

## International Students Program Policy

### Background

Huntingdale Primary School understands the benefits of providing an education for students that is broad ranging. This includes building on the multiculturalism within the school, providing a curriculum program that focuses on thinking skills, international perspectives and our bilingual language program.

We welcome students from a range of family backgrounds living in Australia and also welcome students who have come from abroad and value the rich experiences they bring. We are committed to maintaining accreditation for enrolling international students and providing a high quality educational experience for these students in our school.

### Purpose

To ensure Huntingdale Primary School:

- Maintains accreditation to accept international students particularly those that have a subclass 571 School Sector Visa.
- Follows the Department of Education and Training (DET) standards in regards to international students.
- Provides an educationally rich experience for international students.
- Provides a positive transition process of international students into the school.

### Implementation

- The Principal will have overall responsibility for implementing this policy. S/he will delegate many aspects of the implementation of this policy to other qualified staff.
- The school's policy works in conjunction with DET publications DET International Student Program (ISP) Quality Standards (2015) and Accreditation Support Guide for Schools (2014)
- The school will be accredited to enrol up to a certain amount of students in each year level. This will be discussed with the Principal and Business Manager and with support from DET.
- The school will participate in any audit of the International School's Program as requested to do so by DET and also complete self-assessments of the ISP Program.

### National Code Standards

The school will implement and meet National Code Standards for International Students in the following ways:

#### Standard 1- Marketing and information practices

We will ensure that our website has correct and up to date information about the school and its programs and clearly identify the CRICOS number (Department of Education and Training, 00861K)

#### Standard 2- Student engagement before enrolment

We will ensure that the school provides details such as, but not limited to, the school's curriculum, minimum levels of English requirements, resources available to students (facilities, equipment etc.), fees and relevant information about living in Australia (e.g. transport, housing, cost of living etc.)



The school could also provide information about translation services and the English as an Additional Language Program (EAL).

The school will provide a detailed information pack to carers/parents prior to the arrival of the international student. The school will also provide options for Secondary Schooling, particularly if the child is in Year 5 or 6 at the school.

### Standard 3- Formalisation of enrolment

When a child is at the enrolment stage the Business Manager will be responsible for ensuring that all the relevant processes of enrolment are complete to DET requirements and be put on CASES21. This also includes liaising with the International School's Division on matters related to the enrolment and ensuring that written agreements are signed and fees are billed and collected.

### Standard 4- Education Agents

Any Education Agent that the school works with must be registered and have appropriate understanding of the Australian international education industry. We will report any agent who we feel is not genuine, unethical or is not working within DET guidelines.

### Standard 5- Younger overseas students

The school will ensure that any primary aged students have accommodation, support and that their general welfare needs met. This could include, but is not limited to:

- Completing a home visit of the student to ensure the living conditions are safe and of a good standard and comply with Homestay agreements
- Ensuring the student has adequate means of getting to and from school.
- Providing information about cultural and welfare agencies that may assist the family.
- Providing details of local resources such as shops, libraries, parks, transport, and sporting clubs etc. to ensure they are connected to the local community.
- Providing information about before and after school care.

Information will be submitted using PRISMS

### Standard 6: Student Support Services

The school is committed to providing support services to international students. This will include:

- A formal school tour so the child/family can familiarise themselves to the school environment
- Access to interpreter services if needed
- Link families into the school's 'Tiq Biz' service so they can keep up to date with important school dates and functions.
- A formal parent/teacher interview to discuss the child's learning goals, educational needs and welfare.
- Comprehensive assessment of their academic learning so the teacher can provide a quality, differentiated program for the student.
- Referral to other school services as needed, for example EAL Program, Social Worker.
- Giving the child a 'buddy' to assist him/her to orientate themselves in the school community.
- Providing a teacher support person for the international student. This could be a member of the Principal Team, the Student Wellbeing Team or another suitable staff member in the school.



### Standard – Transfer between registered providers

If the international student wishes to move to another registered provider, the school will work with this provider to ensure a smooth transition and follow DET policies and procedures in transferring international students.

### Standard 8- Complaints and Appeals

The school will comply with DET policies and procedures when handling complaints about the International Student Program.

### Standard 9- Completion within expected duration

The school will monitor international students to ensure that they complete their education within the given time frame and will only extend the international students study time in accordance to DET policies and procedures.

### Standard 10- Monitoring Progress

The school will monitor the progress of international students in the following way:

- Complete regular academic testing as per the school's assessment schedule
- Provide two written school reports for parents/carers
- Invite parents/carers to formal parent/teacher interviews
- Use of a school diary to communicate to parents/carers about matters relating to the student's academic progress.

### Standard 11- Monitoring Attendance

The international student's attendance will be monitored by the classroom teacher, Business Manager and Assistant Principal. In an event where the international student's attendance is of concern, the school will organise a meeting with carers/parents to discuss this issue. If attendance does not improve, the school will follow DET Policies and Guidelines around school attendance.

### Standard 12- Course Credit

The school will ensure the international student participates in a course that complies with DET Guidelines and the ESOS Framework. The school report will state what year level the international student has completed.

### Standard 13- Deferment, suspension or cancellation of study during enrolment

The school will only defer, suspend or cancel an international student's study according to DET policies and procedures. Detailed notes and information to support deferment, suspension and cancellation will be kept and the school will contact the International School's Division for support and advice on this matter.

### Standard 14- Staff capability, educational resources and premises

Huntingdale Primary School only employs fully qualified teachers and support staff to educate its students. Staff are provided with regular professional development, partake in a rigorous performance and development program and are committed to the positive outcomes that international students bring to the school. The school premises are maintained to a high standard to



meet Occupational Health and Safety Standards and ensure that teaching equipment and resources are of high quality.

**Standard 15- Changes to registered providers ownership or management**

This standard is not applicable to the school.

**Evaluation**

This policy will be reviewed as part of the school's policy review cycle.

CASES21 data and DET ISP audits will be used to evaluate the program.

**Certification**

This policy was endorsed by School Council at the meeting held on 18 August 2015

Signed.....  
*[Handwritten Signature]*  
**Principal**

Signed.....  
*[Handwritten Signature]*  
**School Council President**