



SV500-2 INTERNATIONAL STUDENT ENTRY REQUIREMENTS POLICY

1. RATIONALE

- 1.1. The choice to send a child overseas to study is a significant emotional and financial decision for any parent/guardian and brings with it a responsibility on the part of Bunbury Cathedral Grammar School ('the School') to ensure that a student is suitably prepared to meet the academic and personal challenges of studying and living in another country, away from the support of their family, which for many will be an experience in another language and culture. This policy will identify the minimum requirements for students to be offered a place of enrolment at the School and the process for determining whether prospective students meet these requirements.
- 1.2. In the case of a student studying on a Student Visa 500 (SV500) the entry requirements are the basis on which it can be reasonably expected that a student may meet their minimum course requirements, which is a condition of their visa.

2. SCOPE

The following are included in the scope of this policy:

- 2.1. All international students (see definition in *SV500-9 International Student Policy*) seeking entry to Bunbury Cathedral Grammar School
- 2.2. Head of School
- 2.3. Head of Secondary
- 2.4. Marketing and Community Relations Manager
- 2.5. Deputy Head of Secondary (Wellbeing)
- 2.6. Head of Primary
- 2.7. School Psychologist
- 2.8. Enrolments Co-ordinator
- 2.9. Head of Boarding
- 2.10. Education Agents
- 2.11. Parents of International Students

3. POLICY

- 3.1. International students wishing to lodge an application at Bunbury Cathedral Grammar School must first receive, read and acknowledge having read the *International Student Handbook*.
- 3.2. The School will consider the following before offering a place of enrolment to an international student:
 - 3.2.1. English proficiency
 - 3.2.2. Student's academic and attendance history
 - 3.2.3. Year level placement
 - 3.2.4. Student Interview
 - 3.2.5. Age of student
 - 3.2.6. Student's wellbeing and learning support needs
 - 3.2.7. A referee contact in the case of a transfer from another school in Australia
 - 3.2.8. In some cases, the School may require an Applicant to complete School based assessments.



3.3. English Proficiency

3.3.1. International students wishing to enrol at Bunbury Cathedral Grammar School will be required to sit an English proficiency test if any of the following apply:

- English is not their first language and/or the language spoken at home.
- English is not the language of instruction in all subjects (other than study of a foreign language) being studied at their current school, or previous school if the student changed schools within 12 months of application to Bunbury Cathedral Grammar School.
- The student is studying at a bilingual school where English is one of the two languages of instruction, and/or some subjects are taught in English (other than the subject English) and others are taught in a language other than English (other than a language/literary study of the language of instruction).
- The student is requesting to transfer from another onshore Australian school, has been studying in Australia for less than 18 months and for whom one or more of the circumstances described above (3.1.1) applied to the student prior to them moving to Australia.
- The Student is achieving below a 'C' grade (60%) or equivalent, in one or more subjects at their current Australian School, based on the Australian or Western Australian Curriculum.

3.3.2. The Australian Education Assessment Services (AEAS) Test is the preferred English proficiency test required of international students wishing to apply for entry to Bunbury Cathedral Grammar School.

- AEAS is offered and administered around the world and testing centres can be found at <https://aeas.com.au/how-to-register/>
- Testing can be arranged directly by the student (recommended), by an Education Agent acting on behalf of the student or by Bunbury Cathedral Grammar School.

3.3.3. The School will accept an AEAS test as valid if completed within the 12 months prior to the proposed commencement date for the student, and the student has been tested for the year level for which application is made.

3.3.4. The student is responsible for the payment of the first AEAS Test Fee.

3.3.5. The AEAS Test must be completed, and the report submitted to the School prior to an offer of place for enrolment.

3.3.6. Test results

The following table identifies the minimum AEAS results required for consideration for entry to Bunbury Cathedral Grammar School:

Table: BCGS Minimum AEAS Results	Year level	Non-Verbal Minimum Stanine	Mathematical Reasoning	Minimum English Score/Stanine Level	Maximum Recommended weeks of ELICOS
	Primary Prep/Rec - 6	6	5	4	20
	Years 7 to 9	6	5	5	25
	Year 10 Semester 1	6	5	5	20
	Year 10 Semester 2	6	5	5	4 (July)
	Year 11 Semester 1	6	5	5	4 (Jan)
	Year 12	NA	NA	NA	NA

3.3.7. Based on results in *Table: BCGS Minimum AEAS Results* the following apply:



- Students applying for Years 9 to 11 must score at least stanine 5 in at least four of the five areas tested in the English component of the test and not less than stanine 4 in the fifth area tested.
 - Students applying for direct entry to Year 11 may be considered for entry if recommended for up to four weeks ELICOS and the student can successfully complete this course of study at an ELICOS provider, approved by the School, by the commencement of the first day of Year 11. In addition, the student must meet all other entry requirements as outlined in this policy.
- 3.3.8. Direct entry to Year 12 will only be considered in exceptional circumstances and for students transferring from onshore Australian schools, and where the student meets the following conditions:
- Has passed all Year 11 subjects with a C grade or equivalent (60% or higher)
 - Has satisfied the course requirements at Year 11 level of WACE (or equivalent e.g. SACE, VCE) as applicable, and meets Bunbury Cathedral Grammar School subject selection requirements.
 - Recognition of Prior courses of completion to support completion of WACE will only be granted if these courses are recognised by the School Curriculum and Standards Authority.
 - Has had a 90 percent or higher attendance record at previous school.
 - Has provided a referee contact from current/previous school.
 - Meets the requirements of *SV500-3 Student Transfer Policy*, in the case of an SV500 student.
 - Has completed a face-to-face interview with Head of Secondary, and/or Deputy Head of Secondary (Wellbeing) and where appropriate, the School Psychologist or Head of Boarding.
- 3.3.9. Bunbury Cathedral Grammar School reserves the right to request that a student undertake additional assessments, as required.
- 3.4. **English Preparation Requirements**
- 3.4.1. Students making application for Year 7 or above, and recommended by AEAS as needing intensive English support prior to entering mainstream classes are required to study at an ELICOS provider or English Preparation Course approved by the School
- 3.4.2. Students making application for Year 6 or below, and who are identified as needing intensive English support, will be able to go into mainstream classes in the Primary School with English as an Additional Language (EAL) support, subject to meeting all other entry requirements
- 3.4.3. Students in Years 7 to 10 will be required to re-sit the AEAS Test (or School provided test) two weeks prior to the student completing their ELICOS course, where the recommended ELICOS course is eight weeks or more. The purpose of this test is to assess and benchmark the student's progress in English. Based upon these results the student:
- may be recommended to progress to mainstream classes as enrolled, with EAL support
 - may be required to extend their time studying at the ELICOS provider to further improve their English, subject to the total length of their combined ELICOS studies not exceeding 25 weeks and not prohibiting the student from completing the course of study for which they are enrolled at the School, within the specified course duration



- may be recommended to have additional assessments in the case of the student not making suitable progress in the ELICOS course, to determine any underlying learning difficulties, that may require additional support
 - at the discretion of the Head of School, an additional five weeks of ELICOS may be approved, where this does not impact the duration of the student's principal course of enrolment at the School
 - may be recommended as not suitable to progress to their principal course of enrolment at the School and their enrolment may be cancelled. (see *SV500-8 Deferring, Suspending or Cancelling Enrolment Policy*)
- 3.4.4. The School will pay for the second AEAS Test Fee (see *SV500-7 Fee Policy*)
- 3.4.5. In the case of a student being required to extend their ELICOS course, a third and final AEAS test (or School provided test) may be required to determine if the student has made sufficient progress to enter their principal course of study at the School. Unsatisfactory achievement may lead to the School cancelling the student's enrolment at the School.
- 3.4.6. The School will pay for the third AEAS Test.
- 3.4.7. See *SV500-21 Enrolment Policy* regarding enrolment arrangements for students attending ELICOS Course and third-party provider.
- 3.4.8. See *SV500-10 Student Accommodation Policy* for accommodation arrangements while the student is attending ELICOS course and third-party provider.
- 3.4.9. See *SV500-14 Student Welfare Policy* for welfare arrangements in the case of a student attending ELICOS course and third-party provider.
- 3.5. **Student Academic and Attendance History**
- 3.5.1. The student applicant is required to provide the School with a certified copy of original transcripts of all academic results and attendance records for the 12 months prior to application.
- 3.5.2. In the case that the student has changed schools within the previous 12 months, they are also required to provide the School with academic and attendance records from their current and immediately previous school. This includes a certified copy of original transcripts of all academic results and attendance records for the final 12 months at their previous school and both academic results and attendance records for full period of study at their current school.
- 3.5.3. The student applicant is expected to be/have been assessed by their current school as passing their current or recently completed course requirements.
- 3.5.4. Students are expected to achieve a minimum of 'C' Grades (60%) or equivalent in 90% of subjects studied, including English, if a subject of instruction at the student's current or previous school.
- 3.5.5. Students will be expected to have maintained high attendance levels up until applying to attend the School. Where absences have exceeded five days in any six-month study period, the School will require evidence of reasonable explanation for the absences (e.g. doctor's certificate, letter from school).
- 3.5.6. All students who are offered and accept a place for entry to the School are expected to maintain full-time attendance and meet the course requirements of their current school (immediately preceding entry to the School) up to two weeks prior to commencing at the School. This applies even in the case where a student will need to commence a new year level at their current school in the weeks or months prior, which may not be completed prior to entry to the School or may be partially repeated at the School.



- In exceptional circumstances the School may consider student engagement in an alternative recognised educational activity, which maintains education and learning momentum.

3.6. Year Level Placement

- 3.6.1. International students will be placed in year levels based on having completed the Western Australian equivalent pre-requisite year level e.g, a student applying for entry to Year 11 at the School must have successfully completed the equivalent of Western Australian Year 10 to be eligible for entry to Year 11 at the School. In the case of students transferring from the northern hemisphere this will mean that they have commenced the Year 11 equivalent in their home country prior to transferring to Bunbury Cathedral Grammar School and will recommence Year 11 on arrival at the School.(Refer to: [AEAS Country Year Level Conversion Chart](#) as a guide to equivalent year groups).

3.7. Student Interview

- 3.7.1. All international students wishing to attend Bunbury Cathedral Grammar School will be required to participate in an interview prior to an offer being considered.
- 3.7.2. The Interview may be conducted:
- in the home country if School staff are visiting, or
 - at the School if the student is visiting Bunbury, or
 - via an online app or platform.
- 3.7.3. For identification purposes the interview cannot be conducted by telephone (audio) alone, a film/video medium is required.
- 3.7.4. As appropriate and suitably available, the School may consider electronic software translations applications/services. Alternatively, the *SV500-25 Interpreter and Translation Policy* will be applied as needed.
- 3.7.5. The interview will be conducted by at least two of the following staff:
- Head of Secondary or Head of Primary, as applicable
 - Deputy Head of Secondary (Wellbeing)
 - Director of Studies
 - EAL Teacher
 - School Psychologist
 - Marketing and Community Relations Manager
 - Head of Boarding
 - Enrolment Co-ordinator
- 3.7.6. The interview will be a conversation allowing students the opportunity to understand more about the School, and School staff the opportunity to understand more about the student, their interests, goals, aspirations, learning experience and preparedness to study overseas, away from family, and at the School.
- 3.7.7. On occasions the School may request a second interview.

3.8. Age on Entry

- 3.8.1. As a general expectation, international students will follow similar age and year level patterns to domestic (Australian) students. For example:
- Students commencing Year 1 will be 5/ 6 years of age
 - Students commencing Year 7 will be 12/13 years of age
 - Students commencing Year 11 will be 16/17 years of age



3.8.2. The process of transferring across different school calendar years (i.e. northern hemisphere to southern hemisphere) and/or the study of ELICOS prior to mainstream entry, typically results in international students repeating a portion of a year level. This in turn results in international students being slightly older than their School peers. With this in mind the School will accept students who can be up to 18 months older than their enrolment cohort i.e. 19.5 years of age on the completion of Year 12.

3.9. **Student Wellbeing and Learning Support Needs**

3.9.1. In keeping with the *SV500-21 Enrolment Policy*, all applicants are required to disclose to and provide the School with all information known to them about any health, social, emotional, physical and/or academic matters which may impact the student's ability to meet their course requirements and/or require learning support from the School. This information is to be made available to the School prior to and/or on application.

3.9.2. Subject to the wellbeing and/or learning needs of the student, the School may request additional medical or allied health professional (e.g. educational psychologist, occupational therapist, speech therapist) assessments and reports regarding the student's ability to successfully meet course requirements

3.10. **SV500 Wellbeing and Learning Support Needs**

3.10.1. Given the requirement for SV500 students to meet course requirements to maintain their visa and the School's responsibility to assess that SV500 students are suitably prepared and able to meet their course requirements, the School reserves the right to decline an application in the case where a student is considered high risk of not meeting course requirements. This decision will consider the information obtained via the processes outlined in 3.1 - 3.10.

4. **DEFINITIONS**

See *SV500-4 CRICOS Registration Policy*.

5. **LEGISLATIVE REQUIREMENTS**

See *SV500-4 CRICOS Registration Policy*

6. **ASSOCIATED POLICIES AND SUPPORT DOCUMENTS**

- ❖ SV500-18 Attendance Policy
- ❖ POL-060 Critical Incident and Emergency Management Plan
- ❖ SV500-7 Fee Policy
- ❖ SV500-10 Accommodation Policy
- ❖ International Student Handbook
- ❖ SV500-12 Health Management Policy
- ❖ SV500-9 International Student Policy
- ❖ International Student Support Policy
- ❖ International Student Welfare Policy
- ❖ Privacy Policy
- ❖ SV500-5 Course Delivery and Duration Policy
- ❖ SV500-20 Course Progress Policy
- ❖ SV500-4 CRICOS Registration Policy
- ❖ SV500-8 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500-3 International Student Transfer Policy
- ❖ SV500-17 Third Party Provider Policy



❖ SV500-23 Visa Requirements Policy

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