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| Document Title: Student Entry Requirements Policy – International Students |  EMMANUEL ANGLICAN COLLEGE <i>Learning ~ Living ~ Leading</i> |
| Section: International | |
| Date Updated: October 2023 | |

Student Entry Requirements Policy - International Students

Policy Statement

Emmanuel Anglican College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College and with legislative requirements of the State of New South Wales 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.

1. Applications for enrolment must be made to the Administration Officer - Enrolments via the Emmanuel Anglican College International Student Enrolment Application form. This application must be fully and correctly completed, signed by the student's parent/s or legal guardian/s and be submitted together with the following documents to support the application:
 - a) Certified academic reports (translated into English) for the previous two years (where applicable), together with an explanation of reporting procedures applied at the student's current or most recent School/College;
 - b) Where academic reports do not record student behaviour, attendance or commitment to studies, a completed Reference Form from the student's current Principal or Head of School/College is also required;
 - c) Appropriate proof of identity and age (birth certificate);
 - d) Written evidence of proficiency in English as a second language;
 - e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
 - f) Letter offer from another registered provider (if applicable);
 - g) Completed Homestay forms;
 - h) The Enrolment Application Fee must be paid in Australian currency. The College is unable to proceed with the application until this fee is received in full. Payment of the Enrolment Application Fee does not guarantee a place at the College.
2. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
3. An application for enrolment can only be processed when all of the above have been submitted to the International Program Coordinator and/or Administration Officer - Enrolments.
4. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.
5. Assessment procedures include an evaluation of reports from previous Colleges in the applicant's home country and an evaluation of the applicant's English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the College may require relevant testing of the applicant to assess the application.
6. 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.



7. Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

Academic Requirements

Emmanuel Anglican College 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:

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 College in a Letter of Offer.

For Primary Years:

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

For Year 7 – 12 students:

- The equivalent of a minimum of a "C" standard for the majority of core subjects.

English Language Proficiency Requirements

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 College.
2. The College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This evidence may be in the form of documentation that demonstrates previous study in English as the medium of instruction, or as results of an acceptable English language proficiency test, such as the International English Language Testing Standards (IELTS).
3. If supplied, Emmanuel Anglican College will assess the evidence provided 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.
4. If not presenting appropriate evidence of English language proficiency at the time of application, Emmanuel Anglican College will assess the student's application for entry based on satisfactory test results as follows:
Junior Secondary Course (Years 7-10): IELTS Overall Band Score of 5 or equivalent, with no single band below 4;
Senior Secondary Course (Years 11-12): IELTS Overall Band Score of 5.5 or equivalent, with no single band below 5.
5. 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.



6. If undertaking 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.
7. Students who enrol into Year 10 with IELTS Overall Band Score of 5 or equivalent and do not progress to an IELTS Overall Band Score of 5.5 or equivalent prior to commencement of Year 11 will be required to undertake an intensive English Language course prior to commencing Year 11.
8. Emmanuel Anglican College does **not** offer an intensive English Language course.

While it is not expected to equal fluency with a native speaker at the same year level, the College needs to be confident that the student's English language proficiency is sufficient to be able to learn in the subject areas with the level of support available.

Students must be the right age for their course

As per the Australian Government Department of Home Affairs Student Visa – school sector students must comply with the age requirements at the time of Entry. Use the following link for more details: <http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Interview

In addition to the above requirements, Entry is also subject to a successful interview.

| Version Control Table | | | |
|-----------------------|----------------|---------------|--|
| Version Control | Date Effective | Approved By | Amendment |
| 2021-1 | October 2021 | The Principal | Policy created in accordance with CRICOS update. |
| 2023-1 | October 2023 | The Principal | Policy reviewed and updated in accordance with CRICOS requirements |