

## OVERSEAS STUDENTS POLICY

### 1. Reflection Material

- 1.1 All Hallows' School Mission Statement

### 2. Rationale

All Hallows' School supports the enrolment of overseas students where vacancies exist within the School. Enrolment of overseas students allows for greater cultural diversity within the School and supports the development of English language proficiency for the overseas students.

### 3. Policy

The following conditions apply to the enrolment of overseas students at All Hallows' School.

- 3.1 Applications for enrolment may be made by parents/caregivers of students seeking a place in Years 11 and 12 only. All applications are considered by the Principal in accordance with the published Enrolment Policy. Applications will only be considered if places are available. Overseas students must have English language skills of a level sufficient to access the Queensland syllabus requirements. Language proficiency will be determined by the Head of Learning Support and Enrichment.
- 3.2 Overseas students must undertake full-time study in a programme approved by the School. All courses are based on the Queensland Curriculum and Assessment Authority syllabuses and Study Area Specifications, and the Religious Education Curriculum (Catholic Education Archdiocese of Brisbane 2013).
- 3.3 Overseas students must abide by all rules that pertain to all other students in the School. These are published in the School Diary. All students must be in attendance from 8.20 am to 3.05 pm daily on the dates specified in the current School Calendar. All absences must be accounted for by a note signed by the parent/caregiver. Absences in excess of two days must be accompanied by a medical certificate. Students must attend every timetabled class.

The School will monitor attendance records on a fortnightly basis to determine if any overseas students are nearing 20% non-attendance, either within the term or semester. In these cases, the student/parent will be sent a letter to investigate the issue, and the student counselled as required. At the point where the student is no longer able to meet the required 80% of course attendance rate, she will be reported to the Department of Education and Training via the PRISMS online system.

- 3.4 All assessment for each subject must be completed as required and by the specified due date.

- 3.5 Reports on academic performance are issued three (3) times each year to parents/caregivers. Parents/caregivers will be contacted at other times by school staff if any concerns arise in relation to academic performance or any aspect of student behaviour.

Ongoing monitoring of academic performance is undertaken to ensure that the overseas student is satisfactorily completing the required courses on a term or semester basis. If concerns arise, the student and parent are sent a letter advising of the concerns, and the student counselled as appropriate. At the point where the student is not fulfilling course requirements, she will be reported to the Department of Education and Training via the PRISMS online system.

- 3.6 Successful completion of the available courses of study is determined at the end of Year 12 and certification is issued by the Queensland Curriculum and Assessment Authority. Requirements for successful completion of a course of study are detailed in the relevant Curriculum Handbook.
- 3.7 The School provides support services to all overseas students. These services include a School Counsellor, Head of Careers and Vocational Education, English as a Second Language teacher, Learning Support and Enrichment teachers, Head of House (pastoral support) and Heads of Department (academic support). The Head of House will provide details of all support services to the students.
- 3.8 Overseas students are only accepted if they live in Brisbane with their parents or carers. Carers must be relatives of the student, over the age of 21, have permission to reside in Australia until the student turns 18 or their visa expires, and be of good character (as evidenced by police clearance in their country of origin).

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