

## HUNTERS HILL HIGH SCHOOL

### POLICY IN ATTENDANCE MONITORING OF INTERNATIONAL STUDENTS

#### POLICY IMPLEMENTATION

The *Policy in Attendance Monitoring of International Students* will be seen as an addendum to the *Policy on Attendance and Lateness*.

All international students will, in the first instance, comply with the standards, requirements and procedures for attendance and punctuality as outlined in the school's *Policy on Attendance and Lateness*.

#### SCHOOL PRACTICE

1. Year Advisers will receive attendance data from the Attendance Officer, each fortnight. The Year Advisers will identify international students whose attendance is in the 70 - 85% range. Year Advisers are to interview students in his/her scholastic years whose attendance record is deemed to be poor.
2. Hunters Hill High has IS1 and IS2 (when required) as International Students roll classes that will be supervised by the roll call teachers. The International Students' Coordinator will visit these classes on an almost daily basis. Newly arrived international students in Years 9, 10 and 11 will be placed into these classes to provide strong welfare and attendance support.
3. The International Students' Coordinator will access the school's attendance software program, at least once per fortnight, to obtain attendance data on international students attending Hunters Hill High School.
4. The International Students' Coordinator will interview any international students whose attendance data is less than 85% advising of attendance requirements.
5. The International Students Coordinator will liaise with the Principal with regards to the preparation of attendance warning letters 14A and 14B when an international student's attendance is less than 80%.
6. The International Students Coordinator will notify the International Student Centre and email the guardian and biological parents (in the home country) whenever letters 14A or 14B have been issued to an international student for poor attendance.
7. The Principal will consider all appeals generated in response to the issuing of letter 14B with regards to the school's intention to notify the Department of Immigration and Citizenship (DIAC). The Principal will respond to the international student's appeal in writing by using the Outcome of Intention to Report structured letter.
8. The Principal will notify the International Student Centre to make a report to DIAC for any breach of visa conditions due to ongoing poor attendance.

*Reviewed August 2015*