



FAIRFIELD INTERMEDIATE SCHOOL

WITHDRAWAL AND ATTENDANCE POLICY FOR INTERNATIONAL STUDENTS

OUTCOME 20: MANAGING WITHDRAWAL AND CLOSURE (clauses 80/81 of the Code of Practice)

RATIONALE:

To ensure that the school, parents and students are aware of the circumstances in which a student may withdraw from a course and the procedures the school must follow.

To ensure that the fees paid by international learners for educational instruction at Fairfield Intermediate School are secure and protected in the event of learner withdrawal, the ending of educational instruction at Fairfield Intermediate School or the closure of a signatory

PROCESS:

International Students who wish to withdraw from Fairfield Intermediate School must:

- provide written explanation for withdrawal signed by their parents. This must be received by the Board of Trustees one month before the last day of school. Leaving procedures will start when the explanation is received by the Board
- complete the school leaving form (Caregivers may sign this in lieu of parents but the school must still have the parents' signature on the withdrawal letter as stated above)
- provide a medical certificate (if appropriate) if refund is requested on compassionate grounds
- give homestay parents two weeks' notice if this involves terminating their homestay arrangements.

GUIDELINES:

The school treats International Students as it does domestic students and the school policies in relation to Code of Conduct and Behaviour apply.

- The school will contact the caregivers/parents in the event of an unexplained absence.
- Parents and agents of International Students who are failing to meet course attendance requirements will be contacted promptly.
- Discipline procedures will be applied in the event of truancy or continuing truancy and the student's parents and agents, where applicable, will be notified. These can involve –

- (a) visits to the home by the truancy service in the case of students under 16 years of age
 - (b) suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students.
 - If a student withdraws from or ceases to attend Fairfield Intermediate School, the school will notify the New Zealand Immigration Service. (Note: after 20 consecutive school days of non-attendance students are removed from the school roll: Regulation 11 of the Education School Attendance Regulations 1951).
 - All students who are removed from the roll for whatever reason, as a result of discipline procedures, are not eligible for refunds and the New Zealand Immigration Department will be informed of their new status.
 - Students whose progress is a cause of concern in ESOL will be interviewed by the International Students Director. In such cases intervention will be discussed with the parents such as
 - (a) teacher aid support at the parents' expense
 - (b) close monitoring of the student for an agreed period of time
 - (c) private language lessons after school
- In cases where agreement cannot be reached the school may decide not to continue the tuition contract through to its completion.

CONCLUSION:

By observing the correct withdrawal procedure both the school and parents will be able to have a clear understanding of what is required to then proceed on to seeking a refund of fees as per the school's refund policy.

It is a legal requirement for International Students to attend school just as it is for New Zealand resident students. Accurate and timely monitoring, and close contact with the International Students caregiver will result in non-attendance being swiftly acted upon.

Approved Date: June 2023

Review Date: May 2024

Signature: (Director of International Students).....

Signature (Principal).....

Signature (Board of Trustees Chairperson)