

# POLICIES AND PROCEDURES

## Overseas Students Consistent Record Keeping for Accepted Student Policy



**Date** November 2024

**Review** November 2026

### Scope

This Overseas Students Consistent Record Keeping for Accepted Student Policy (“*Policy*”) applies to all overseas students (“*students*”) enrolled at Lauriston Girls’ School (“*School*”).

### Definition

**Overseas student:** A person who holds a subclass 500 Student visa, as defined by the Education Services for Overseas Students Act 2000 (*Cth*) (*ESOS Act*), whether within or outside Australia. This term does not include students of a type specified in the ESOS Regulations. If the student is under 18 years of age and is required to exercise legal rights or enter into obligations, the term may refer to the student’s parents (“*parents*”).

### Procedure

#### 1. Student Records

Student records include, but are not limited to:

- Current residential and overseas address.
- Mobile phone numbers.
- Email addresses.
- Assessments and school reports.
- Any other information required by ESOS regulations.

#### 2. Retention of Student Records

3.

The School maintains student records and parent contact details in:

- The School’s internal records management system.
- The Provider Registration and International Student Management System (*PRISMS*).

Students’ records, including parent’s contact details, are retained in the School’s internal records management system for a minimum of 2 years after the student has ceased enrolment.

#### 4. Updating Students’ Records

5.

The School ensures the accuracy of enrolled students’ records by conducting a review every 6 months (*during Term 2 and Term 4*). While the student remains enrolled, the following process is carried out:

- The School confirms the accuracy of students’ records with parents in writing (*for details on the scope of students’ records, refer to Section 1: Students’ Records*).
- The School updates the students’ records in both the internal records management system and PRISMS.

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Each 6-month review (*during Term 2 and Term 4*) involves the following steps:

- The Admissions team will email parents, requesting them to complete an online review form (*via Consent2Go*). This form includes student information, such as residential address, contact details, family telephone numbers, and medical information.
- Parents will either confirm that there are no changes to the information or update the details as necessary through the online form (*via Consent2Go*).
- A deadline for completing the review will be provided to parents.
- Once the parents confirm or update the information, the Admissions team will:
  - Immediately update the student records in the School's internal records management system.
  - Update the student record in PRISMS within 7 days of receiving the updated information.

### 6. Students' Records (*related to Outcome of Students' Assessments*)

The School maintains continuous reporting of course/unit assessments for each student which is recorded in the School's internal records management system (*XUNO*). Major assessment results are made available to parents via the School Intranet (*SchoolBox*).

Continuous reporting of a student's course/unit assessments is recorded in *XUNO* when:

- The enrolled student has completed an approved unit of study for their course
- The student's progress in that unit has been assessed by the teacher.

For students studying the Victorian Certificate of Education (*VCE*) Units 1 to 4, course assessment outcomes are recorded in the Victorian Curriculum and Assessment Authority's portal (*VASS*) and in *XUNO*.

For students undertaking the International Baccalaureate (*IB*) Diploma Program, course outcomes are recorded in the International Baccalaureate Organisation (*IBO*) system and in *XUNO*.

At the end of each semester, the School provides End of Semester Reports, offering an accurate and objective assessment of student progress and achievements, including evaluations of coursework and examinations. These End of Semester Reports are made available to parents and students at the conclusions of Semester 1 and Semester 2.

These End of Semester Reports are stored in the student's school file in the internal records management system (*Synergetic*) and are accessible by parents via the School intranet (*SchoolBox*).