

St Peter's Catholic Primary School Policy about written entry requirements for registered courses

- 1) *St Peter's Catholic Primary School* will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland 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.
- 2) Applications for enrolment must be made on Application for Enrolment. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c) Appropriate proof of identity and age – students must turn five years of age prior to 30 June the year they wish to enrol in the preparatory year as outlined by Department of Immigration
 - 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) Enrolment Application Fee
- 3) Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- 4) An application for enrolment can only be processed when all of the above are in the hands of the Administration or the School Office.
- 5) Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
- 6) Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. 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.

Minimum academic and English language requirements are as follows:

Academic Requirements

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 school in a Letter of Offer.

St Peter's Catholic Primary School requires evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum.

Students are to provide evidence in the form of report cards of satisfactory performance at their previous school.

English Language Proficiency Requirements

St Peter's Catholic Primary School requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

Students entering any class at St Peter's Catholic Primary School must be able to demonstrate basic interpersonal communicative requests, questions and responses in English and be able to perform simple reading and writing tasks as required by the class teacher. In addition, students entering Years 5 and 6 should be able to understand the essential vocabulary of the Key Learning Areas.

Evidence must be provided in support of the student/s level of English Proficiency. Where students have undertaken English as a Foreign Language class at a previous school or other institution, written confirmation may be sought, which would include the following:

- Amount of time per week engaged in English Instruction
- Level of Proficiency achieved

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.

Students wishing to enter the school below year 10 level 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 school.