

## International Learner Decision-Making Permission Policy

Last updated: 6 December 2025

Applies to: All international students enrolled at Ridgeview School

### Purpose:

To ensure that **written permission** is obtained from a parent or legal guardian before any significant decision is made that affects the international learner's education, welfare.

## 1. Scope

This policy applies to all staff members involved in making decisions regarding international students. It supports the school's obligations under the Code of Practice 2021 (Clause 24(1)(a)).

## 2. Definition of "Significant Decision"

Significant decisions that require written parental/legal guardian consent include (but are not limited to):

- Changes to the student's enrolment status (e.g., withdrawal, long-term leave)
- Disciplinary action beyond an initial warning
- Academic or behavioural interventions beyond normal classroom adjustments
- Medical treatment (non-emergency- such as administering pain relief)
- Involvement with external agencies (e.g., counselling, learning support assessments, RTLB involvement)

## 3. Process for Obtaining Written Permission

### Step 1: Identification of a Decision Requiring Consent

- The staff member (e.g., Principal, ESOL teacher, LSC) must determine whether the decision affects the learner's wellbeing or educational provision significantly.
- If so, this policy is triggered.

### Step 2: Communication with Parent/Legal Guardian

- An email will be sent outlining:
  - The nature of the decision
  - The rationale and relevant background information
  - Any expected impact or risks
  - A request for written permission
- If necessary, this communication may be supported by translation tools (e.g. Class Dojo translation function) or verbal clarification.

### Step 3: Recording Consent

- Parents must reply to the school **in writing** via email, signed letter, or Class Dojo message.
- The school will keep a copy of the response in the student's file (digitally on hero and paper copy in child's file).

- No action will be taken until written permission is received, except in emergency situations.

## 4. Exceptions

- In a **medical emergency**, Ridgeview School will act in the best interest of the learner and inform the parent/legal guardian as soon as practicable. (EOTC form gives Ridgeview permission to act on behalf of the parents in an emergency, if we can not get in contact with a parent).
- Minor day-to-day decisions (e.g., attendance at regular class trips to local areas, in-school rewards) do not require written consent but may be communicated via term overviews or newsletters (Trips that require transportation do require written permission, in which a permission form will be emailed and sent home in the child's bag).

## 5. Review and Oversight

- The Principal is responsible for ensuring this policy is followed and reviewed annually.
- This policy will be shared:
  - In the **International Student Enrolment Pack**
  - On the school website under the "International Students" section
  - During **student orientation** and **parent onboarding**