

#### **Policy on Entry Requirements**

- SVSS 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.
- Applications for enrolment must be made on *International Student Enrolment*Application form. This must be correctly completed, and must be accompanied by the following documents to support the application: ;
- Copy of academic records from previous 2 years of schooling including a copy of the latest Student Report;
- Copy of evidence of date of birth (i.e. Birth Certificate or similar);
- Two letters of recommendation (including one from previous school Principal / Snr Teacher) confirming suitability of student to attend SVSS (if not included with academic records);
- Photocopy or scanned copy of Passport page with name, photo identification, passport number and expiry date;
- Copy of English language test/ of evidence English language proficiency (if not held already). Recent passport sized photograph..
- Application fee
- 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 all the above are in the hands of the International Student Officer.

Samford Valley Steiner School 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:

#### **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.

For Classes 5 - 7:

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

For classes 8 -9:

A pass level or "C" Level or better for the majority of core subjects.

Students participate in the New Zealand Certificate of Steiner Education (NZCSE) for Classes 10 – 12. The NZCSE is a secondary school qualification which is owned by the Federation of Rudolf Steiner Waldorf Schools in New Zealand and quality managed and developed by the Steiner Education Development Trust (SEDT). SEDT awards the certificate at Level 1, 2 and 3 via Learning Outcomes.

Academic requirements are:

For Class 10 (Level 1 NZCSE)

• A pass level or "C" Level or better for the majority of core subjects.

For Classes 11 – 12 (Level 2 & 3 NZCSE)

- Achievement of NZCSE Level 1 (for entry to level 2) or NZCSE Level 2 (for entry to Level 3)
- Be able to demonstrate connection to the Special Character Activities of Steiner education. (See section 2.4 in CSE Student Handbook for more information)
- For entry into Level 3 Maths, Chemistry or Physics Additional Subjects (ie: Electives), Numeracy competence must be evidenced to a minimum of Level 1.

Where a student wishes to enrol in a CSE level 2 or 3 qualification, but does not meet the entry criteria, there is provision for discretionary entry by the NZCSE Coordinator with approval from SEDT.

#### **English Language Proficiency Requirements**

Applicants must demonstrate English language proficiency, at the time of applying, by either: submitting an approved English language test result as per table below:

Acceptable Test	Minimum Test Result	For Entry to Year
AEAS Language Proficiency T	25 - 40	5 - 6
IELTS	4 – 4.5	7 - 9
IELTS	5	10
IELTS	5.5	11 - 12

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Providing evidence of English proficiency via report cards and references.

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.



### Procedure for assessing student's qualifications, and language proficiency

Enrolments Officer & Interr	national Student	
Officer		Completed enrolment application documents are received.
<ul> <li>□ Check if placement is available</li> <li>□ Check documentation is complete</li> <li>□ Request any documentation outstanding</li> <li>□ Advise family if no placement available</li> </ul>		These include:  Completed enrolment application form
<u> </u>		Signed agreement all policies and conditions have been understood and accepted
<b>V</b>		☐ Completed medical information form
<ul><li>□ Create application file</li><li>□ Indicate placements which might be</li></ul>		☐ Certified transcripts of academic records from last two years of schooling
available		☐ Certified evidence of date of birth
Application file circulated for assessment  REF: English language and academic entry		Letter of recommendation or statement of student behaviour from previous school principal (if not included with academic records)
		☐ Copy of passport details
LS teacher for Appropriate assessment of ESL Education	Appropriate Education	Copy of English language test/evidence English language proficiency
support required if	Administrator for	☐ Completed form for request for Special Assistance/Programs
student is from a	assessment of	☐ Completed accommodation application
culturally and linguistically diverse background	academic history and conduct	☐ Application for transfer of NZCSE points if applicable
School Director  Application approved Application not appro Interview required		
Enrolments Officer & Inte		
available Confirm documentation process is complete Follow up any academ requests	on and consultation	Advise outcome of application and complete enrolment process if application is accepted.

Policy and Procedure on Entry Requirements Updated by Mercedes Logan, International Student Officer April 2021 CRICOS NUMBER: 03326J RSEGB T/A Samford Valley Steiner School

#### **Enrolment Procedure Overview**

ENROLMENT ENQUIRY

MADE DIRECTLY TO SCHOOL.

# SCHOOLS SHOULD CHECK THE FOLLOWING HAVE BEEN PROVIDED PRIOR TO ENROLMENT OR

 Any relevant information provided to students under Standard 2 (including services provided under Standard 6)

DURING THE ENROLMENT PROCESS TO MEET

REQUIREMENTS OF THE 2018 NATIONAL CODE:

- Any relevant information provided to students under Standard 3
- REQUIREMENT FOR STUDENTS TO MAINTAIN UPDATED CONTACT DETAILS AND ADEQUATE WELFARE AND ACCOMMODATION REQUIREMENTS, AND IF SCHOOL IS PROVIDING CAAW LETTER, DATES FOR APPROVAL OF WELFARE AND ACCOMMODATION ARRANGEMENTS (STANDARD 5 — YOUNGER STUDENTS)
- TRANSFER POLICY (STANDARD 7 TRANSFER BETWEEN REGISTERED PROVIDERS DURING FIRST SIX MONTHS OF REGISTERED SCHOOL COURSE
- COMPLAINTS AND APPEALS POLICY (STANDARD 10 COMPLAINTS AND APPEALS)
- School's Course Duration, Progress and Attendance Policies (Standard 8)
- GROUNDS FOR DEFERMENT, SUSPENSION & CANCELLATION INCLUDING SCHOOL'S BEHAVIOURAL POLICY/CODE OF CONDUCT (STANDARD 9— DEFERRING, SUSPENDING OR CANCELLING THE STUDENT'S ENROLMENT)

## SCHOOL PROVIDES ENROLMENT PACKAGE

- ENROLMENT APPLICATION FORM
- School Information and Policies for Overseas Students
- ADMISSION PROCEDURES
- FEES SCHEDULE
- o SEE CHECKLIST FOR TUITION FEES & NON-TUITION FEES P.
- INFORMATION ABOUT THE SENIOR CERTIFICATE AND UNIVERSITY ENTRY REQUIREMENTS
- A COPY OF THE SCHOOL
   PROSPECTUS / HANDBOOK FOR
   OVERSEAS STUDENTS (MUST MEET
   MARKETING AND STUDENT
   INFORMATION REQUIREMENTS OF
   NATIONAL CODE)
- Information about Accommodation ARRANGEMENTS
- INFORMATION ABOUT OSHC, INCLUDING OSHC IS REQUIRED FOR DURATION OF VISA

COMPLETED ENROLMENT
APPLICATION AND
DOCUMENTATION
SUBMITTED TO SCHOOL

- SCHOOL ADVISES OUTCOME OF APPLICATION.
- IF ENROLMENT IS ACCEPTED, LETTER OF OFFER, WRITTEN AGREEMENT, (INCLUDING CONDITIONS OF ENROLMENT), ITEMISED FEES AND PAYMENT DETAILS, DATES FOR APPROVAL OF CARE ARRANGEMENTS (IF APPLICABLE) ETC., ARE ISSUED. SIGNED WRITTEN AGREEMENT IS REQUESTED



WHEN WRITTEN
AGREEMENT IS RECEIVED AND
FEES ARE PAID, A COE IS
ISSUED FOR VISA
APPLICATION

- O THE WRITTEN AGREEMENT MUST BE SIGNED BEFORE OR AT SAME TIME AS PAYMENT OF FEES
- O THE COE MUST NOT BE ISSUED
  WITH A COURSE COST OR DURATION
  THAT IS HIGHER THAN WHAT IS
  REGISTERED ON PRISMS



SCHOOL AND PARENTS
COMMUNICATE ABOUT
ARRIVAL, PICKUP,
ACCOMMODATION, ETC.

#### STUDENT ARRIVES. SCHOOL PROVIDES:

- Orientation on arrival with information about
  - age-and culturally-appropriate information on who to contact in emergency situations and how to seek assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse
  - support services available to assist with transition to life & study in new environment
  - legal services
  - emergency & health services
- facilities and resources
- requirements for course progress and attendance
- English language and study assistance programs
- services students can access for information on works rights and conditions; how to contact to FWO
- safety and personal security
- how to seek assistance for and report an incident that significantly impacts on their wellbeing, including critical incidents
- access to student and learning support services to achieve expected learning outcomes
- OSHC information
- introduction to designated student officer who will be official point of contact for the student and who will have access to up to date details of all of the school's support services
- a copy of complaints and appeals processes
- safe environment