

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**