

Policy and Procedure Register updates – Summary of changes to: Attendance – subclass 500 (schools) visa procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>This procedure outlines the roles and responsibilities of EQI and schools and the steps they follow to manage overseas student attendance. This includes requesting a temporary suspension of enrolment and to assist overseas students to apply and when to recommend a temporary suspension, in alignment with subclass 500 (schools) visa requirements.</p>		
2. Summary of changes		
<ul style="list-style-type: none"> • Integrating the suspension of enrolment procedure: <ul style="list-style-type: none"> ○ Expanding the purpose and overview to include temporary suspension of enrolments ○ Appointing responsibilities from suspension of enrolment procedure ○ Adding suspension of enrolment process within the “intervene” process flow. The suspension of enrolment procedure will now be decommissioned ○ Adding ISP temporary suspension request form into supporting information section • Removing listed process of appeals relating to suspension of enrolment as it is reallocated to the Complaints and appeals procedure • Added code B to report explained and acceptable absence reasons, update will also apply to Table 2 in the Roll marking Procedure to include EQI students • Added delegations to school principal and Director, EQI • Added EQI officer role that reviews and monitors attendance cases and approves temporary suspension of enrolment requests • Updated the calculation of attendance from term to semester to align with OneSchool • Removal of the show cause letter process to better align with ESOS legislation requirements and allow smoother flow with complaints and appeals procedure. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
EQI officer	<p>New role assigned the following responsibilities:</p> <ul style="list-style-type: none"> • review and monitor overseas student attendance cases • liaise with all relevant stakeholders regarding overseas student attendance • issue notice letters relating to attendance • approve temporary suspension of enrolment requests 	2, 5, 6, 7

School staff	<ul style="list-style-type: none"> notifies EQI where extenuating circumstances relating to welfare may require a temporary suspension of enrolment 	2
School principal	Removed responsibility to notify EQI where extenuating circumstances relating to welfare may require a temporary suspension of enrolment and moved to school staff	2
Director, EQI	Removed responsibility to approve temporary suspension of enrolment requests	2

4. Communication and support for implementation

Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.

Procedure contact:

International Student Programs

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