



International Students Entry Requirements Policy

Relevant Legislation	National ESOS Code: Standard 10 & 11
Commencement Date	April 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to detail the entry requirements for international students.

2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

3. Objectives

The objective of this policy is to ensure that there are protocols in place for entry of international students to The Hutchins School that meet the criteria referred to in Standards 10 and 11 of the National ESOS Code.

4. Definitions

Nil

5. Policy Information

1. The Hutchins 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, legislative requirements of the State of Tasmania 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 the Application for Admission Form. This must be correctly completed, and must be accompanied by the following documents to support the application:

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- a) A copy of the student's school reports for the last two years – certified copies translated into English.
 - b) Certified copies of certificates, awards etc., indicating an applicant's co-curricular activities.
 - c) A reference from the student's principal, class teacher or sport/music coach or an associate of the family (where the student's school has not yet been notified of withdrawal intention) as to the student's character, study practices i.e. class and individual focus, co-operation with staff and fellow students and willingness to participate as well as any further attributes which could be outlined about the student. The reference should also, in the opinion of the writer, indicate how the writer believes the student will cope and adapt to an overseas school and boarding environment.
 - d) Copies of any certificates of public examinations (where applicable).
 - e) A copy of the student's passport.
 - f) Results of an English proficiency assessment test which outlines levels across English, mathematics and abstract (non-verbal) reasoning and an oral/aural assessment interview. Acceptable test instruments are iSTARTOnline www.istartonline.com (preferable) or Australian Education Assessment Services (AEAS) www.aeas.com.au, or where advised acceptable, produce evidence of the student's level of English is of sufficient standard to enable him to cope with mainstream classes.
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 admissions staff appointed by the School.
 5. Applications from overseas students, are processed according to established policy and procedures, and are dealt with on their merits and are at the discretion of the School.
 6. Assessment procedures include an evaluation of reports from previous schools, co-curricular activities, character references provided (including study attributes/coping skills which may be noted), English language proficiency and other assessment results, recommendations, or if applicable medical reports as provided.
 7. 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.
 8. Where assessment results as at 2(f) are unable to be provided due to an assessment test not being able to be undertaken (assessment test not offered in student's location for example) the School may request the student to be interviewed either in person (where possible) or via 'SKYPE' (for example).

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Minimum academic and English language requirements are as follows:

Academic requirements

9. Students must provide evidence of satisfactory academic performance appropriate to the entry year level as requested on The Hutchins School Enrolment Form at time of application, or as offered as an alternative point of entry by the School in a Letter of Offer.
 - a) For K-6 students:
 - i. Evidence of application to school work (as reasonably appropriate for age) and age-appropriate achievement in literacy and numeracy areas of the curriculum
 - b) For Years 7-12 students:
 - i. It is a condition of enrolment for all international students that they meet certain levels of performance in their academic work. School reports must contain a minimum of 80% “satisfactory” or better ratings for Application, Effort, Behaviour and Attitude. They must also achieve ratings of SA, CA, HA or EA in at least half their subjects and assessments at level “C” or higher in at least 80% of the criteria being assessed.

English Language Proficiency Requirements

10. The Hutchins 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.
11. If applicable, the School can assess evidence of English language proficiency presented by a student at the time of application through either a personal interview being conducted with the student, or where a student has been in an international school and all subjects have been delivered by the School in English for the past 5 years, or a student’s primary language is English (i.e. in some countries such as Malaysia or Singapore many students use English as a main language). In addition many European students have a high level proficiency of English and may not require assessment testing but may require an interview via SKYPE to allow the School to confirm the exception of assessment testing for English proficiency.

The decision on whether to proceed with an assessment English proficiency test will be determined by the Director of International Enrolments and may be in liaison with the Headmaster, Deputy Headmaster and/or EAL teacher of the School.

12. Onshore applicants (applying or transferring from another school) may be required to undertake an iSTARTOnline Assessment test which will be conducted and supervised at and by the School. See: www.istartonline.com. The iSTARTOnline assessment test is a test instrument offered by an external company to the School and the fee applies is paid directly to iSTARTOnline. It is not a school fee however it is a requirement of entry for an assessment to be conducted to determine English proficiency levels. Onshore applicants may also be required to attend a personal interview.

Should an onshore applicant be able to produce recent (within the past 3 months) an assessment test results report from either iSTARTOnline (www.istartonline.com) or from AEAS (www.aeas.com.au) this test will be acceptable as part of the documentation required for consideration of entry.

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13. Offshore applicants, with the exception as outlined in item 11 above, are required to undertake an assessment entry test by one of the following instruments:
iSTARTOnline (preferred test of the School)
www.istartonline.com or AEAS – www.aeas.com.au

14. The table following is a guide of accepted entry English proficiency levels for a student to enter into The Hutchins School (*please note 'legend' below for explanation of colour coding*).

RAW SCORES > LEVEL		WEEKS! PRIMARY' YEARS!	WEEKS! School'Entry' Years'7'6'8!	WEEKS! School'Entry' Year'9!	WEEKS! School'Entry' Year'10!	WEEKS! School'Entry' YRS'11/12!!
0-25	Beginner	12 - 20	20 - 30	30 - 40		
26-35	Elementary	6 - 12	16 - 20	20 - 30		
36-45	Pre-Intermediate	4 - 6	12 - 16	16 - 20	20 - 30	
46-60	Intermediate	0	8 - 12	12 - 16	16 - 20	
61-70	Upper Intermediate	0	4 - 8	8 - 12	12 - 16	
71-80	Pre-Advanced	0	0	0 - 4	4 - 8	8 - 12
81-	Advanced	0	0	0	0 - 4	4 - 8

The Hutchins School offers specialist EAL classes for students. All students receive assistance and direction to help them become literate and articulate in English.

International students are a very important and highly valued group at Hutchins. We are very happy to welcome into all of our school students from a wide variety of countries, from early learning through to senior years.

Many of our international students are learning English as an additional language to their native tongue and Hutchins has developed a comprehensive program of support, to help these students to develop their fluency in English so that they may participate fully in the academic and co-curricular life of the School.

Students entering the Middle and Senior Schools will be assessed for their level of fluency before being offered a place at the School. Where their ability is assessed to be sufficient to do well at Hutchins, they will be placed into one of the existing timetabled EAL classes. These classes support students as they improve their listening and reading comprehension and as they develop fluency in speaking and writing English.

As EAL is offered at a pre-tertiary level in Tasmania, students can study the English language up to a 3C level and they can use their scores as part of their TCE for entry into universities and other tertiary institutions.

For those younger students entering our school, small groups or individual tuition is organised to ensure that they can assimilate and participate in the life of the School as quickly as possible. These lessons are taught by well qualified and highly experienced EAL specialist teachers. For weaker students in the Middle and Senior Schools, further English support is provided in small Intensive English classes. Details of the EAL support provisions are offered to prospective families at the time of enrolment.

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All classes cater for a mix of abilities with the aim of bringing lower level students quickly up to the level of more competent students and then further extending their abilities.

As an accredited member of the [Council of International Schools](#), Hutchins embraces values of global awareness and co-operation. Our teaching staff is encouraged to be as inclusive and supportive as possible with students who may be struggling with their English. Consultation is common place between teachers of mainstream subjects and the EAL staff at Hutchins, to ensure that teaching, support and assessment of international students meets their capabilities and needs.

Our teaching is tailored to the specific level of each class, with an emphasis on making the learning of English an enjoyable and engaging activity, which each student can feel confident of achieving.

6. Supporting Procedures/Guidelines

Nil

7. Related Documents/Systems

Nil

8. Record Keeping

This policy is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

Headmaster

10. Policy Review Details

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