

LINDISFARNE

ANGLICAN  
GRAMMAR SCHOOL

## INTERNATIONAL STUDENTS

## COMPLAINTS AND APPEALS POLICY

Lindisfarne Anglican Grammar 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 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.

Applications for enrolment must be made to the Registrar via the International Student Enrolment Application form. 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 current school, 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;
- 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 of Offer from another registered provider if applicable
- g) Completed Homestay form
- h) Enrolment Application Fee
- i) Any relevant application to the New South Wales Education Standards Authority (NESA) regarding course completion or relaxation of requirements.

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 of the above are in the hands of the International Student Coordinator and/or Registrar.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

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.

Onshore applications for Years 11 and 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.

Offshore applications for enrolment in Years 11 and 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.

Lindisfarne Anglican Grammar 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 Year 7 to 12 students:

A pass level or “C” Year Level or better 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 school.
2. Lindisfarne Anglican Grammar will assess evidence 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.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Lindisfarne will assess the student’s application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result IELTS	Minimum Test Result ISLPR	Minimum Test Result TOEFL	GELI HSP Level	For Entry to Year*
ISLPR or other English language proficiency test obtained from a recognised ELICOS Course or recognised HSP Course	5.0	2	35-45	HSP 2	Year 7, 8 and 9
	5.5	2+	46-59	HSP 3	Year 10 (Semester 1)
	6.0	3	60-78	HSP 4	Year 10 (Semester 2)
	6.0	3	60-78	HSP 4	Year 11 (Semester 1)

\* Entry requirements are subject to change

4. 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.
5. 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.
6. Satisfactory or above grades and comments must be received from English language course provider for all class descriptors reported on.
7. Students must have no less than 90% attendance, without acceptable medical or family reason, at English language course.
8. Student proficiency in Primary Years may be ascertained by PAT-R or similar diagnostic assessment instrument and/or by interview.

**Students must be the right age for their school course**

As per the Australian Government Department of Home Affairs Student Visa – school sector, students must comply with the age requirements at time of Entry. See link below.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study> .

**Interview**

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

**Policy Administration**

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

<b>INTN007 Entry Requirements Policy</b>	
<b>Date of Formulation</b>	May 2019
<b>Date of Last Review</b>	N.A
<b>Date of Next Review</b>	May 2022
<b>Person Responsible</b>	Amy Fydler
<b>Position</b>	International Student Coordinator
<b>Approved by the Head of Lindisfarne International</b>	 Approved May 2019