

## 1. INTRODUCTION

Stuartholme School is a Year 5 – 12 Catholic day and boarding school for girls enriched by the philosophy and traditions of Sacred Heart Education, which give expression to its five goals – to educate to:

1. A personal and active faith in God.
2. A deep respect for intellectual values.
3. The building of community as a Christian value.
4. Social awareness which impels to action.
5. Personal growth in an atmosphere of wise freedom.

## 2. PURPOSE

The policy is designed for international students to understand entry requirements when applying to Stuartholme School and for staff to assess applications.

## 3. SCOPE

This policy applies to all international students who are applying to study a course at Stuartholme School and Stuartholme School staff.

## 4. DEFINITIONS

**CRICOS:** Commonwealth Register of Institutions and Courses for International Students

**ELICOS:** English Language Intensive Courses for International Students

**IELTS:** International English Language Testing System, an English language proficiency test for higher education.

**NLLIA:** National Languages and Literacy Institute of Australia

**TOEFL:** Test of English as a Foreign Language

**QCAA:** Queensland Curriculum and Assessment Authority

## 5. POLICY STATEMENT

*Stuartholme School* will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

## 6. PROCEDURE

Applications for enrolment must be made through the [online enrolment process](#) on the *Stuartholme School* website. This must be correctly completed, and must be accompanied by the following documents to support the application:

- Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
- A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
- A completed Subject Choices Form if appropriate;
- Appropriate proof of identity and age;
- Written evidence of proficiency in English as a second language
- Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date

- Letter of Offer from another registered provider if applicable
- Completed Homestay or Boarding section of the enrolment process
- Enrolment Application Fee
- Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above are in the hands of the Registrar.

Applications from international students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.

Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.

Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

*Stuartholme School* requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

## Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.

- For Primary School (Years 5 – 6):
  - Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
- For Year 7 – 12 students:
  - A pass level or "C" Year Level or better for the majority of core subjects

## English Language Proficiency Requirements

Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the school.

If supplied, *Stuartholme School* will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.

If not presenting appropriate evidence of English language proficiency at the time of application, *Stuartholme School* will assess the student's application for entry based on satisfactory test results as follows:

Year level	General IELTS (Overall)	AEAS (%)	NLLIA Bandscales (4 scores at)
5	4	45-50	4
6	4	45-50	4
7	4	60-65	4
8	4	60-65	4
9	5	65-70	4+
10	6	70	5
11	6	75+	6
12	6	75+	6

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language (ELICOS) course before beginning mainstream studies.

Those students who have undertaken an intensive English language course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, *Stuartholme School* may choose to apply the *Conditions of Enrolment* outlined the student's written agreement and the provisions of this *Entry Requirements Policy* – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

Alternatively, *Stuartholme School* may (at its discretion, and if appropriate) choose to offer:

- New mainstream enrolments – entry into a mainstream course at a lower year level.
- Continuing mainstream enrolments – opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the *Student progress, attendance and course duration policy*.

Students wishing to enter the school below Year 10 level are assessed on an individual basis, using relevant report cards, personal references and the results of a language proficiency test administered by the School.

## 7. SUPPORTING DOCUMENTS

Conditions of Enrolment

International Student Accommodation and Welfare Policy

International Student Complaints and Appeals Policy

International Student Deferment, Suspension and Cancellation Policy

International Student Handbook

International Student Progress, Attendance And Course Duration Policy

International Student Refund Policy

International Student Transfer Policy

## **8. REVIEW**

This Policy will be reviewed every three years, or as necessitated by legislation.