

INTERNATIONAL STUDENTS PROCEDURE

Procedures for Termination of Enrolment



Under the Code of Practice, the school recognises that there may be times when the student enrolment is terminated. The school will ensure a fair and transparent process. The school recognises that once a student enrolment has commenced at Glendowie School then the student has the same right to continued enrolment at the school as domestic students.

The student cannot be excluded from attendance other than in accordance with the stand-down and suspension provisions of the 1989 Education Act

Students could be excluded if they didn't hold a current visa or the International fee hadn't been fully paid

Our enrolment form shows that a student's enrolment could be terminated if the student enrolment form had not disclosed the psychological, medical or behavioural difficulties, and that these difficulties severely limited the ability of the student to undertake the learning programme in English.

The school would also need to terminate the enrolment if the students behaviour was so severe that we were unable to acquire a homestay for him / her. Every effort would be made and all efforts recorded

The procedures to be followed are:

Meetings with the parents over the concerns of the school in fulfilling the contract that we had entered into with them e.g. learning

A plan from the school and the parents to address the issues

The student and the parents to be given a written warning where the issues are still not addressed

The student's parents have the right to have their concerns considered by the Board of trustees and to be present at this meeting

The procedures followed will be in line with Section 4B Education Act, and the guidelines around suspensions, stand downs and exclusions

When the decision to terminate the enrolment is decided the school will advise the Immigration department with the electronic notification form and the parents will be consulted as to arrangements on how the the student returns to his or her country

17/9/2017

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