

# RIDGEVIEW SCHOOL: Visa Compliance and Reporting Policy

## Applies to: International Learners

Approved: 5 December 2025

Review date: December 2026

Responsible: Principal

## 1. Purpose

This policy outlines Ridgeview School's commitment to monitoring international learners' compliance with student visa conditions and outlines procedures for reporting known or suspected breaches to Immigration New Zealand (INZ), in accordance with the Code of Practice 2021 and Immigration NZ requirements.

## 2. Scope

This policy applies to all international students enrolled at Ridgeview School and covers areas such as:

- Student visa conditions
- Attendance and accommodation monitoring
- Parental/legal guardian visa verification
- Reporting of breaches

## 3. Documentation and Record-Keeping

Ridgeview School will retain the following documents for each international learner:

- A copy of the student's **passport and visa**
- A copy of the **parent/legal guardian's visa** (if required for guardian visa conditions)
- The **enrolment agreement** including living arrangements
- Any variations in guardianship, accommodation, or schooling

These documents are securely stored in the international student file system and reviewed upon enrolment and at each visa renewal.

## 4. Monitoring Student Visa Compliance

### a. Attendance Monitoring

- Attendance is monitored daily through the school's student management system (Hero).
- Unexplained absences are followed up the same day.
- Patterns of non-attendance are escalated to the Principal for review.

### b. Living Arrangement Checks

- The school confirms that students live with their **designated parent or guardian**, as required by their visa.
- Any change in living arrangements must be notified in writing and approved by the Principal and inline with our policies regarding international students.

### c. Academic Participation

- Teachers are expected to alert the principal if a student is not engaging meaningfully in the school programme, which may indicate visa non-compliance.

## 5. Identification of Suspected Breaches

Situations that may indicate a breach include:

- Frequent unexplained absences
- A student no longer living with their designated guardian
- Involvement in paid work or schooling outside Ridgeview
- Academic non-engagement or withdrawal from school
- Expired or lapsed visa status

## **6. Reporting to Immigration New Zealand**

If a breach is known or suspected, the following steps will be taken:

### **1. Initial Investigation**

- The Principal will gather information from the teacher, parent/guardian, and attendance records.
- The family will be informed of concerns and given the opportunity to clarify or provide evidence.

### **2. Reporting**

- If the breach is confirmed or strongly suspected, the Principal will report the matter to Immigration New Zealand (INZ) using the appropriate online channels.
- This may include emailing the INZ School Relationship Manager or submitting a Suspicious Activity Report.

### **3. Documentation**

- A record of the concern, investigation, communications, and outcome will be kept in the student's international file.

## **7. Communication with Families**

Families are informed during the **enrolment process** that Ridgeview School is obligated to monitor compliance with visa conditions and report any suspected breaches to Immigration New Zealand. This is also outlined in the International Student Enrolment Agreement and welcome materials.

## **8. Review**

This policy is reviewed annually or whenever the Code of Practice or immigration regulations are updated.