



# International Students Enrolment Policy

Ivanhoe Girls' Grammar School is committed to include international students in the School population. The number of students, educational prerequisites and other enrolment requirements will be reviewed regularly. Clear guidance concerning enrolment requirements and procedures are available to prospective students and their families.

Under the current CRICOS endorsement the School may enrol up to 50 international students.

The School is endorsed to take both primary and secondary international student enrolments.

## ENROLMENT PROCEDURES

**In considering the admission of a student to the School the following factors are considered:**

- student's current level of study
- reports of the student's academic progress, including attainment levels
- English language proficiency
- age of the student
- welfare arrangements of the student, especially those under 18 years of age
- availability of places at the appropriate year level in the School
- attendance at ELICOS course.

**In line with the School Accommodation Policy the School will only consider enrolment in the following situations:**

- Primary years (Prep – Year 6) when the student is accompanied by a parent
- Lower Secondary (Years 7 – 9) when the student is accompanied by a parent or when the student's parents, at the time of the visa application, have nominated a relative to look after the student whilst she is studying
- Upper Secondary (Years 10 – 12) when either of the above two situations occur or the School will approve welfare arrangements.

### Education Qualifications

To be accepted for enrolment into a particular year level, a student should have completed the equivalent prior year level. For example a student wishing to enrol in Year 10 must have completed a full year of Year 9 to be considered.

English Proficiency:

- the student's English language proficiency should be such that it enables her to cope with the class work for the required year level of entry
- when English is not a student's first language further assessment is required before a place is offered
- this may be assessed by either:

- an AEAS test
  - an IELTS test
- } see attachment for score guidelines

The student's report together with an ELICOS report\*

*\* When a student has not completed either an AEAS test or an IELTS test, enrolment will only be considered if a student is enrolling in an ELICOS course prior to commencement at the School.*

Students entering Year 11 would need to have reached at least an Intermediate level at ELICOS.

Students entering Year 10 would need to have reached at least a Lower Intermediate level at ELICOS.

Students from PR China will be permitted to access the waiver provision for English testing on condition that she attends an ELICOS program prior to commencing at the School.

### **Enrolment in Years 11 and 12**

- As the VCE is a two year course students will be enrolled only in Year 11 if they are able to commence at the start of the academic year.
- Only in exceptional circumstances would an enrolment be considered for entry to Year 11 once the academic year has commenced or into Year 12 at the start of the academic year.
- The type of situation mentioned in point b) above may include an interstate transfer.
- In these situations a student must be able to claim recognition of prior learning to ensure completion of an adequate number of VCE units.
- In the case of an interstate transfer, the student may receive course credit for units completed, based on the assessment of the state or territory curriculum assessment authority [or other relevant authority].

### **Placement into Years 10 and 11**

- A student's prior school level is the primary consideration in placement.
- If a student has not completed the whole of an academic year before entry, the School's recommendation is to repeat the particular year level. For example:
  - for commencement at the start of the academic year: when the student commenced Year 11 in September overseas, the School recommendation would be to commence Year 11 again
  - mid-year commencement for Year 10: when the student completed Year 10 in June overseas, the School recommendation would be to join Year 10 for the rest of that year.

### **Mid-year intake**

- The School will only consider a mid-year commencement for Year 10 and below.

### **Enrolment of Students Currently at a School in Australia**

- Ivanhoe Girls' Grammar School does not seek enrolments of students who are currently enrolled at other schools in Australia.
- When there is an enquiry from a student who is currently studying in Australia, the School will ascertain the length of time the student has been studying at her current school, either by asking the student, checking her visa or checking on PRISMS.
- The School will accept an enrolment from such a student when she has been enrolled at her current school for more than six months, taking into account all other requirements for enrolment.

- When a student has been enrolled at her current school for less than six months, Ivanhoe Girls' Grammar School would only consider the enrolment in exceptional circumstances.
- In such a case the student would be required to obtain a letter of release from her current school after Ivanhoe Girls' Grammar School has provided her with a letter of offer and agreed to take on welfare responsibilities if necessary.