



Procedures for Managing Attendance and Withdrawal of International Students

1. Attendance monitoring

- I. Monitoring of international students' attendance will be as per the normal procedures applied by St Heliers School for all students.
- II. If an international student is absent without explanation, the school office will inform the International Student Manager, who will contact the parents or the residential caregiver to find out the reason for the student's absence.

2. Procedures in the event of absenteeism by an international student

- I. In the event that an international student is frequently absent or is absent more than seems plausible based on the reasons given, the International Student Manager may take one or more of the following actions:
 - a. Inform the student of the possible consequences if they continue to demonstrate poor attendance.
 - b. Contact the residential caregiver or parent/legal guardian caring for the student and inform them of the school's concerns. The International Student Manager may arrange a meeting with the residential caregiver or parent/legal guardian, and the student, to discuss the reasons for non-attendance and to agree a plan to support the student to improve in this area.
 - c. In the case of a student living with a residential caregiver, write to the student's parents and inform them of their child's poor attendance, and that this may be jeopardising their ability to achieve their academic goals. Unless the parents are reasonably proficient in English, St Heliers School will have this letter translated into the parents' first language or conveyed to them by the student's Education Agent. The natural parents will always be informed if the school has concerns over a student's repeated absences.
 - d. Draw up an agreement whereby the student agrees to maintain high rates of attendance and demonstrates their awareness of the possible consequences should they not do this. This agreement must be signed by the student, their caregivers and their natural parents to ensure that all parties are aware of the situation and to provide the student with all necessary support.
 - e. Place the student on daily report for the purposes of monitoring the student's attendance and holding him/her accountable for maintaining excellent attendance.
 - f. Inform Immigration New Zealand and request them to issue a warning letter to the student.

3. Immigration requirements

- I. Immigration New Zealand (INZ) requires schools to monitor attendance to verify that students are absent for genuine reasons. If St Heliers School has concerns over a student's attendance, and our other methods of getting the student to attend regularly, have not succeeded, we may inform INZ and request that they send a warning letter to the student that their low attendance may place in jeopardy their ability to obtain a visa renewal for further terms of study. When a student applies for a subsequent visa, INZ requires providers to attest to the full attendance the previous year, or to explain the student's low attendance. St Heliers School complies with these requirements of INZ.

4. Termination of enrolment

- I. Persistent truancy by a student, after the above actions have been taken by the school, and all attempts made to ensure the student maintains good attendance, may result in termination of the student's enrolment under the terms of the school's (Enrolment Agreement).
- II. In this event, the school's (Disciplinary Policy) will be applied, the parents will be informed, the refunds policy applied, and Immigration New Zealand informed of the termination of enrolment due to poor attendance. The termination form may be found here:
<https://www.immigration.govt.nz/assist-migrants-and-students/assist-students/student-enrolment-termination>.
- III. If the school year has come to an end and the student's attendance in that school year has not been satisfactory, the school may decide not to offer the student a place the following year. In this event, the parents will be informed of the school's decision and Immigration New Zealand informed. The school, if requested to provide evidence of good attendance to another education provider, or for subsequent visa applications by the student, should inform the provider and/or Immigration New Zealand of the student's poor attendance record.

6. Procedures for Voluntary Withdrawal of a Student

- IV. International students who wish to withdraw from St Heliers School must –
 - a. Provide written notice of withdrawal.
 - b. Complete the school's leaving form/procedures.
 - c. Give two weeks' notice to the residential caregiver if they are living with a residential caregiver.
- V. If parents wish to request a refund, a letter must be sent to the principal, stating the last day of the student's attendance and the reasons for early withdrawal.
- VI. In the event of an early withdrawal and request for a refund the school will apply our Refund Policy.
- VII. If a student is withdrawn, the International Student Manager will notify Immigration New Zealand using this form: <https://www.immigration.govt.nz/assist-migrants-and-students/assist-students/student-enrolment-termination>.