



ST. ANDREW'S GRAMMAR

INTERNATIONAL STUDENTS ATTENDANCE & BEHAVIOUR POLICY

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March 2010	Principal	2010	2011
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CRICOS – 01488G



ST. ANDREW'S GRAMMAR

International Students Attendance and Behaviour Policy

Policy Statement

Pastoral care of students includes the monitoring of their attendance and behaviour whilst at school and whilst attending school functions. The School will report students through PRISMS, who have failed to maintain a satisfactory attendance record or have made a severe breach of the rules and regulations of the School.

Key Requirements of the School

All international students are required to comply with the School's Student Attendance Policy and Procedures and with the School's Behaviour Management Policy.

Student Attendance

All student absences are monitored on a daily basis and staff check and monitor class roles each session of the day. The School has fixed procedures in place regarding contact of parents/guardians in the event of a short term or long-term student absence as per the Student Attendance Policy.

School Reporting Obligations

If a student's attendance drops markedly over a short term, is absent without an adequate reason or if the student is assessed as not achieving satisfactory attendance (a minimum of 80% attendance) through the School's Absentee procedures, the School will notify the parents of its intention to report the student through PRISMS

The written notice from the Head of School will inform the student and parents that they are able to access our Non-Staff Complaints and Disputes Policy and that they have 20 working days in which to do so.

If following the Grievance Resolution process, a decision is reached that supports the School, the School will report through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

The School may decide not to report a student for breaching 80% attendance if:

- There is documentary evidence from the parents/guardians demonstrating that compassionate or compelling circumstances apply. Compassionate or compelling circumstances may be defined as those circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
 1. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 2. Bereavement of close family members such as parents or grandparents;

3. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 4. A traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- The student is attending at least 70% of the course contact hours for which he or she is enrolled;
 - For VET courses, student is maintaining satisfactory course progress
 - This is consistent with the School's Student Attendance Policy and Procedures.

Note that the School will only use PRISMS to report a student who breaches the Student Attendance Policy and Procedures

The Department of Immigration and Border Protection (DIBP) may cancel a student's visa based on the School's dissatisfaction with a student's attendance. DIBP does not need to assess whether a breach has occurred. However, DIBP will retain the ability to consider exceptional circumstances as to why the visa should not be cancelled and to refer the matter back to the School if the School has not given the student access to an appropriate appeals process and/or considered compelling and compassionate circumstances, where relevant. However, these circumstances will be limited.

Student Behaviour

The School has an extensive and integrated Pastoral Care System, Behaviour Management Policy and Behaviour Management Curriculum.

The Behaviour Management Policy is based on the Charter of Rights and Responsibilities. This Charter applies to students, staff and parents. All members of the School Community must be responsible for their actions and be prepared to guarantee the rights of every other person.

The School Rules and all matters pertaining to Behaviour Management will be found in the School's Behaviour Management Policy

Support, Intervention and Consequence

There are a number of support procedures in place that ensure that all students are provided with guidance during this process.

All students have a specific staff member who monitors their progress and pastoral care needs and who liaises with parents. In the Primary School this is the Class Teacher. In the Secondary School, this is the Mentor Teacher. International students also have direct support from the Head of Primary, Head of Secondary and their Head of House.

Students at risk are identified and intervention and corrective strategies are implemented to assist them.

Academic Behavioural Problems

Most issues of academic difficulties are dealt with in class as they involve learning styles and difficulties with comprehension of concepts and work. These difficulties are not considered to require disciplinary intervention. Examples are poor quality class-work or very low achievement in tests. Consequences for academic difficulties are usually not punitive. However, most of these are dealt with via the Homework Diary or a letter to the parents.

In all cases of academic behavioural problems, parents will be advised in the first instance by the classroom teacher. Failure to do set homework or submit assessments is an example. Repeated failure may need to be dealt with more severely by the relevant Head of School.

Mentor Teachers who identify failure to complete homework in several areas pass this on to the Head of School who contacts parents.

International students must refer to the International Students Monitoring Course Progress Policy.

Social Behavioural Problems

These are often of a more complex nature and the solution can be equally complex. Essentially, they are dealt with through a hierarchical system.

Primary: Class Teacher or Specialist Teacher, Head of Primary, Principal.

Secondary: Mentor Teacher or Class Teacher, the Head of House, Head of Secondary, Principal.

School Reporting Obligations

The School will, via Provider Registration and International Student Management System (PRISMS), report if a student has made a severe breach of the rules and regulations of the School resulting in either his or her deferment, suspension or exclusion.

The School will inform the parents of the student concerned of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and that they are able to access our Grievance Resolution Policy and that they have 20 working days in which to do so. Parents will be informed that deferment, suspension or cancellation of enrolment may affect their child's visa.

If parents access our Grievance Resolution Policy, cancellation of the student's enrolment under this standard will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student or other students at the School applies.

If the parents appeal the decision to defer, suspend or cancel their child's studies, the School will only notify of a change to the enrolment status when the internal complaints and appeals process is completed unless an immediate exclusion is applied.

The School may decide not to report a student for deferment or misbehaviour if:

- There is a documented inability for the child to begin studying on the course commencement date due to delay in receiving a student visa;

- There is documentary evidence from the parents/guardians demonstrating that compassionate or compelling circumstances apply. Compassionate or compelling circumstances may be defined as those circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
 1. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 2. bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
 3. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 4. A traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)

Other 'extenuating circumstances' relating to the welfare of the child may include but are not limited to the following. The student:

1. refuses to maintain approved care arrangements (only for students under 18 years of age);
2. is missing;
3. has medical concerns, severe depression or psychological issues which lead the School to fear for the student's wellbeing;
4. has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
5. is at risk of committing a criminal offence.

DIBP may cancel a student's visa based on the School's dissatisfaction with a student's behaviour. DIBP does not need to assess whether a breach has occurred. However, DIBP will retain the ability to consider exceptional circumstances as to why the visa should not be cancelled and to refer the matter back to the School if the School has not given the student access to an appropriate appeals process and/or considered compelling and compassionate circumstances, where relevant. However, these circumstances will be limited.

This standard allows for three different outcomes for the student's Confirmation of Enrolment (CoE):

- The School notifies, through PRISMS, that it is deferring or suspending a student's enrolment for a period without affecting the end date of the CoE. In this case there is no change to the CoE or the student's enrolment status on PRISMS ie. the student's CoE status will still be listed as 'studying'. However, the notice of deferment or suspension will be recorded in PRISMS.
- The School notifies, through PRISMS, that it is deferring or suspending a student's enrolment for a period which will affect the end date of the CoE. In such situations, PRISMS may cancel the original CoE and immediately offer the School the opportunity to create a new CoE with a more appropriate end date. If the School does not know when the student will return, it can choose not to create a new CoE at that point, but to wait until the student has notified the School of the intended date of return before creating the new CoE.

- The School notifies, through PRISMS, that it wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.