that the student is unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies or
- a traumatic experience which could include, but is not limited to:
  - involvement in, or witnessing of an accident
  - witnessing or being the victim of crime

and this has impacted on the student (these cases should be supported by police or psychologists' reports or advice).

- inability to begin studying on the course commencement date due to delay in receiving a student visa

*Note:* Claims of compassionate, compelling or extenuating circumstances must be supported by documentary evidence.

### Guidelines for extenuating circumstances relating to the welfare of the student

Students who are suspended or will be expelled have 20 days to access the appeals process unless extenuating circumstances relating to the welfare of the student apply. These may include but are not limited to, when the student:

- refuses to maintain approved care arrangements (under 18);
- is missing;
- has medical concerns, severe depression or psychological issues which lead to fears for the student's wellbeing;
- has engaged or threatens to engage in behaviour which is reasonably believed to endanger the student, other students or staff at the school;
- is at risk of committing a criminal offence.



# Northmead

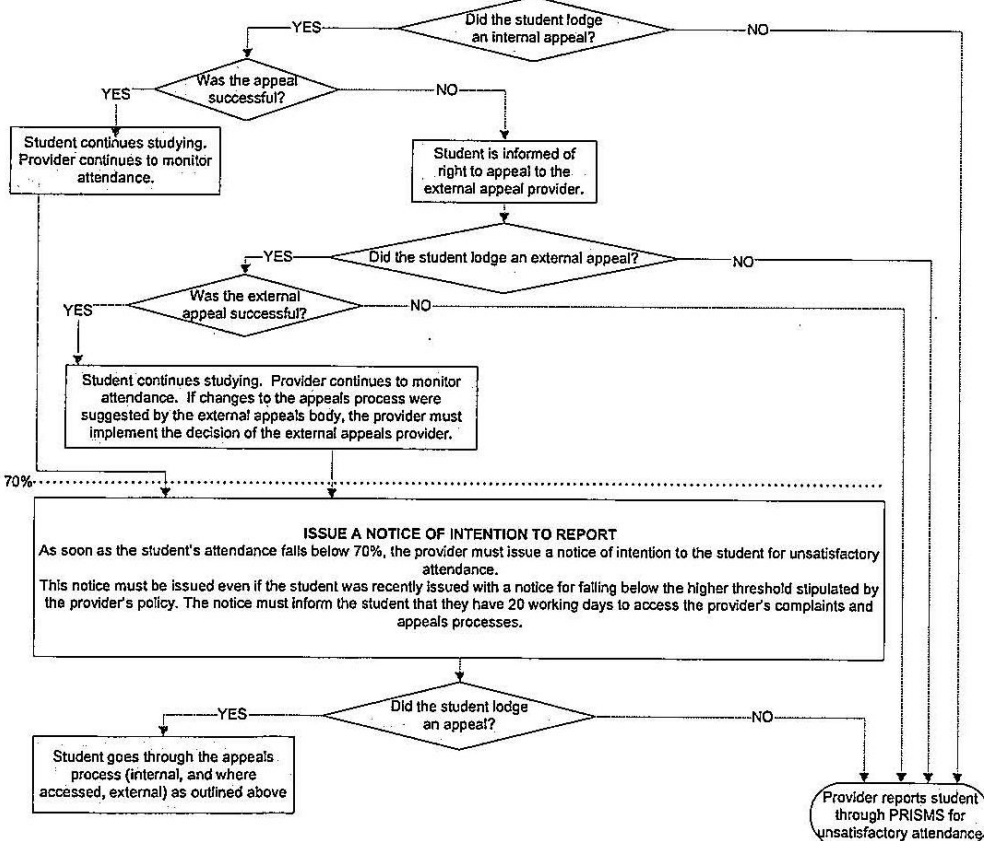
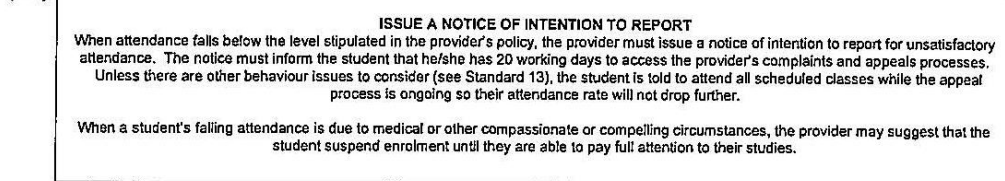
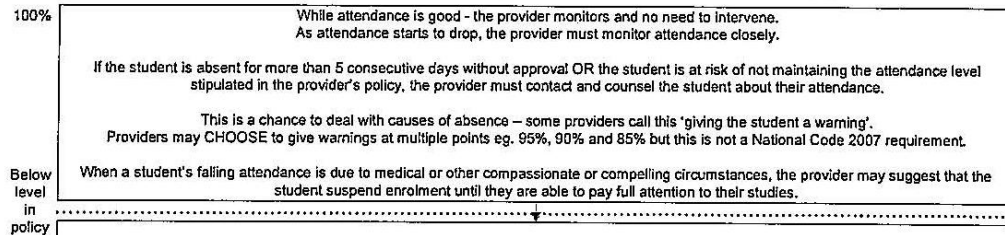
Creative and Performing Arts High School

## Attachment 16 – DEEWR Flowchart

### ATTENDANCE MONITORING AND REPORTING WHEN A PROVIDER'S POLICY ALLOWS FLEXIBILITY DOWN TO 70%

The provider must inform students of its attendance policy and procedures during orientation (St 6). It should be clear that the provider expects students to attend at least 80% of classes (or higher depending on what the provider's policy stipulates) and that less than this level of attendance may result in the student being reported for unsatisfactory attendance.

The provider should tell students to inform it if at any stage there is a legitimate reason for the student not attending class.



**WELFARE ARRANGEMENTS FOR STUDENTS  
ENROLLED IN NSW GOVERNMENT HIGH SCHOOLS**



**Education &  
Communities**

DEC International Students  
Customer Service 827 – 839 George Street Mail Locked Bag 53  
BROADWAY NSW 2007 DARLINGHURST NSW 2010  
Telephone 8289 4777 Fax 8293 6928 Email [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)

Family Name ..... Given Names .....

ISC Reference No ..... Passport Number ..... Date of Birth .....

Student's Address .....

..... Post Code .....

Email ..... Telephone No .....

High School (or school preferences if school not confirmed).....

Please indicate if accommodation is

- Living with relatives / guardian ☐
- Homestay family ☐
- Shared accommodation ☐

Name, age and sex of people residing at the same address

Name..... Age..... M/F Name..... Age..... M/F

Name..... Age..... M/F Name..... Age..... M/F

Name..... Age..... M/F Name..... Age..... M/F

If changing address give reason .....

Parent/Guardian Student  
Signature ..... Signature .....

Date.....

Guardian Name .....

Guardian Address.....

..... Postcode .....

Guardian Email Address.....

Guardian Telephone No. Home ..... Work.....

Office Use Only Database Updated ☐ File Updated ☐ School Notified ☐

CRICOS Provider Name: NSW Department of Education and Communities  
CRICOS Provider Code: 00588M