

International Student Enrolment Policy & Procedure

Effective from February, 9th 2026

Review - November 2026

1. Purpose

To ensure that Ridgeview School's enrolment process for international students is fair, transparent, and compliant with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. This policy outlines the responsibilities and procedures for staff in managing international enrolments and ensures families are informed and supported throughout the process.

2. Scope

This policy applies to:

- All international student applicants and their families
- The Principal, International Student Coordinator, and school office staff

3. Roles and Responsibilities

Role	Responsibilities
Principal	Final approval of all international enrolments; ensures Code compliance
International Coordinator	Main contact for families; oversees marketing, enrolment, communication, orientation
Office Administrator	Supports documentation processing, visa recording, and enrolment timelines
Teaching Staff	Support transition and integration of the student into the classroom

4. Enrolment Procedure

Step 1: Marketing and Enquiry Management

- Ridgeview School ensures all digital and printed promotional materials clearly state that the school is a **signatory to the Code of Practice**.
- Families making an initial enquiry are emailed a **Ridgeview International Information Pack**, which includes:
 - Prospectus with an Overview of the school, our curriculum, teaching timetable, fees and helpful links for parents information.
 - Summary of the Code of Practice

- Link to the full Code (in English and translated versions)
- Fee schedule and refund policy - additional separate document from prospectus
- Key contacts and support pathways
- All staff representing the school are expected to adhere to the Internal Agent Engagement Policy and maintain up-to-date knowledge of the Code.

Step 2: Application Submission

Upon receipt of an application, the following actions are undertaken:

- The International Coordinator checks the application is complete and requests:
 - Passport copy
 - Proof of insurance (or offers to arrange insurance via a partner provider)
 - Past school reports (translated if needed)
 - Immunisation records (required for Ridgeview school records)
 - Learning or behavioural history (to ensure needs can be met)
- Families are sent:
 - Draft Enrolment Agreement
 - Refund Policy
 - Summary of Rights under the Code

A provisional offer of place may be issued **pending visa approval**.

Step 3: Suitability and Needs Assessment

- The ESOL teacher and Principal reviews academic records and arranges an interview or virtual meeting with the family.
- The school confirms that the learner can be supported within current staffing and support structures (*This must be approved by Principal and will be based on current enrolments at the time of application and the needs expressed by the parents, as a small school Ridgeview must remain diligent in ensuring that our students retain the consistent high level of Education that Ridgeview offers*).
- If a student has significant behavioural or learning needs that have not been disclosed, enrolment may be declined (with documentation) or subject to additional support conditions and capacity of the school at the time of enrolment.

Step 4: Enrolment Agreement and Visa Confirmation

- Once the visa is granted, the family must return the **signed Enrolment Agreement**.
- The school office records:
 - Visa details
 - Insurance details
 - Intended start and end dates
 - Parent details and address, evidence of student living with parents.
- The Principal signs the agreement and formally confirms the enrollment.

Step 5: Orientation and First Week Support

- The student is welcomed to the school and receives:
 - All new International students must start on a Monday allowing teachers time to prepare and organise the right learning environment for that child.
 - Age-appropriate peer buddy system
 - Classroom tour and introduction
 - PB4L (Positive behaviour for learning) expectations shared and translated where possible for the child
 - ESOL placement assessment (using the ELLP) after the first week of school, as we allow time for the child to settle into the classroom.
 - An email update of how the child is settling into the classroom will be sent on the Friday.
- Parents/caregivers are invited to an orientation session and provided with:
 - Contact details for wellbeing and academic support
 - Information on complaints process and rights under the Code
 - A translated summary of key school policies if required and link to school docs provided.
 - Parents are expected to meet with the principal so that Hero can be installed to a parents device, school docs login is shared and access to the school newsletters is set up
 - PB4L (Positive behaviour for learning) expectations shared and translated where possible for the parents so our behaviour expectations are clearly communicated
 - Attendance expectations shared inline with the school general attendance plan.

Step 6: Ongoing Communication and Review

- Regular communication via:
 - School newsletters
 - Hero SMS updates
 - Parent-teacher meetings
 - Parent email updates from teachers - first week of school, after assessment completed, termly
- Annual review of this policy and procedure is conducted to ensure it reflects current legislation, practice, and NZQA requirements.

5. Record Keeping and Accessibility

- A signed copy of the Enrolment Agreement and supporting documents is securely stored in the student's file.
- The policy is:
 - Available on the school website
 - Included in the International Family Information Pack
 - Provided upon request in hard copy or translated form