

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

1. *Blackheath and Thornburgh 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 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* 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 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) A completed Subject Choices Form if appropriate;
  - d) Appropriate proof of identity and age;
  - e) Written evidence of proficiency in English as a second language
  - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - g) *Boarding Application Form*
  - h) *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 Registrar.
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

1. 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.
  - a) *For Primary School:*
    - Evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum
  - b) *For Year 8 – 12 students:*
    - A pass level or “C” grade or better for the majority of core subjects

### English Language Proficiency Requirements

1. *Blackheath and Thornburgh College* requires evidence of year appropriate 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.
2. *Blackheath and Thornburgh College* will assess evidence of English language proficiency presented by a student at the time of application.

*Alternatively, Blackheath and Thornburgh College accepts results from the following test instruments:*

<i>Acceptable Test</i>	<i>Minimum Test Result</i>	<i>For Entry to Year</i>
<i>IELTS or equivalent test</i>	<i>5</i>	<i>10</i>
	<i>5.5</i>	<i>11</i>
	<i>5.5 or 6</i>	<i>12</i>

*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.*

3. Students should note that if their language proficiency is below that outlined above, the application will not be accepted.

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. IF their language level is not suitable the student will not be offered a place at the College.

**POLICY ON ENTRY REQUIREMENTS WAS LAST UPDATED BY Nigel Fairbairn ON 29/10/15**