

Draft 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 School's part 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. The *International Student Entry Requirements Policy* will identify the minimum requirements for students to be offered a place of enrolment at The Friends' School (Friends', the School or TFS) and the process for determining that 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 *International Student Policy*) seeking entry to The Friends' School
- 2.2.** Principal
- 2.3.** K-12 International Student Coordinator
- 2.4.** Director of Teaching and Learning
- 2.5.** Heads of (Morris, High School, Clemes)
- 2.6.** Enrolments Manager and enrolments team
- 2.7.** Education Agents
- 2.8.** Parents/Guardians of International Students

3. POLICY

- 3.1.** The *International Student Entry Requirements Policy* is directly supported by the *International Student Entry Requirements Procedures and Guidelines*
- 3.2.** International students wishing to lodge an application at The Friends' School must first receive, read and acknowledge having read the *International Student Handbook*. Acknowledgement to occur by signing *International Student Handbook Declaration Form*.
- 3.3.** The Friends' School will consider the following before offering a place of enrolment to an international student:
 - 3.3.1.** English proficiency
 - 3.3.2.** Student's academic and attendance, behaviour and commitment to study history.
 - 3.3.3.** Student's engagement with co-curricular, service and sporting activities
 - 3.3.4.** Year level placement
 - 3.3.5.** Student Interview
 - 3.3.6.** Age of student
 - 3.3.7.** Student's well-being and learning support needs
 - 3.3.8.** A referee contact in the case of a transfer from another school in Australia
 - 3.3.9.** A one page letter/essay, written in the student's own hand, describing why they would like to study at The Friends' School

- 3.3.10. In some cases, the School may require an applicant to complete School based assessments

3.4. English Proficiency

- 3.4.1. International students wishing to enrol at The Friends' 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 TFS
 - 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
- 3.4.2. The Australian Education Assessment Services (AEAS) Test is the English proficiency test required of international students wishing to apply for entry to The Friends' 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 The Friends' School enrolment office
- 3.4.3. The Friends' 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 applied for.
- 3.4.4. The Friends' 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 applied for.
- 3.4.5. The student is responsible for the payment of the AEAS Test Fee.
- 3.4.6. The AEAS Test must be completed and report submitted to the School prior to an offer of place for enrolment.
- 3.4.7. **Test results**
The following table identifies the minimum AEAS results required for consideration for entry to The Friends' School.

Table : TFS 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 7-9	6	5	5	25
Year 10 Sem 1	6	5	5	20
Year 10 Sem 2	6	5	5	12
Sem 1	6	5	5	4
	NA	NA	NA	NA

- 3.4.8. Based on results in *Table: TFS Minimum AEAS Results* the following apply:
- Students applying for Years 9 – 11 and above must score at least Stanine 5 in at least 4 of the 5 areas tested in the English component of the test and not less than stanine 4 in the 5th area tested.
 - Students applying for direct entry to Year 11 may be considered for entry if recommended for up to 4 weeks ELICOS and the student can successfully complete this course of study at an ELICOS provider, approved by The Friends' School, by the commencement of the 1st day of Year 11. In addition, the student must meet all other requirements of the *International Student Entry Requirements Policy*.
- 3.4.9. 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 the IBDP or TCE, as applicable, and meets The Friends' School subject selection and requirements.
 - Has had a 90%+ attendance record at previous school
 - Has provided a referee contact from current/previous school
 - Meets the requirements of the *SV500 Student Transfer Policy*
- 3.4.10. The Friends' School reserves the right to request that a student undertake additional assessments, as required.

3.5. English Preparation Requirements

- 3.5.1. Students making applications 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 Friends' School.
- 3.5.2. Students making applications for Year 6 or below, and who are identified as needing intensive English support, will be able to go into mainstream classes at Morris, with EALD support, subject to meeting all other entry requirements.

- 3.5.3. Students in Years 7-10 will be required to re-sit the AEAS Test two weeks prior to the student completing their ELICOS course, where the recommended ELICOS course is 8 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 English as an Additional Language (EALD) 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 30 weeks and not prohibiting the student from completing the course of study for which they are enrolled at The Friends' 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
 - may be recommended as not suitable to progress to their principal course of enrolment at The Friends' School and their enrolment may be cancelled. (see *SV500 Deferring, Suspending or Cancelling Enrolment Policy*)
- 3.5.4. The School will pay for the second AEAS Test Fee (see *SV500 Fee Policy* and *International Student Fee Policy*).
- 3.5.5. In the case of a student being required to extend their ELICOS course, a third and final AEAS test may be required to determine if the student has made sufficient progress to enter their principal course of study at The Friends' School. Unsatisfactory achievement may lead to the School cancelling the student's enrolment at the School.
- 3.5.6. The School will pay for the third AEAS Test
- 3.5.7. See *Enrolment Policy* regarding enrolment arrangements for students attending ELICOS Course and third party provider
- 3.5.8. See *International Student Accommodation Policy* for accommodation arrangements while the student is attending ELICOS course and third party provider
- 3.5.9. See *International Student Welfare Policy* for welfare arrangements in the case of a student attending ELICOS course and third party provider.

3.6. Student Academic and Attendance History

- 3.6.1. 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.
- 3.6.2. 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.
- 3.6.3. The student applicant is expected to be/have been assessed by their current school as passing their current or recently completed course requirements.

- 3.6.4. 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.
- 3.6.5. Students will be expected to have maintained high attendance levels up until applying to attend The Friends' School. Where absences have exceeded 5 days in any 6 month study period, the School will require evidence of reasonable explanation for the absences (e.g. doctor's certificate, letter from school).
- 3.6.6. All students who are offered and accept a place for entry to The Friends' School are expected to maintain full time attendance and meet the course requirements of their current school (immediately preceding entry to Friends'), up to one week prior to commencing at The Friends' 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 Friends', or may be partially repeated at Friends'.

3.7. Year Level Placement

- 3.7.1. International students will be placed in year levels based on having completed the Tasmanian equivalent prerequisite year level e.g, a student applying for entry to Year 11 at The Friends' School must have successfully completed the equivalent of Tasmanian Year 10 to be eligible for entry to Year 11 at The Friends' 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 The Friends' School and will recommence Year 11 on arrival at Friends'. Please see the Table: *AEAS Country Year Level Conversion Chart* [<link>](#)

3.8. Student Interview

- 3.8.1. All international students wishing to attend The Friends' School will be required to participate in an interview prior to an offer being made.
- 3.8.2. The Interview may be conducted:
- in home country if School personnel are visiting
 - at the School if the student is visiting Hobart or
 - via an App such as Skype, What's App etc.
 - The interview will be conducted by at least two of the following staff:
 - Head of Morris (Prep – Year 6)
 - Deputy Heads of Morris
 - Head of High School (Years 7-10)
 - Head of Clemes (Years 11-12)
 - International Student Coordinator High School
 - K-12 International Student Coordinator (this role to be common to all interviews where possible)
 - Dean of Students
 - Director of Teaching and Learning
 - EALD Teacher
 - School Psychologist
 - Enrolments Manager
- 3.8.3. 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 TFS.

3.9. Student Engagement

3.9.1. The Friends' School focuses on the development of the whole student, encouraging student engagement in co-curricular activities including service opportunities and commitments. Applicants will be required to present evidence of their involvement in co-curricular, service and/or sporting activities by way of certified copies of school reports, certificates of participation, achievement or references.

3.10. Age on Entry

3.10.1. As a general expectation, international students will follow similar age and year level patterns to domestic students. For example:

- Students commencing prep 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

3.10.2. The process of transferring across different school calendar years (ie 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 Friends' School peers. With this in mind the School will accept students who can be up to 18 months older than their cohort ie 19.5 years of age on the completion of Year 12.

3.11. Student Wellbeing and Learning Support Needs

3.11.1. In keeping with the School's *Enrolment Policy*, all applicants are required to 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 application.

3.11.2. 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

3.11.3. Given the requirement for a student to meet course requirements to maintain their visa and the School's responsibility to assess that 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 take into account the information obtained via the processes outlined in 3.1 - 3.11

4. DEFINITIONS

4.1. See definitions documents

5. LEGISLATIVE REQUIREMENTS

5.1. [ESOS Act 2000](#)

5.2. [National Code 2018](#)

- 5.3. [National Code 2018 factsheets](#)
- 5.4. [Education Act 2016 \(Tas\)](#)
- 5.5. [Anti-Discrimination Act 1998](#)

6. ASSOCIATED POLICIES AND SUPPORT DOCUMENTS

- ❖ **International Student Entry Requirements, Procedures and Guidelines**
- ❖ Attendance Policy
- ❖ Critical Incident Management Policy
- ❖ Enrolment Policy
- ❖ Table: *AEAS Country Year Level Conversion Chart*
- ❖ International Student Fee Policy (non SV500 students)
- ❖ International Student Accommodation Policy
- ❖ International Student Handbook
- ❖ International Student Health Management Policy
- ❖ International Student Policy
- ❖ International Student Support Policy
- ❖ International Student Welfare Policy
- ❖ Privacy Policy
- ❖ SV500 Course Delivery and Duration Policy
- ❖ SV500 Course Progress Policy
- ❖ SV500 CRICOS Registration Policy
- ❖ SV500 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500 Fees Policy
- ❖ SV500 Student Transfer Policy
- ❖ SV500 Third Party Provider Policy
- ❖ SV500 Visa Requirements Policy
- ❖ Table: *AEAS Country Year Level Conversion Chart*