

# Entry Requirements Policy

## *International Student Program*

### Statement

Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the 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 in the English language in order demonstrate the English language proficiency standard needed to enter mainstream classes.

A copy of this policy is located on the School's website and in the International Student Handbook at [IGGS International Student Policies and Forms](#) .

### Scope

This policy applies to school staff, agents, international students and their parents/legal guardians.

### Responsibility

The Principal has the primary responsibility for this policy.

The following staff are responsible for ensuring compliance with this policy:

- Dean of Studies
- Head of Extension & Intervention
- Enrolments Registrar

### Student Enrolment Application Process

Applications for enrolment must be made using the School's International Student Enrolment Application which is located on the School's website: [International Enrolments](#). This must be completed correctly, 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 in English
- A Reference 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
- Medical/Specialist Reports (if applicable)
- Student's OSHC Membership (if available)
- Letter of Offer from another registered provider if applicable
- If Boarding is required, this is to be indicated on page one of the International Student Enrolment Application under Enrolment Details
- Application for Course Credit if applicable
- Enrolment Application Fee: \$110
- Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.

Where the 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 documentation is received by the Enrolments Registrar.

Applications from overseas students are processed according to established policies and procedures and are evaluated on their merits.

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.

Documentation regarding the social and emotional wellbeing of a student is also required to support the enrolment application.

### **Onshore International Student Enrolment Application Process**

Onshore applications for Years 11 to 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 to 12 will not be considered after Unit 1 in Year 11 course has commenced, unless the student can complete course assessment before the end of the of Year 11.

For other Year level applications, the School must receive a copy of the release letter from other CRICOS registered providers before accepting the payments from the applicant.

The 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. 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 International Student Enrolment form or offered as an alternative point of entry by the School in a Letter of Offer.

#### **For Junior School:**

- Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum.

#### **For Year 7 to 12 students:**

- A pass level or "C" grade or better for the majority of core subjects. As stated on a certificated copy of the formal school academic report English must be included as one of the subjects.

## English Language Proficiency Requirements

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

Documentation regarding the social and emotional wellbeing of a student is also required to support the enrolment application.

If supplied, the 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.

English language tests must include speaking, written, reading as a minimum with separate results for each component.

Formal English testing conducted within the last three months should be completed by an authorised testing organisation.

Test results must be certificated and presented on the testing organisation's letterhead, signed and dated by the Principal or similar authority.

If not presenting appropriate evidence of English language proficiency at the time of application, the School will assess the student's application for entry based on satisfactory test results as outlined in the table in this policy. Other English language test instruments may be considered on application.

<b>Junior School</b>	Year level of entry will be assessed based on the student's age, current Year level and education history including evidence of the student's dedication to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum.		
<b>Year Level</b>	<b>AEAS Score</b>	<b>IELTS Score (Overall)</b>	<b>NLLIA Bandscale</b>
<b>7 and 8</b>	Each score is reviewed independently	4.5	4.5
<b>9 and 10</b>	Each score is reviewed independently	5	5
<b>Year 11</b>	Each score is reviewed independently	6	6

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

English language proficiency will be 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.

### Statement regarding Course Credit

The School does not offer course credit and entry into any course; it is subject to the assessment of the School. This also applies to on-shore school transfers, either within the state of Queensland or from interstate.

## ESL Support for Overseas Students

Ipswich Girls' and Junior Grammar School provides an ESL (English as a Second Language) teacher to help students develop their competency in English. All students whose first language is not English incorporate ESL lessons into their learning program. Advice is available to students from the Dean of Studies or Head of Extension & Intervention on the most suitable program for each individual.

At the commencement of each year, all ESL students, under the direction of the School's ESL Teacher, may undertake English Language Testing to ensure that the level of proficiency in English is still appropriate for their Year level. Students should be aware that English competency may influence their results in other subjects.

<b>Approved By:</b> Dr Marie Perry Principal	<b>Date:</b> 16 January 2023
<b>Maintained By:</b> Enrolments Registrar	<b>Date:</b> 16 January 2023
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