



**Westbourne
Grammar
School**

International Students

Admissions and
Policy Handbook



Principal's Message

Leading this active, skilled and caring community of staff and students is a huge privilege.

Westbourne is a school that is well managed and stable, with well qualified, dedicated teachers who empower their students and support them to be the best they can be. As educators, our shared purpose is to motivate and inspire, to communicate our vision, to champion and promote change in our classrooms and to plan for the future. We want our students to understand their ability is not fixed but will develop over time when they receive good teaching and when they respond to feedback.

In an era of ever-increasing social, technological and cultural change schools will continue to transform themselves. For our students, their world will be one that is full of promise. Choice and possibility will exist on a scale unprecedented in human history. Globalisation will continue apace and, increasingly, more will be expected of our young people. Because many of them will be working in jobs that do not yet exist, it will be deep level thinking, creativity and imagination that become fundamental skills. Added to that, their ability to make judgements and to use knowledge in new situations will position them for a workplace increasingly focussed on making the most of information rather than just knowing facts.

In welcoming our international students to an enriching and supportive environment, we work closely with each individual to ensure they are making good academic progress, are well informed about subject choice and university entrance requirements, and feel secure in their surroundings.

Fully integrated into the life of the School, our international students are active participants in all that Westbourne has to offer.

Westbourne Grammar was founded in 1867 by visionaries with a burning desire to provide a great education for the young people of Melbourne's west. We are enormously proud of our heritage and look forward to welcoming you to our community and sharing our achievements with you.

Meg Hansen
Principal

International Admissions	3
Senior School Curriculum	3
Secondary Preparation Program	4
English Testing	5
Selection Criteria	5
International Application Procedures	6
Health Cover	7
Student Refund Policy	7
Care and Support	8
Guardianship and Accommodation	9
Transfer to Another Provider	11
Complying with Student Visa Requirements	12
Deferment, Suspension or Cancellation of an Enrolment	13
Complaints and Appeals	15
Use of Personal Information	15
Staff and Facilities	15



International Admissions

Westbourne Grammar School welcomes international students from many different countries around the world. We have a specialist Secondary Preparation Program delivered on campus and a dedicated international team to support our overseas students prior to entering mainstream study. We generally accept students for entry into Years 7 – 11.

Westbourne Grammar School is one of the oldest schools in Victoria. Established in 1867, we have been shaping learners who inspire the world for around one hundred and fifty years - young women and young men who are academically well prepared and who will make a difference in whatever they do. As the School motto says, 'That which you do, do well' and in every aspect of school life - from learning in and outside the classroom, how we interact together as a community, in the co-curricular, service and spiritual life of the School - this motto underpins our School values. Our Senior School campus is located at Truganina in Melbourne's west, approximately 20 kms from the CBD. It is a safe and caring environment, with the majority of international students allocated to local homestay families within close proximity to the School.

Senior School Curriculum

Years 7 and 8 feature a traditional core curriculum which includes

- English
- Mathematics
- Science
- Humanities
- Music
- Art
- LOTE (Japanese or German)
- Physical Education and Health
- Outdoor Education and Sport

In addition, students are able to select from a range of Academic Enrichment modules. The purpose of these modules is to extend and challenge students in a way which complements and expands upon the core curriculum.

- English
- Mathematics
- Science
- Humanities
- LOTE (Japanese or German)
- Physical Education and Health

Students in Year 9 study the core subjects

- Art
- Drama
- Music
- Literature
- Design-Multimedia
- Visual Communication Design
- Food and Technology

They also take an elective option each semester from such subjects as Art, Visual Communication Design, Design-Multimedia, Drama, Music, Food and Technology and Literature. In addition Year 9 students also study an Enrichment Module which is designed to offer the opportunity to study an area of interest outside the traditional curriculum and, in the process, develop a passion for an unfamiliar subject matter.

WHY STUDY AT WESTBOURNE

- Westbourne students achieve excellent academic results and gain entry into the top universities in Australia and around the world.
- The School provides an inclusive, caring and supportive environment.
- We offer an extensive range of subjects in the Victorian Certificate of Education.
- Our teaching staff are highly qualified and experienced in teaching students from diverse backgrounds.
- We have a broad range of co-curricular activities.
- Our beautiful campus is in Melbourne's west and is easily accessed by public transport.
- School-approved homestay arrangements are with local families within close proximity to the School.

Year 10 is the stepping stone for the final VCE years of school.

The Year 10 curriculum and structure is designed to provide the best possible preparation for these vital final years. The subject offering serves to provide:

- A solid grounding in core subjects (English, Mathematics, Science, Geography and History) considered essential in order to progress to the demanding final two years of VCE studies. All subjects are academically rigorous and comprehensive in the depth of material covered.
- Elective subjects allowing students to pursue subjects of interest. In addition, students can also study enrichment pathway subjects which prepare them for a VCE Unit 3 & 4 subject in Year 11, provided an appropriate academic level of achievement has been attained.

In 2016 VCE subjects offered at Westbourne included

Accounting, Art, Biology, Business Management, Chemistry, Chinese, Economics, English, English as an Additional Language, Environmental Science, Food and Technology, Geography, German, Health and Human Development, History, Information Technology, Politics, Japanese, Legal Studies, Literature, Mathematics (Further, Methods & Specialist), Media, Music, Physical Education, Physics, Studio Arts and Theatre Studies.

High achieving Year 12 Westbourne students also have the opportunity to study at a University level while still at school completing their Year 12 VCE studies. In 2016 the School will provide opportunities in University Mathematics for suitably interested students.

Secondary Preparation Program

Intensive English

In order to equip international students with the language skills required in their new learning environment, we offer the Secondary Preparation Program (Intensive English) in the School's International Centre. This Program is taught in small classes to enable strong support from teachers. Not only does the Program offer an intensive English language course, it also provides an essential orientation period, allowing students to become familiar with the School's layout and procedures.

Students in the Secondary Preparation Program are full members of the School community.

They live in a Westbourne homestay, wear the Westbourne uniform and are in the care of experienced Westbourne Grammar School staff. This enables them to become settled and comfortable at Westbourne before starting their mainstream classes.

While still undertaking the Secondary Preparation Program, students attend selected mainstream classes such as Mathematics, Sport, Business Studies and Science. The students will then enter mainstream classes once their English skills are at the required level.

Application for Enrolment

International application process

Full fee paying overseas students (FFPOS) will be admitted to Westbourne Grammar School providing the following conditions are met:

1. There is a place available.
2. English Language proficiency is met through AEAS testing results. If levels have not been met, admission can be granted with an enrolment of a semester of Secondary Preparation Program at the School.
3. All required documents are completed and received. These include:
 - a. Enrolment Application Form, incorporating the Medical Data Form
 - b. Certified translated transcripts of academic records from the past two years of schooling
 - c. Certified evidence of date of birth
 - d. Copy of passport details
 - e. Certified copy of AEAS testing results
 - f. Welfare arrangements of the student.
4. Entry into the School is subject to the assessment of the School.
5. Students accepted into Years 7 and 8 will only be considered if accompanied by a parent or a nominated relative to look after the student whilst they are studying. They will not be accepted into homestay.
6. Westbourne Grammar School requires all international students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment. Guardians are required to oversee all aspects of the student's welfare whilst at school in Australia.
7. When enrolment approval has been given, the Admissions Office will finalise enrolment and admissions processes.

English Testing

An English ability test is a compulsory requirement for assessment for entry and the AEAS test is used for this purpose. The School will not consider any applications unless they are accompanied by recent AEAS test results.

There are various test centres around the world which are listed on the AEAS website www.aeas.com.au

The results of this test will guide our recommendation of what entry level is most appropriate and how many weeks' study of our Intensive English Language course (Secondary Preparation Program) at Westbourne is required prior to commencement of studies.

Selection Criteria

Age

All students must be of the appropriate age to enter the year level for which they are applying. A student cannot be admitted if they will be eighteen months older or younger than the median age for the year level for which they are applying.

English requirements

All students must demonstrate the sufficient standard of English in order to proceed to secondary schooling at Westbourne Grammar School. Unless the student can provide test results to demonstrate English competency and readiness for mainstream schooling, students must attend a minimum of one semester (usually 20 weeks) of intensive English in Westbourne Grammar School's Secondary Preparation Program. Westbourne may also recognise English study at other intensive English programs but this must be approved by the Admissions Manager.

Following the language program, students must be able to provide reports from Westbourne Grammar School's Secondary Preparation Program or from the Language Centre stating that they are ready to proceed to mainstream secondary schooling. Students who do not reach the appropriate level of English will be required to attend further intensive English classes prior to commencing their mainstream classes. This will be evaluated via on-going progress reports from the language centre and an interview with the International Student Coordinator.

Academic requirements

Students must show that they have been consistent in their academic studies over a two-year period. As a general guide, students studying English as a Second Language should be achieving a 75% average. Students should average 70% in all other subjects.

It is important that parents and students realise the need for high-level English skills at the senior levels in all subject areas, including Mathematics and Science.

Course credit



International Application Procedures Summary

Step 1: Completing an application

An International Application Form can be downloaded from our website www.westbournegrammar.com

To apply, please forward the following documents to your agent or the School:

- ➔ Completed Application for Enrolment Form, incorporating the Medical Data Form, which must be signed by both parents
- ➔ Notarised translated copies of the student's school reports covering the last two years of study
- ➔ Verified translation of the student's birth certificate
- ➔ AEAS test results
- ➔ If the student is over sixteen, a copy of their graduation certificate showing that the student has achieved results allowing them to progress to the academic stream in senior secondary school, and including a score of over 75% in English.

Step 2: Assessment of application

The Admissions Manager assesses all applications. Students may be required to complete further language or academic testing if required and if in-country, will be required to attend an interview. The results will be communicated to the referring agent or family if it is a direct application.

Step 3: Offer of a place

If the student's application is successful, the School will forward a Letter of Offer and Written Agreement to the student.

Step 4: Accepting the offer

To accept the offer of a place at Westbourne Grammar School the following must be submitted to the School:

- ➔ Written Agreement completed and signed by both parents
- ➔ Confirmation from the appointed guardian that they accept guardianship of the student: this will be either confirmation of registration with one of our approved Guardianship services, or a relative
- ➔ Confirmation of registration with Australian Homestay Network (AHN, our approved homestay provider)
- ➔ Medical Data section of the Application for Enrolment Form (if not forwarded earlier)
- ➔ Payment of the fees in advance as requested in the Letter of Offer.

Step 5: Confirmation of Enrolment (COE) and Confirmation of Approval of Accommodation and Welfare (CAAW)

Once the payment and all documents requested in 'Step 4' above have been received, the School will issue the Confirmation of Enrolment and Confirmation of Approval of Accommodation and Welfare forms (if required). These documents will enable you to apply for the student visa.

Each country has different procedures and timelines for this process and we recommend that you familiarise yourself with this process before you submit your child's application. We recommend that you use the services of an education agency to assist you with your application, visa preparation and submission.

Step 6: Arrival at School

Starting school in a new country can present many challenges for international students. To prepare your child for studying in Australia please visit the 'Living and Studying in Melbourne' page on our website:

http://www.westbournegrammar.com/page/living_and_studying_in_melbourne_1.htm

We ask that you notify the School of your child's flight arrival details as soon as possible so that we can inform the homestay family and the student's guardian, where applicable, and arrange airport pick-up. Your child will need to have access to money for the purchase of their uniform, books, entertainment, toiletries, travel to and from school and to pay their homestay family.

Health Cover

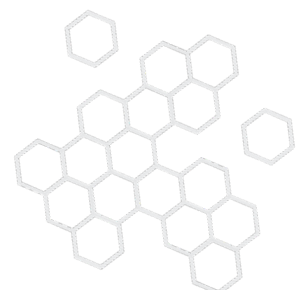
The Australian Government requires all international students to have medical insurance cover. The School will require proof of this cover. Overseas Student Health Cover (OSHC) information can be accessed via the following link:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1>

Student Refund Policy

1. This refund policy applies to all course monies paid to the School.
2. Westbourne Grammar School requires all course monies, including tuition fees, to be paid directly to the School and does not accept course monies from education agents.
3. Fees for services paid to education agents by students are not covered by this refund policy.
4. The application fee is non-refundable.
5. The deposit against fees is only refundable on completion of Year 12. If a student withdraws prior to the completion of Year 12 the deposit against fees is non-refundable.
6. The homestay placement fee is refundable if a student defaults prior to commencement; however, following homestay placement the fee becomes non-refundable.
7. Overseas student health cover is refundable only if a student defaults prior to commencement. Once overseas health cover has been applied, any refunds would have to be negotiated directly with the insurance company and the student.
8. Payment of course fees and refunds:
 - a. The initial payment is six months' fees in advance. Once the student has commenced at the School, fees are paid three months in advance
 - b. All fees must be paid in Australian dollars
 - c. If the student changes visa status (eg becomes a temporary or permanent resident) he/she will be entitled to pay local fees from the date that the new visa has been granted. This is conditional on evidence of the change of visa being provided to the School within six months of the visa being granted. If evidence is not provided within six months of the visa being granted, the student will pay local fees from the date of evidence being sighted by the School
 - d. Refunds will be reimbursed in Australian dollars
 - e. Refunds will be paid to the person specified in the 'fee data' section of the Application Form unless instructed otherwise, in writing, by that person.
9. All notification of withdrawal from a course, or applications for refunds, must be made in writing (from student's parents) and submitted to the Principal. If the student is transferring to another provider the application for student transfer/letter of release and all supporting documents as requested on the application will serve as written notification.
10. Visa rejection:

The School will refund within twenty-eight days all course monies paid (excluding the application fee) where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.



Care and Support

Before starting at Westbourne Grammar School

Students who are studying at a language centre in the city of Melbourne are contacted a month prior to commencing at Westbourne. A time is then arranged with their language school or guardian for the student to come out to the School for half a day. During this time they are given a tour of the School and appointments are made for them to meet with the Careers Counsellor (for Year 11 only) and the Director of Learning (all year levels) so that they can choose their subjects.

Students who do not require intensive English prior to starting mainstream classes have their subject selection conducted via email prior to their arrival in Australia. Upon arrival, appointments can be made with the Careers Counsellor and Director of Learning to finalise their subjects and timetable. Once the timetable has been finalised, text books are ordered for the student so that they can be delivered prior to the student's first day of school.

Orientation Program

On the students' first day at the School:

1. Students will be introduced to the International Student Coordinator, the appropriate Head of School and the Secondary Preparation Program teacher (if required).
2. Students will be given a tour of the School – support services available to students will be explained to them including the School Nurse, Careers Counsellor, Director of Learning, the school counsellors and the School Chaplain.
3. Each student will receive a copy of the International Student Orientation Handbook. The International Student Coordinator or the Secondary Preparation Program teacher will go through the Handbook with the students to ensure that the students understand the contents of the Handbook.
4. The school bus system will be explained to the student and the homestay so that they know when and where to catch the school bus. The student will be assisted for the first few days of school by the Bus Prefect on his or her bus. The Bus Prefect is a Year 11 student who will make sure the student gets on and off the bus at the correct place each day.
5. The public transport system will be explained to the student including supplying appropriate maps and transport timetables.
6. If required, the student will be assisted with opening a bank account.
7. Any student needing to attend their Consulate will be assisted to get there.

Students starting at the beginning of the school year will also take part in the general orientation morning held for all new students at the School.

This program is conducted on the morning prior to the first day of school. It includes a tour of the School with specific emphasis on the particular year level of the student. The student also meets the Head of House and is provided with his/her timetable.

The International Student Orientation will be run following the Orientation Morning at the beginning of the school year. Students arriving throughout the school year will undergo the International Student Orientation Program on their first day of school.

Arrival in Australia

Students commencing at Westbourne Grammar School are provided free initial airport pick-up on arrival in Australia. If the student is accompanied by a relative this free service also extends to them. Students who have been studying at language centres in Melbourne prior to commencing at Westbourne will be provided with a taxi voucher to pay for their transportation from their language centre homestay to their Westbourne homestay. Once at the homestay the students will be given time to settle in and rest after their flight. The homestay/guardian will make a time to bring the student to the school to purchase their uniform. If the homestay is unable to do this or there is not sufficient time prior to the start of school this will be done on the first day of school.

Transport to School

An extensive public transport system operates within the area. Additionally, a privately owned School bus network provides a fee based service exclusively for the use of Westbourne students.

School Support

Course advice

For students in Years 11 and 12 the School has a full time Careers Counsellor who works closely with the International Student Coordinator and the Admissions Office to ensure that the students have the best possible advice on university courses available to them.

Each year the Careers Counsellor organises a speaker from the major universities to come to the School to speak with the Years 11 and 12 international students. The speaker is from the International Office of the University and, as a result, the international students' individual needs can be addressed and their questions answered.

In Year 10 each student meets with the Careers Counsellor to discuss the future academic direction of the student prior to them having to make subject choices. They are then supported by the staff in the International Centre to make their choices.

Current course guides are available to all students to assist them with their subject choices as well as their future university placement.

Tertiary institutions' Open Days are advertised in the School's careers room, the Library, the daily bulletin and on the International Centre noticeboard.

Additional support services

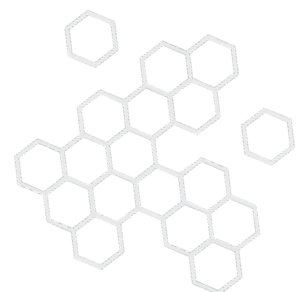
Westbourne Grammar School has a fully qualified registered nurse, a Careers Counsellor and Student Counsellors who are available to the students to support them throughout their time at the School. The School calls on the services of an interpreter where necessary. Two staff members at the School speak Mandarin and can translate if necessary.

Day-to-day welfare

Westbourne Grammar School employs a full time International Student Coordinator to take care of the day-to-day needs of the international students. The International Student Coordinator provides daily support within the School to all international students and oversees both their academic progress and their personal welfare. The International Student Coordinator is available to students at recess and lunchtime on a daily basis and on mobile telephone after hours as required in an emergency. Students and families are provided with written academic reports each semester which form the basis of the International Student Coordinator's academic counselling. The International Student Coordinator will also liaise with teaching staff and homestays if there are any concerns about a student's academic or pastoral progress.

Westbourne has a strong House system and the student's Head of House and House tutor work with them to monitor academic progress and wellbeing, and to engage them in the full life of the School.

The additional welfare-related support services provided by Westbourne staff to assist students with issues that may arise during their study are provided at no additional cost to the student. Should a referral to external support services be necessary, Westbourne Grammar School will not charge for the referral. Any costs incurred for external support services (if necessary) are to be paid by the student.



Guardianship and Accommodation

Guardianship Policy

Westbourne Grammar School requires all international students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment. Guardians are required to oversee all aspects of the student's welfare while at school in Australia.

In the event that a family wishes to appoint a relative to act as guardian the relative must gain Department of Immigration and Citizenship (DIAC) approval. DIAC requires, as part of the visa application, that students' families nominate a relative (spouse, parent, brother or sister, grandparent, aunt, uncle, niece or nephew, step-uncle/aunt/niece or nephew) aged twenty-one or over and of good character to act as carer while the student is under eighteen years of age. Copies of the documentation used to apply for guardianship through the DIAC system are to be forwarded to the School. A copy of the letter from DIAC approving the relative as a guardian must also be forwarded to the School.

If a relative fitting the DIBP requirements cannot be nominated, then parents must nominate a guardianship company. The School has provided details of appropriate companies that provide professional guardianship services: please note that these companies will charge a guardianship fee. Please contact them directly for further details.

International Student Advocates (ISA) web address: - www.studentguardians.com

In the event that the parents wish to appoint a different guardianship company please supply the School with all contact details. The School will determine the suitability of the guardian company and, if acceptable, will issue an Education Provider's Confirmation of Appropriate Accommodation/Welfare (CAAW).

Once the family has decided on a guardianship company they will

need to complete Section 8 of the Written Agreement, sign it and return it to the School. The School will not issue the electronic confirmation of enrolment (eCOE) and CAAW until the completed written agreement has been received and the guardianship company has accepted guardianship of the student in writing.

The CAAW will cover a period of seven days prior to the start date up until the student turns eighteen, or seven days after the finish date if the student turns eighteen after completing the course. If the student is completing an intensive English course prior to commencing at Westbourne Grammar School, and there is a gap between courses, Westbourne Grammar School will liaise with the other provider and the family via the agent to work out the best way to ensure that the student has continuous welfare and accommodation arrangements in place between courses. Please note that Westbourne requires guardianship to continue until the student completes their schooling at Westbourne.

In the event that the family intends to change to another guardian, the School must be notified at least seven days in advance and in writing.

The School must be notified of any change in address or guardian arrangements and all accommodation and welfare arrangements must be approved by the School. If a student changes their accommodation or welfare arrangements without School approval, DIAC will be informed that the School no longer approves the accommodation and welfare of the student and this may affect the student's visa.

Requirements of an approved guardian

Guardians are required to oversee all aspects of the student's welfare at School in Australia. These include:

- ➔ Acting as first contact for urgent medical treatment for the student and signing medical authorisation as required by the School
- ➔ Discussing matters with School representatives relating to the welfare of the student
- ➔ Liaising with parents of the student on a regular basis
- ➔ Ensuring the student's location is known at all times
- ➔ Ensuring attendance at School, including first days of term
- ➔ Making contact with the student on a weekly basis to discuss their progress
- ➔ Assisting in overseeing the student's leisure activities and travel during holiday periods
- ➔ Assisting the student in setting up banking, and overseeing their finances if required
- ➔ Carrying out any other duties which are deemed necessary to ensure the discipline, wellbeing and academic progress of the student
- ➔ Advising the parents and School immediately of any change in guardianship or the contact details of guardian/student.

Accommodation

The following are the accommodation options available to the students:

1. Students may live with a parent or suitable nominated relative.
2. The School requires students to live in approved homestay if not living with a relative (as above in point 1).

A student is obliged to give prior notification to the School of a change of living arrangements, address, or contact details. If a student fails to maintain the School's approved welfare and accommodation arrangements, the School may cancel the student's enrolment.

Transfer to Another Provider

International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course packaged with their principal course of study. Students can, however, apply for a letter of release from their original provider to enable them to transfer to another education provider.

Westbourne Grammar School will facilitate a transfer from another registered provider if:

- ➔ The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- ➔ It is considered by Westbourne Grammar School that it is in the best interests of the student to grant the transfer
- ➔ The original registered provider has provided a written letter of release
- ➔ Written evidence that the student's parent/s/legal guardian supports the transfer.

A letter of release will be provided by the School if:

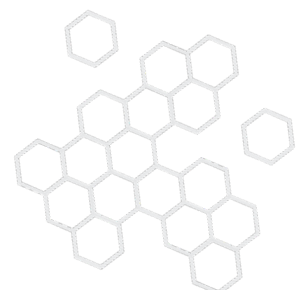
- ➔ A written offer from another registered provider has been sighted
- ➔ Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements if they are under the age of eighteen years.

The School will not provide a letter of release to students in the first six months of their principal course in the following circumstances:

- ➔ The student's progress is likely to be academically disadvantaged
- ➔ The School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

All applications for transfer will be considered within ten working days and the applicant notified of the decision.

Students whose request for transfer has been refused may appeal the decision in accordance with Westbourne Grammar School's Complaints and Appeals Policy. The Complaints and Appeals Policy is available at www.westbournegrammar.com or from the Westbourne International Centre.



Complying with Student Visa Requirements

The Department of Immigration and Border Patrol (DIBP) regulations require students to attend 80% of classes and achieve satisfactory course progress.

1. Academic progress

- (a) The School will monitor, record and assess the course progress of each student each semester
- (b) Students who have begun part-way through a semester will be assessed after one full period of attendance
- (c) To demonstrate satisfactory course progress, students will need to achieve, at the end of each semester, an average mark (across all subjects taken in the semester) of 50% or higher, as well as a 50% or higher in English or English as a Second Language
- (d) If a student does not achieve an average mark of 50% or higher, as well as 50% or higher in English or English as a Second Language in an assessment period, the relevant Head of School and/or Head of House and International Student Coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - ➔ tutorial assistance
 - ➔ assistance with formulating a study plan and development of study skills
 - ➔ support in establishing short and long term goals that focus on improved learning
- (e) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents
- (f) The Student's individual strategy and progress reports in achieving improvement will be monitored over the following semester by the relevant Head of School and/or Head of House and International Student Coordinator and records of student response to the strategy will be kept
- (g) If the student does not improve sufficiently academically, and achieve satisfactory course progress by the end of the next assessment period, the School will advise the student of its intention to commence the process of reporting the student for unsatisfactory course progress.

2. Completion with expected duration of study (course progression)

- (a) Part of the assessment of the course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the duration of the course
- (b) The School will only extend the duration of the student's study if the student will not complete their course in the expected duration due to:
 - ➔ compassionate or compelling circumstances
 - ➔ student participation in an intervention strategy as outlined in 1 (d) above
 - ➔ an approved deferment or suspension of study has been granted in accordance with School's Deferment, Suspension and Cancellation Policy
- (c) Where the School decides to extend the duration of the student's study, the School will report via PRISMS and/or issue a new confirmation of enrolment form, if required.

3. Attendance requirements

- (a) It is School policy for students to attend 80% of the scheduled course contact hours
- (b) Student attendance is:
 - ➔ checked and recorded twice daily
 - ➔ assessed regularly, and
 - ➔ recorded and calculated over each semester
- (c) Late arrivals are recorded and included in attendance calculations
- (d) All absences from School should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the School
- (e) Any absences longer than three consecutive days without approval will be investigated
- (f) Students at risk of breaching the School's attendance requirements will be counselled and offered any necessary support when they reach an attendance of 90% or less during the assessment period
- (g) If it is found that the student fails to maintain attendance in accordance with School policy then the School will commence the process for reporting the student for unsatisfactory attendance.

Deferment, Suspension or Cancellation of an Enrolment

1. Deferment of commencement of study requested by student

Westbourne Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include:

- ➔ Illness, where a medical certificate states that the student was unable to attend classes
- ➔ Bereavement of close family members such as parents or grandparents (if possible a death certificate should be provided)
- ➔ Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the studies
- ➔ A traumatic experience which has impacted on the student (this should, if possible, be supported by police or psychologist reports).

2. Suspension of study requested by student

Once the student has commenced the course, Westbourne Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- ➔ Illness, where a medical certificate states that the student was unable to attend classes
- ➔ Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- ➔ Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- ➔ A traumatic experience which has impacted on the student (these cases should, where possible, be supported by police or psychologists' reports).

The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Principal or her delegate.

3. Exclusion from class

Westbourne Grammar School may exclude a student from studies on the grounds of misbehaviour by a student in accordance with the Westbourne 'School rules'.

Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet all academic requirements.

Exclusions from class will not be recorded on PRISMS nor included in attendance calculations.

4. Suspension of study requested by the School

Westbourne Grammar School may suspend a student from studies on the grounds of misbehaviour in accordance with the School's rules.

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet all academic requirements.

Suspensions from class will be recorded on PRISMS but will not be included in attendance calculations.

5. Cancellation of enrolment

Westbourne Grammar School will cancel the enrolment of a student under the following conditions:

- ➔ Failure to pay course fees
- ➔ Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- ➔ Any behaviour identified as resulting in cancellation in Westbourne Grammar School's rules.

If the School has accepted welfare responsibility and if the School suspends or cancels the student's enrolment, the School will continue to check the suitability of arrangements until such time as the student is accepted by another institution, the student leaves Australia, other suitable arrangements are made that satisfy the Migration Regulations, or the School reports to DIBP that it can no longer approve of the arrangements for the student.

6. Complaints and appeals over deferment, suspension and cancellation

- ➔ Student requested deferment and suspension are not subject to Westbourne Grammar School's Complaints and Appeals Policy
- ➔ Exclusion from class is subject to Westbourne Grammar School's Complaints and Appeals Policy
- ➔ School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation, are subject to Westbourne Grammar School's Complaints and Appeals Policy
- ➔ For the duration of the internal appeals process, the student is required to maintain their enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes
- ➔ If students access Westbourne Grammar School's complaints and appeals process regarding a School-initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply
- ➔ Extenuating circumstances include:
 1. The student refuses to maintain approved welfare and accommodation (for students under years of age)
 2. The student is missing
 3. The student has medical concerns or severe depression or psychological issues which lead the School to fear for the student's wellbeing
 4. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others, is at risk of committing a criminal offence, or the student is the subject of investigation relating to criminal matters
- ➔ The use of extenuating circumstances by Westbourne Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by the appropriate evidence
- ➔ The final decision for evaluating extenuating circumstances lies with the Principal or her delegate.



Complaints and Appeals

The purpose of Westbourne Grammar School's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

Grievances brought by a student against another student will be dealt with under the School's rules.

Lodging a complaint

If a student is not satisfied with any School decision affecting them, these are their options:

- ➔ Discuss the dispute with the International Student Coordinator or relevant Head of School who will assist with resolution of the matter
- ➔ If they are still not satisfied, they are able to put their concern in writing to the Associate Principal, who will convene a meeting involving the relevant Head of School, International Student Coordinator and other staff relevant to the issue
- ➔ Complaints will be treated in confidence and with respect
- ➔ Students have the right to be supported by another person at these meetings if they wish - a friend/teacher/relative not involved in the grievance. This does not include legal practitioners or education agents
- ➔ The formal complaints process will commence within ten working days of the date of lodgement of the complaint with the relevant Head of School or International Student Coordinator
- ➔ The student will be informed in writing of the outcome and the reasons for the outcome
- ➔ The School will immediately implement the decision and any corrective and preventative action required
- ➔ If the complaints procedure does not find in favour of the student, they will be advised that they have a right of appeal at no cost through an independent external appeal avenue. If the student wishes to take this course, they can contact the Overseas Student Ombudsman at www.oso.gov.au or phone 1300 362 072
- ➔ The School undertakes to finalise all internal grievance procedures within twenty working days
- ➔ For the duration of the internal appeals process, the student is required to maintain enrolment and attendance at all classes as normal, unless extenuating circumstances prevail.

Student advice

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact DIBP for advice.

Use of Personal Information

Any personal information provided by a student to the School may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code.

The School is required under section 19 of the ESOS Act 2000 to inform DIBP of certain changes to a student's enrolment and any breach of student visa conditions relating to attendance or satisfactory academic performance.

The School undertakes to advise DIBP if a student under eighteen has changed his/her living arrangements or if the School no longer approves of the arrangements for the student.

Staff and Facilities

All staff are suitably qualified or experienced in relation to the functions they perform. It is a requirement that all teaching staff are registered in accordance with the requirements of the Victorian Institute of Teaching (VIT). Each staff member is required to provide evidence that their annual registration has been approved and that their national criminal record history check (NCRHC) is up to date.

In accordance with VIT requirements, staff undertake regular professional development.

School performance information outlining Westbourne Grammar School's 2015 Annual Community Report is available on the School's website via: <https://www.westbournegrammar.com/about/school-publications>



**Westbourne
Grammar
School**

**THINK LIKE
A HERO**

PO Box 37, Werribee Vic 3030
info@westbourne.vic.edu.au
Telephone + 61 3 9731 9444
westbournegrammar.com

CRICOS Provider No. 00355F