

# Withdrawal of International Students from Sacred Heart Girls' College and Attendance Requirements

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## **Withdrawal**

International students who wish to withdraw from Sacred Heart Girls' College must –

1. Provide written approval from their guardian in lieu of parents' signing the leaving form.
2. Complete the school's leaving forms
3. Give home stay parents two weeks notice if this involves terminating their home stay arrangements.

## **Attendance Requirements**

1. The school treats international students as it does domestic students and the school's policies apply.
2. The Administrator of International Students will contact the home stay parents in the event of an unexplained absence.
3. Discipline procedures will be applied in the event of truancy or continuing truancy and the student's parents, and guardians where applicable, will be notified. These can involve –

Visits to the home by the Director /Administrator /Guidance Counsellor.

Suspension procedures where truancy is deemed to be gross misconduct, which is a harmful example to other students.

4. Parents and guardians of International Students who are failing to meet course requirements will be contacted promptly.
5. The school will inform the New Zealand Immigration Service should the student leave.

# International Student Discipline Policy

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## Exclusion of Students from School

An International student once enrolled at a school has the same rights as a domestic student and cannot be excluded from school other than in accordance with the Education (Stand down, Suspension Exclusion and Expulsion) Rules, 1999.

The decision to suspend a student will be made by the Principal on the grounds of gross misconduct or continual disobedience.

In addition where a decision is made to exclude a student from the school's home stay arrangements and this necessitates a return home, the following procedures will be followed –

1. The Guardian and parents of the International student will be notified of the matters causing concern.
2. A decision will be made as to whether the student should be given permission to enrol with an alternative provider in New Zealand.
3. The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from the home stay.
4. The student has the right to attend the hearing and to be represented as provided for in the 1989 Education Act.
5. The New Zealand Immigration Service will be informed.

\*All International Students and their parents/guardians are required to sign a **Code of Behaviour Contract** on application. For disciplinary reasons, a **Behaviour Contract (Initial Warning)** and a **Behaviour Contract (Final Warning)** may be issued.