

Overseas Students' Enrolment and Admissions Policy



Launceston
Grammar

EST. 1846

AIM

The purpose of this policy is to detail the entry requirements for overseas students.

SCOPE

This policy is applicable to overseas students enrolled at Launceston Church Grammar School.

OBJECTIVES

The objective of this policy is to ensure that there are procedures in place for entry of overseas students to Launceston Grammar that meet the criteria referred to in Standards 2 and 3 of the National Code. This includes English language proficiency assessment.

RELEVANT DOCUMENTS

Launceston Grammar Application for Enrolment

Launceston Grammar EAL Guidelines

Launceston Grammar Enrolment Procedures for International Students

SCOPE

Launceston Grammar will consider enrolment applications from students wishing to apply to study on a Student Visa, subject to compliance with minimum requirements and conditions set by the School, legislative requirements of the State of Tasmania 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.

Applications for enrolment must be made on the Application for Enrolment Form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- A copy of the student's school reports for the last two years;
- Copies of any certificates of public examinations (if requested);
- A copy of the student's passport (if available) or birth certificate; and
- Results of an English proficiency assessment test which outlines levels across English, mathematics and abstract (non-verbal) reasoning and an oral/aural assessment interview. Acceptable test is Australian Education Assessment Services (AEAS) www.aeas.com.au, or where advised acceptable, produce evidence that the student's level of English is of sufficient standard to enable a student to cope with mainstream classes.

Where the above 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 the aforementioned documents have been received by the Registrar's Office.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits, availability of places and are at the discretion of the School.

Assessment procedures include an evaluation of reports from previous schools, English language proficiency, ELICOS provider (if applicable) and other assessment results as provided.

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.

If an AEAS test is not able to be undertaken, the School has discretion to interview the student in person or via Skype.

Students must provide evidence of satisfactory academic performance appropriate to the entry year level as requested at time of application.

Academic Requirements	
Junior Campus students	Senior Campus students
<ul style="list-style-type: none"> • A student's proficiency in English must be determined to be of a standard that will enable them to access the curriculum offered by the School before entry to the School is offered. • A copy of AEAS report: it is preferred that the AEAS report reflects stanines of 6 and above in non-verbal general ability and mathematics reasoning ability. 	<ul style="list-style-type: none"> • A student's proficiency in English must be determined to be of a standard that will enable them to access the curriculum offered by the School before entry to the School is offered. • A copy of AEAS report: it is preferred that the AEAS report reflects stanines of 6 and above in non-verbal general ability and mathematics reasoning ability. • Reports from the student's home country should contain a minimum of 80% "satisfactory" or better ratings for the criteria being assessed.

English Language Proficiency Requirements

Launceston Grammar requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course upon commencement.

If applicable, the School can assess evidence of English language proficiency presented by a student at the time of application through either a personal interview being conducted with the student, or where a student has been in an overseas school and all subjects have been delivered by the School in English for the past 3+ years, or a student's primary language is English.

The decision on whether to proceed with an assessment English proficiency test may be determined by the Head of Campus, the International Student Coordinator and/or Registrar.

If it is evident from the AEAS report that a student requires intensive English study prior to commencement at Launceston Grammar, the School will request the completion of the

recommended minimum number of weeks at an approved ELICOS provider. This is outlined in Launceston's Grammar's EAL Guidelines for International Students and in the Letter of Offer.

Onshore applicants (applying or transferring from another school) may be required to undertake an AEAS test and copies of school reports will be requested. Onshore applicants may also be required to attend a personal interview.

Offshore applicants, with the exception of students with English as their native language, or; medium of instruction for 3+ years, are required to undertake an assessment entry test by AEAS – www.aeas.com.au.

Launceston Grammar offers specialist EAL support for students. This supports students as they improve their listening and reading comprehension and as they develop fluency in speaking and writing English. Students receive assistance and direction to help them become literate and articulate in English, and to help them develop their fluency in English so that they may participate fully in the academic and co-curricular life of the School.

English as an additional language or dialect is offered as part of the Tasmanian Certificate of Education (TCE) for entry into university and other institutions.

RECORD KEEPING

This policy will be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

DOCUMENT CONTROL

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