

International Student Entry Requirements Policy

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| Purpose: | The policy is designed for international students to understand entry requirements when applying to Stuartholme School and for staff to assess applications. | |
| Scope: | This policy applies to all international students who are applying to study a course at Stuartholme School and Stuartholme School staff. | |
| Status: | Approved | Supersedes: All previous Policies. |
| Authorised by: | Principal | Date of Authorisation: |
| References: | <ul style="list-style-type: none"> • 2018 National Code | |
| Review Date: | Every three years | Next Review Date: November 2021 |
| Policy Owner: | Principal | |

1. Background

Stuartholme School informs all students of all requirements for acceptance into a course, and assesses applications for enrolment according to School procedures to determine appropriateness of educational qualifications and experience, together with the appropriate English language proficiency requirement for the course in which enrolment is sought.

Stuartholme School does not offer course credit into any course. This also applies to on-shore school transfers, either within the state or from interstate. Course credit is at the discretion of the Queensland Curriculum and Assessment Authority (QCAA). Applicants wishing to explore course credit must provide all necessary documentation directly to the QCAA.

It is the policy of Stuartholme School to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart Education and we 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. A social awareness that impels to action;
5. Personal growth in an atmosphere of wise freedom.

2. 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.

3. Policy

Applications for enrolment must be made on an International Application Form. The Application Form must be accompanied by the following documents:

- Copies of Student Report Cards from the previous 3 years of study, including a copy of the latest Student Report;
- A reference from the student's current or most recent Principal;
- A completed subject choices form;
- 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;
- If applicable, a letter of release if transferring from another school; and
- Evidence of payment of the Enrolment Application fee.

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

The School is unable to process the applications until all the required information is provided.

Applications from international students are processed according to established procedures and are dealt with on their merits.

Assessment procedures include an evaluation of reports from previous schools and of English language proficiency.

Students may be required to undertake a language proficiency test set by the School. If the assessment indicates a student's proficiency in the use of the English language is insufficient, the School will assist in referring the student to additional English study options at a recognised ELICOS institution such as the [Griffith University English Language Institute](#).

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 levels requested on the International Application for Enrolment or offered as an alternative point of entry by the School in a Letter of Offer.

For Year 7-12 students:

- A pass level or 'C' grade or better for the majority of core subjects

English Language Proficiency Requirements

Stuartholme School requires evidence of appropriate proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

The School can assess evidence of English language proficiency presented by a student at the time of application.

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Alternatively, Stuartholme School accepts results from the following test instruments:

| Year level | General IELTS (Overall) | AEAS | ISLPR (4 skills at) | TOEFL ibt | NLLIA Bandscales (4 scores at) |
|------------|-------------------------|-------|---------------------|-----------|--------------------------------|
| 7 | 4 | 46-52 | 1+ | 31 | 4 |
| 8 | 4 | 46-52 | 1+ | 31 | 4 |
| 9 | 4.5 | 46-52 | 1+ | 32 | 4+ |
| 10 | 5 | 53-60 | 2 | 35 | 5 |
| 11 | 5.5 | 61-65 | 2+ | 46 | 5+ |
| 12 | 6 | 70+ | 3 | 60 | 6 |

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.