



# International Student Entry Requirements Policy

<b>Status:</b>	Current	<b>Supersedes:</b> All previous Rockhampton Girls Grammar School International Student Entry Requirements policies
<b>Authorised by:</b>	Executive	<b>Date of Authorisation:</b> June 2022
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>RGGS-363-FRM-INTERNATIONAL ENROLMENT APPLICATION FORM</i></li><li>• <i>RGGS-358-POL-INTERNATIONAL STUDENT COURSE PROGRESS &amp; ATTENDANCE POLICY</i></li></ul>	
<b>Review Date:</b>	This policy will be reviewed as required by International Education Access.	
<b>Policy Owner:</b>	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	<b>Access:</b> S:\All Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\POLICIES & PROCEDURES <b>Publicly available:</b> SCHOOL WEBSITE



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## 1. PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's guidelines in relation to entry requirements for international students.

## 2. POLICY

- 2.1. Rockhampton Girls Grammar 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.
- 2.2. Applications for enrolment must be made on the Rockhampton Girls Grammar School *International Enrolment Application form (RGGS-363-FRM-INTERNATIONAL ENROLMENT APPLICATION FORM)*. 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 two 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 (Years 9 – 12)
  - Appropriate proof of identity and age
  - Written evidence of proficiency in English as a second language
  - Certified photocopy or certified scanned copy of passport page with name, photo identification, passport number and expiry date
  - Letter of Offer from another registered provider if applicable
  - Payment of International Enrolment Application Fee
  - Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
- 2.3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- 2.4. An application for enrolment can only be processed when all of the above are in the possession of the Enrolments Officer.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.



### 3. ENTRY REQUIREMENTS

The Rockhampton Girls Grammar 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 National Code 2018 of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

#### 3.1. 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.

- Primary School International students: must provide evidence of application to schoolwork and age- appropriate achievement in literacy and numeracy areas of the curriculum.
- Year 7 – 12 International students must provide evidence of a pass level or C grade or better for the majority of core subjects.

#### 3.2. Course Credits

Rockhampton Girls Grammar School will assess all applications for entry into the School. Course credit may only be offered as outlined below:

- For students transferring up to Year 10, the School does not offer course credit and entry into any course is subject to the assessment of the School
- For students transferring in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant curriculum assessment authority or nationally accredited framework.

#### 3.3. English Language Proficiency Requirements

- 3.3.1. 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.
- 3.3.2. If supplied, Rockhampton Girls Grammar 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.
- 3.3.3. If not presenting appropriate evidence of English language proficiency at the time of application, Rockhampton Girls Grammar School will assess the student's application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to
AEAS	60%+	Junior Secondary Years - Year 7 to 9
AEAS	75%+	Senior Secondary Years Year 10 to 12
THIS IS A GUIDE ONLY AS THE INTERVIEW DETERMINES THE SUCCESS OF THE APPLICATION. ALL APPLICATIONS ARE ASSESSED ON AN INDIVIDUAL BASIS.		



- 3.3.4. Students in Year Prep to 6 will be assessed individually based on the contents of their report cards, personal references and interview. 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.
- 3.3.5. 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.
- 3.3.6. 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, Rockhampton Girls Grammar School may choose to apply the *Conditions of Enrolment* outlined in the student's written agreement and the provisions of this *International Student 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, Rockhampton Girls Grammar 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 (RGGS-358-POL-INTERNATIONAL STUDENT COURSE PROGRESS & ATTENDANCE POLICY)*.