



STAWELL SECONDARY COLLEGE

International Student Monitoring & Compliance Reporting Policy

Rationale:

- This policy provides guidelines to identify and monitor course progress, attendance and behaviour for international students. This document is a step by step guide on when to intervene if international students are not meeting their Visa requirements and for DET, as the registered provider to meet its ESOS requirements.

Aims:

- The attendance, academic progress, behaviour and course duration of international students must be systematically monitored under the requirements of both the Migration Act 1958 and the ESOS National Code 2018.

Definitions:

Word	Definition
DET	Department of Education and Training
ESOS	Education Services for Overseas Students
DHA	Department of Home Affairs
CoE	Confirmation of Enrolment
IED	International Education Department
XUNO	Attendance Tool

Implementation:

1. Migration Act 1958 - Visa Conditions

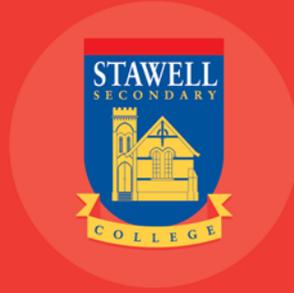
Visa Condition 8202 requires students to remain enrolled in their registered course and to maintain satisfactory attendance. The Migration Act provides for the possible cancellation of student visas where visa holders fail to meet attendance or academic requirements as set out in visa condition 8202. The visa condition states:

The international student must maintain enrolment in a registered provider. The International Student must maintain satisfactory course attendance and make satisfactory course progress as required by your education provider.

Further information on visa conditions can be found on the DHA website - www.homeaffairs.gov.au

2. ESOS National Code 2018

The ESOS National Code has two Standards relating to the monitoring and compliance of international students.



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Standard 8: Completion within the expected duration of study means that Stawell Secondary College must monitor the workload of international students to ensure they complete the course within the duration specified in their CoE.

Standard 8 also refers to Monitoring Course Progress and Attendance. This requires Stawell Secondary College to:

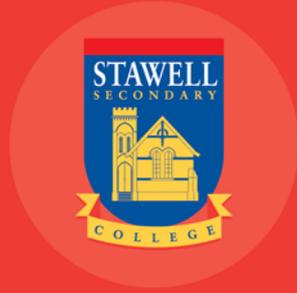
- Systematically monitor international students' course progress. The National Code states that satisfactory attendance must be at a minimum of 80%.
- Notify and counsel students who are at risk of failing to meet their course progress requirements.
- Report students who have breached the course progress requirements.
- Systematically monitor international students' compliance with student visa conditions relating to attendance.
- Notify and counsel students who are at risk of failing to meet attendance requirements.
- Report students who have breached the attendance requirements.

Standard 9: Allows IED to cancel the enrolment of a student on the grounds of misbehaviour.

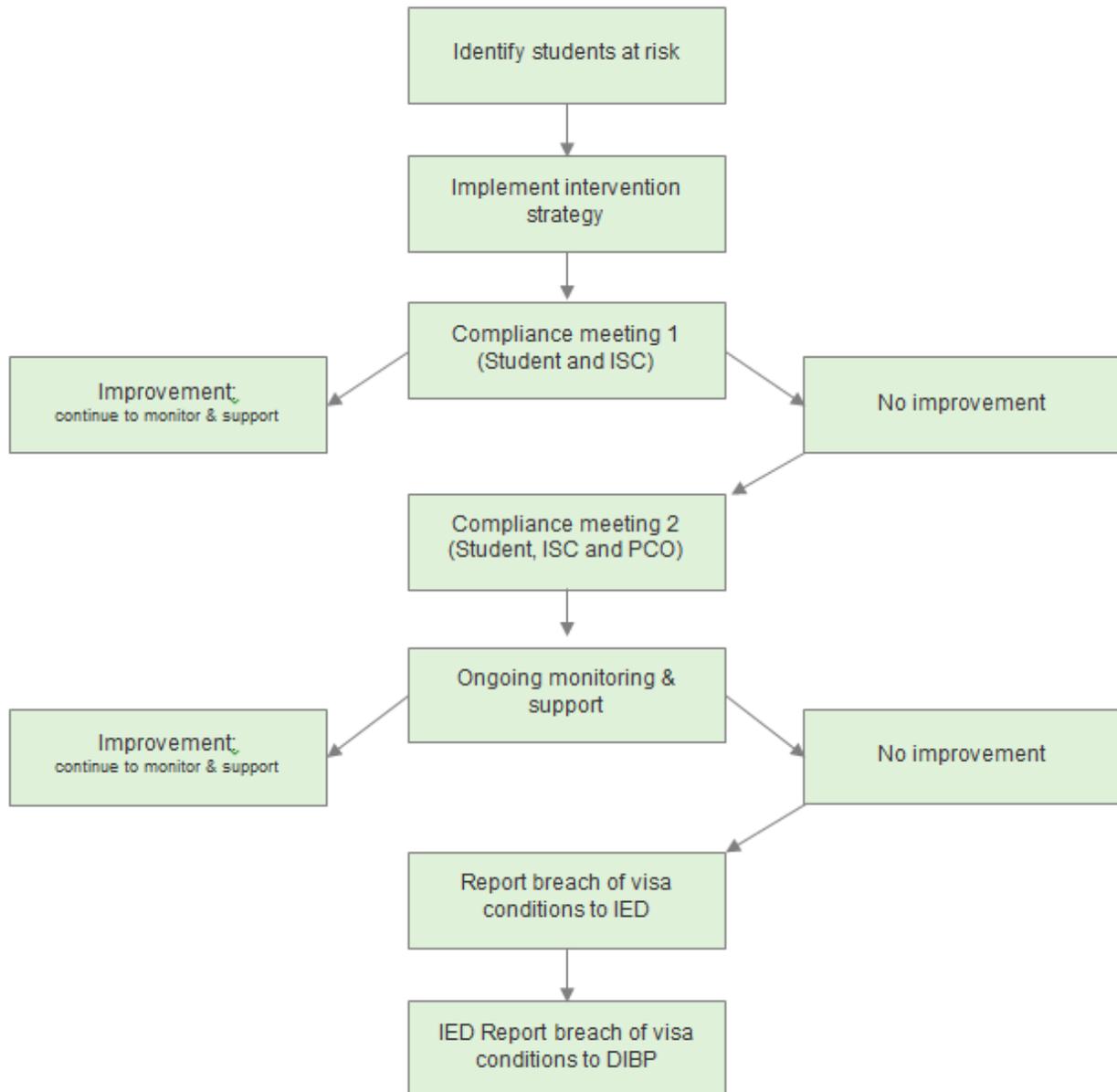
3. School Compliance Monitoring Responsibilities

Legislation requires that Stawell Secondary College's International Student Coordinator needs to:

1. Actively monitor international students.
2. Implement an intervention strategy to assist at-risk students.
3. Keep records of monitoring and actions undertaken.
4. Report to IED any students who are non-compliant, in accordance with the Department's policies and procedures.
5. Intervention and Reporting Steps
6. Below are the steps to be followed when dealing with international students who are at risk of failing to comply with their visa conditions or the relevant ESOS National Code Standards.



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Unsatisfactory Attendance Guidelines

- Students should attend all scheduled class hours
- Satisfactory attendance is defined as a minimum of 80% attendance in each study period (semester).
- Stawell Secondary College's Attendance Officer will **record** attendance at every class and absences noted, whether those absences are approved or not on XUNO. A medical certificate is required as evidence of approval.



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- Attendance needs to be monitored for compliance on a minimum fortnightly basis for each student.
- Stawell Secondary College will formally review the attendance of newly enrolled students between weeks 6–8. Students or parents should receive the first notification of poor attendance at the end of their first study period (first semester of study), six months after commencement.
- Where non-compliance exists and attendance levels have dropped to near the minimum 80%, Stawell Secondary College will notify IED (via the International Student Attendance Summary Report). Refer to the Attendance Procedure on the following pages for information about when to report students to IED for unsatisfactory attendance levels.
- Non-attendance due to illness, with a medical certificate is recorded as an approved absence. Approved absences do not contribute to the overall attendance percentage, and students with documented illness leading to low attendance levels are recommend to apply to defer their studies.
- Students who are too ill to make 80% attendance can defer their studies for up to six months; however, an application to defer needs to be submitted and this decision must first be approved by IED. Medical certificates will be required and requests will be assessed on the basis of assessment of the supporting evidence demonstrating compassionate and compelling circumstances. Please refer to the Deferral Policy.
- Stawell Secondary College will use the attendance tools XUNO to record and monitor school attendance.

Unsatisfactory Attendance Procedures

Stage 1A – MONITOR ALL STUDENTS AND IDENTIFY ANY AT RISK STUDENTS

- The Attendance rate will be calculated based on a study period, which is one semester (i.e. calculated on the basis that the student will attend all classes remaining for the semester) and monitored for compliance on a minimum fortnightly basis for each student. Reviewing attendance levels will be done systematically where possible using XUNO.
- The Attendance Officer will ensure that attendance is recorded at every class and absences noted, whether those absences are approved or not.
- Stawell Secondary College will monitor, record and assess the attendance of each international student in each unit of the course for which they are enrolled.

Stage 1B – IDENTIFY STUDENTS AT RISK (E.g.: Students with attendance of 90% and lower or more than 5 consecutive days absent without approval)

- Students who are identified as being at risk of not meeting attendance requirements will be advised that there are concerns about their attendance and reminded of their program and visa conditions. Please refer to the ISP Course Attendance/Behaviour/Course Progress Report.



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- A Welfare & Compliance Record will be started to record all actions & discussions relating to the student.

Stage 2 – IMPLEMENT INTERVENTION STRATEGY (attendance at 90-85%)

- The student's attendance is regarded at risk when it falls below 90%.
- The student will be advised about the importance of complying with their visa conditions and the impact of their attendance on their ability to achieve study goals.
- The student will be counselled to ensure that problems underlying their unsatisfactory attendance are addressed, taking into consideration potential personal problems, difficulty adjusting to a new environment, adapting to new learning and teaching approaches. Interventions include:
 - Regular counselling
 - Engaging the support of the homestay family.
 - Advising the parents and seeking their support
 - Access to other support services within the College
 - External support services (no extra charge)
 - Working with homestay providers (where applicable)
- Students who are too ill to make 80% attendance can defer their studies for up to six months, however this decision needs to first be approved by the IED. Medical certificates will be required and requests will be assessed on the basis of the supporting evidence confirming compassionate and compelling circumstances.
- The student will be placed on an individualised School Contract with an appropriate review date (between 3-6 weeks). This will include both student and school responsibilities and commitments to satisfying the minimum attendance requirements.
- The Principal or Assistant Principal will be advised of the issue and conduct a meeting with the student to discuss their attendance.
- The student's parents will be advised verbally of the student's situation, via an interpreter if required, and be sent a translated copy of the School Contract.

Stage 3a – FINAL UNSATISFACTORY ATTENDANCE MEETING (attendance at 80-85%)

- The ISC will organise a meeting with the student and the School Principal.
- The ISC will provide the student with written notification of the meeting time and location and the reason their attendance is required.
- The Principal will facilitate the compliance meeting, discussing any issues or factors contributing to the student's unsatisfactory attendance.



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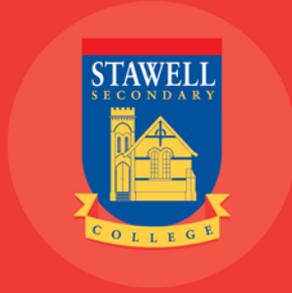
- The student's options will be discussed with them as appropriate. (e.g. continuing with program, changing to another education provider, returning home).
- The student will be advised of the consequences of failing to meet attendance requirements.
- The student will be placed on a Final Compliance Contract, with a review date to be determined by the Principal. This will include both student and school responsibilities and commitments to ensuring attendance levels are satisfactory.
- A copy of the Final Compliance Contract will be kept by the student and the school.
- Stawell Secondary College will provide the parents with a translated letter outlining the student's situation and a translated copy of the Final Compliance Contract.
- Students who do not attend scheduled meetings will have a maximum of 2 meetings arranged to discuss the unsatisfactory attendance. Students who fail to attend both meetings will be progressed directly to Stage 4 – Report.
- Students will be asked to sign the Final Compliance Contract to seek confirmation of their understanding; however they are not obliged to do so. All conditions will still apply.

Stage 3b – ONGOING MONITORING & SUPPORT

- The school must implement any intervention strategies outlined in the Final Compliance Contract and continue to counsel and support the student.
- The student's attendance will continue to be monitored on a fortnightly basis.

Stage 4 – REPORTING UNSATISFACTORY ATTENDANCE

- Attendance rates of less than 80% are unsatisfactory and this is the point at which the overseas student has failed to meet satisfactory course attendance.
- If a student fails to meet attendance progress requirements the school should advise IED immediately and provide an updated copy of the Welfare & Compliance Record, Attendance Record, most recent school reports, any other relevant supporting evidence, and records of all communication to parents and other relevant parties.
- This may result in the student being reported to DHA. Please refer to the Reporting Guideline and Procedures located in the last section of this document.
- **In UNUSUAL CIRCUMSTANCES where a student has not attended school and cannot be contacted or located, this must be reported to IED. Please refer to IED's Critical Incident Procedure for Missing Students.**
- As per Standard 8.15, IED may decide not to report the overseas student for breaching the attendance requirements if the overseas student is attending at least 70 per cent of the scheduled course contact hours and: the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply. These include, but are not limited to:
 - serious illness or injury



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- where a medical certificate states that the overseas student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- 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 overseas student (these cases should be supported by police or psychologists' reports).
- If one of the above applies and IED decides not to report, the student will continue to attend their current school and if applicable, continue to maintain their welfare arrangements.
- Note: Reporting Guidelines and Procedures are located in the last section of this document

Unsatisfactory Behaviour Guidelines

- Stawell Secondary College will provide all international students with their Code of Conduct at the time of enrolment and outline its requirements to ensure that the students understand what the school expects of them.
- Instances of misbehaviour or other breaches of the Code of Conduct will be dealt with swiftly, through measures such as counselling.
- School staff will be mindful of student cultural issues such as variations to concepts of punctuality and attitudes to authority figures which may impact on unsatisfactory behaviour and inform the school's response.
- Where misbehaviour has led to investigations by Victoria Police, the school response will be informed by the status of these investigations, in particular whether an offence is alleged or a conviction recorded.
- An international student's parents are to be notified as soon as possible of any unsatisfactory behaviour and any disciplinary action taken for the most serious matters.
- If the behaviour or actions of an international student warrants suspension or expulsion, the Department policies detailed in the Ministerial Order 184 - Guidelines for Suspension and Expulsion should be applied. This document is available at the [Department of Education and Training website](#)¹
- In the case of international students where there is a requirement to adhere to visa condition 8202 and ESOS National Code, in-school suspension is the required action. This is so as not to force the international student into a situation where he or she cannot meet the 80% attendance requirement.



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- If there are grounds for expulsion of an international student from the school the Principal will consult IED. (For equity reasons, it is important that international students are not treated differently from a local student under the same circumstances, should suspension or expulsion be under consideration.

Unsatisfactory Behaviour Procedures

Stage 1a – MONITOR ALL STUDENTS

- Students' behaviour is monitored in accordance with Stawell Secondary College's Code of Conduct and Homestay Agreement.
- Behaviour that breaches the Code of Conduct is identified and responded to.
- Where the unsatisfactory behaviour constitutes a Critical Incident, the Critical Incident policy and procedures in the relevant sections of the School Policy and Advisory Guidelines (SPAG) should be followed.
- In cases of serious misbehaviour, especially where a risk is presented to themselves or other students, the school Principal may consider suspension or expulsion under Ministerial Order 184 – Guidelines for Suspension and Expulsion.
- The first consideration in responding to any incidence of unsatisfactory behaviour is the safety and wellbeing of all students.
- Serious incidents of misbehaviour which pose a threat to student safety or the risk of serious property damage should be reported to the Security Services Unit on telephone (03) 9589-6266.

Stage 1b – IDENTIFY NON-COMPLIANT BEHAVIOUR

- Students who have breached the school Code of Conduct are advised immediately that there are concerns about their behaviour and reminded of their program and visa conditions.
- A Welfare & Compliance Record is used to record all actions & discussions relating to the student.

Stage 2 – IMPLEMENT INTERVENTION STRATEGY

- The student is advised about the importance of complying with their visa conditions and the impact of their behaviour on their ability to achieve study goals.
- The student is counselled to ensure that the behavioural issues are addressed, taking into consideration difficulty adjusting to a new environment, new learning and skills or potential personal problems.



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- Suggested interventions include affording the student the opportunity to access support resources such as counsellors.
- The school may also access support resources offered by the DE&T Regional Office.
- If the behavioural issue is of sufficient seriousness to involve Victoria Police or welfare authorities, ongoing liaison with these bodies should be established.
- The student is placed on an individualised School Contract with an appropriate review date (between 3-6 weeks). This should include both student and school responsibilities and commitments for ensuring that the unsatisfactory behaviour does not recur.
- The PCO is advised of the issue and should conduct a meeting with the student to discuss their behaviour.
- Homestay hosts are made aware that there is a behaviour issue and their assistance sought in managing the problem.(where applicable)
- The student's parents are advised verbally of the student's situation, via an interpreter if required, and be sent a translated copy of the School Contract.
- In serious cases the School Principal may opt to inform IED of the student's behaviour and be sent a copy of the School Contract, Welfare & Compliance Record, Attendance Record and most recent school reports as appropriate.

Stage 3a – FINAL UNSATISFACTORY BEHAVIOUR MEETING

- In the event that the unsatisfactory behaviour persists, the school informs IED of the breach of the School Contract and sends an updated copy of the Welfare & Compliance Record, Attendance Record and most recent school reports for retention on file.
- The ISC organises a meeting with the student and the School Principal to discuss the student's behaviour.
- The ISC provides the student with written notification of the meeting time and location and the reason their attendance is required.
- The Principal facilitates the meeting, discussing any issues or factors contributing to the student's behaviour.
- The student's options will be discussed with them as appropriate. (e.g. continuing with program, changing education provider, returning home).
- Options for responding to the unsatisfactory behaviour should take into account the wellbeing and future of the student concerned and also that of any students effected by the behaviour.



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- The student will be advised of the consequences of continuing to breach the school Code of Conduct.
- The student will be placed on a Final Compliance Contract, with a review date to be determined by the Principal. This will include both student and school responsibilities and commitments for redressing the unsatisfactory behaviour.
- A copy of the Final Compliance Contract is retained by the student and the school.
- The school provides the parents with a translated letter outlining the student's situation and a translated copy of the Final Compliance Contract.
- Students who do not attend a scheduled meeting will have a maximum of 2 meetings arranged to discuss behaviour. Students who fail to attend both meetings will be progressed directly to Stage 4 – Report.
- Students will be asked to sign the Final Compliance Contract to seek confirmation of their understanding, however they are not obliged to do so. All conditions will still apply.

Stage 3b – ONGOING MONITORING & SUPPORT

- The school will implement any intervention strategies outlined in the Final Compliance Contract and continue to counsel and support the student.
- The student's behaviour continues to be monitored closely.

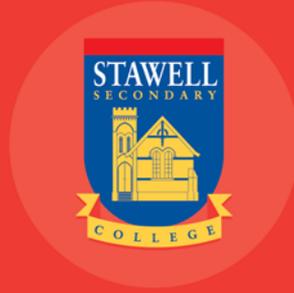
Stage 4 – REPORTING UNSATISFACTORY BEHAVIOUR

- If a student fails to address the behavioural issue or meet his/her commitments under the Final Compliance Contract the school is to advise IED and provide an updated copy of the Welfare & Compliance Record, Attendance Record, most recent school reports, any other relevant supporting evidence, and records of all communication to parents and other relevant parties. This may result in the student being reported to DHA. Please refer to the Reporting Guideline and Procedures located in the last section of this document.

Unsatisfactory Progress and Course Duration Guidelines

Academic Progress

- Stawell Secondary College will monitor, record and assess the progress of each international student in each unit of the course for which they are enrolled, to ensure they complete their course within the course duration that is on their CoE.



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- Monitoring course progress and course duration will be completed systematically at the end of each term. Records will be kept in the school's electronic XUNO student management system and where hard copy records are maintained in each student's file.
- At school, in order to achieve and maintain satisfactory course progress an international student must:
 - Pass or demonstrate competency in at least 50 per cent of the course requirements for a study period (one semester).
 - Successfully complete sufficient units of study to enable completion within the CoE duration in each study period (one semester). E.g. for year 11 and 12 students satisfactorily complete sufficient units to achieve VCE/VCAL qualification.
- If there is any indication that an international student's course progress is unsatisfactory, or is becoming unsatisfactory, the student will be counselled and advised about course requirements, fulfilling visa condition 8202 and the National Code Standard 8.
- As a minimum, the interim report at the end of each term identifies students at risk of failing to achieve satisfactory course progress, or of not completing their course in the specified duration. Students found to be at risk are to be counselled and the school will intervene to assist them at this stage. Suitable interventions strategies include:
 - extra tutoring
 - additional English
 - counselling, including exploration of alternative study options
 - subject selection advice
 - other resources that individual schools may have.

This must be documented using the International Student Welfare and Compliance Record.

- Issues raised in counselling session(s), should be resolved where possible. Such issues may include personal problems, such as difficulty in adjusting to a new environment, new learning and teaching styles or lack of time management and study skills.
- If the student needs to be referred to an external support service, such as counselling, there will be no charge incurred by the student.

Course duration

- At all times the student should be in a position to complete the course within the expected duration as specified on their CoE.
- Stawell Secondary College will be alert to any academic or other issues that may render a student unable to complete the program within the specified duration.



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- IED can only allow students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances, such as compassionate or compelling circumstances, or where there is proof of early intervention.

The intervention strategy

- Stawell Secondary College will activate their intervention strategies early enough to assist students to complete their course within the expected duration. It is not a mechanism to extend study beyond the specified course duration period.
- A new CoE may be granted when:
 - the school is in the process of implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress.
 - an approved deferment of study has been granted.

Unsatisfactory Progress Procedures

Students identified as being at risk of failing to make satisfactory course progress or not completing their course on time are subject to the following procedure.

Stage 1a – MONITOR ALL STUDENTS

- Students' academic progress is monitored on an ongoing basis.

Stage 1b – IDENTIFY STUDENTS AT RISK

- Students whose engagement or academic progress is unsatisfactory and/or likely to lead to the student failing to complete the program in the timeframe specified on their CoE are identified.

Stage 2 – IMPLEMENT INTERVENTION STRATEGY

- Stawell Secondary College's intervention strategy commences to assist the student (using the International Student Welfare and Compliance Record)
- The student is counselled about course requirements and advised about fulfilling visa condition 8202 and National Code Standard 8.
- The student is placed on a school contract, with a review date. A reasonable review period for course progress is six weeks or the end of term, whichever comes first.
- The PCO is informed.
- The student's parents are advised verbally of the student's situation, via an interpreter if required, and be sent a translated copy of the School Contract
- Note: Stages 1 and 2 must occur within the duration of one study period (one semester).



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Stage 3a – FINAL COMPLIANCE CONTRACT

- If the student fails to comply with the school contract the Principal will meet with the student and put them on a Final Contract.
- After this meeting the school undertakes the following:
 - Informs the student's parents in writing (translated, if necessary) of the results of the meeting, and the consequences of the student breaching the final contract.
 - Informs IED that DHA reporting procedures may become necessary for the student.
 - Continues to closely monitor the student.
- The review date for the Final Contract will be determined at the time of the interview.
- The student's course progression must continue to be monitored to ensure compliance with visa condition 8202 and ESOS National Code Standard 8.
- At the end of the review period the school should provide IED with a report on the student's progress in each subject, indicating their ability to continue into the next study period (semester).

Stage 3b – ONGOING MONITORING & SUPPORT

- The school implements intervention strategies outlined in the Final Compliance Contract and continues to counsel and support the student.
- The student's progress continues to be monitored closely.

Stage 4 – REPORTING UNSATISFACTORY PROGRESS & COURSE DURATION

- Unsatisfactory course progress is defined as:
 - The school considers the student would benefit from repeating a year.
 - The student has not satisfactorily completed sufficient units to achieve a VCE/VCE qualification.
 - The student has not passed the majority of units for two consecutive study periods (two consecutive semesters).
- If a student fails to address the course progression issue or meet his/her commitments under the Final Compliance Contract the school advises IED and provides an updated copy of the Welfare & Compliance Record, Attendance Record, most recent school reports, any other relevant supporting evidence, and records of all communication to parents and other relevant parties.

Note: Reporting Guidelines and Procedures are located in the last section of this document



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Reporting Guidelines

When a student is reported as non-compliant, their original visa conditions remain in place until a decision regarding visa cancellation is made by DHA. In this time, the student is still required to attend and comply with all their other visa conditions. It is important that schools are aware that they are still responsible for the student. Schools remain responsible for student attendance and academic performance even after IED has issued the Non-Compliance Notification to DHA.

Where the Department has welfare responsibilities for an international student under 18 years of age, those responsibilities continue after a student is excluded from school until:

- The student leaves Australia.
- The student has alternative welfare arrangements approved by another registered provider.
- Care of the student by a parent or nominated relative is approved by Immigration.

Reporting without an Appeal Period

ESOS National Code Standard 9 outlines that an overseas student does not have to be given the opportunity to appeal a provider - initiated cancellation of enrolment when the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk. IED is required to keep evidence of this. This may include, but is not limited to when the overseas student:

- Refuses to maintain approved care arrangements, if they are under 18 years of age.
- The student is missing.
- The student has medical concerns, severe depression or psychological issues which lead the provider to fear for the overseas student's wellbeing.
- The student has engaged or threatens to engage in behaviour that is reasonably believed to endanger the overseas student or others.
- The student is a risk of committing a criminal offence.

Reporting Procedures

Stage 1 – Beginning process of reporting (IED action required)

- An Intention to Report Checklist and a summary of incident is prepared. It is crucial to have all relevant documentation and evidence from the school.

Note: IED understands that in exceptional circumstances it is not feasible for schools to obtain all evidence and follow all the procedures for monitoring attendance, behaviour and course progress. In these circumstances, the school must provide IED with other evidence that all efforts have been made to implement other intervention strategies.

- The student's case is referred to IED.
- IED begins process of reporting by initiating Intention to Report to DHA.
- Intention to Report Notice sent to student, parent and school. (Where IED has formed the opinion that on reasonable grounds the safety and wellbeing of the student and/or people the



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student may encounter is in jeopardy, the Executive Director IED may report to DHA immediately), while still issuing a Notice of Intention to Report.

- Student is given 20 working days from the date of issue of the Intention to Report Notice to access the internal appeals process.
- If student does not access the internal appeals process within this specified timeframe, IED will report the student to DHA.

Stage 2 – Student accesses internal appeals process (IED action required)

- The Executive Director, IED will commence review of case within 10 working days of receipt of the written appeal.
- If the student is successful with the internal appeals process, the student and school are informed of the outcome in writing.
- If the student is unsuccessful with the internal appeals process, the student and school are informed of outcome and advised of their right to access the external appeals process.
- Where a student appeals against the decision to report for unsatisfactory course progress or unsatisfactory attendance, the enrolment must be maintained until a decision is made through the external appeals process.
- Where a student appeals against the decision to report the student for misbehaviour or to cancel the student's enrolment, the enrolment must be maintained until a decision is made through the internal appeals process.
- If the student does not access the external appeals process within the specified timeframe, IED reports the student to DHA.

Stage 3 – Student accesses external appeals process (IED action required)

- Student has 10 working days from the date of internal appeal decision to lodge an external appeal in writing.
- If the student is successful with the external appeals process, the student and school are informed of the outcome.
- If the student is unsuccessful with the external appeals process, the student and school are informed in writing of the outcome and the student is reported to DHA.

IED will also advise the family/student that the enrolment has been cancelled. The letter will include advice that the enrolment has been cancelled, DHA has been notified and that the family/student have 14 days to make alternative welfare arrangements, if applicable.

As per Standard 5.6.4, if after 14 days no alternative welfare arrangements have been made, DET will cancel the CAAW and advise DHA that is no longer able to approve the student's welfare arrangements.



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Stage 4 – Reporting (IED action required)

- IED reports the student’s non-compliance with their visa conditions to DHA through the PRISMS system, and advice is provided to the student that this action has taken place.
- DHA investigates the circumstances surrounding the non-compliance and may cancel the student’s visa.
- The student may seek a review of this decision through DHA internal processes.

In the event that the visa is cancelled, the student would normally be obliged to leave Australia and IED will follow up with the school after 28 days to confirm the student’s departure, ensuring that CASES21 has been updated accordingly.

Other visa related breaches

Non-compliance with any other 500 (formerly 571) student visa conditions may also result in IED reporting students to DHA as required in accordance with the ESOS National Code 2018. Schools are audited on the above requirements through the ISP Compliance Audit Process

References:

- Appendix 1: International Student Attendance Summary Report
- Appendix 2: International Student Course Progress Attendance Behaviour checklist.

Evaluation:

This policy will be reviewed as part of the school’s review cycle in accordance with the Child Safe Policy, in August every two years. The review will be led by the Registrar and referred to the Policy Subcommittee and School Council for ratification.

Last Reviewed: October 2019 (new policy)

Date of next review: August 2021

Update history:

First issued	October 2019
Date of update	Summary of change(s)