

## RGS Policy on Written Entry Requirements

1. *The Rockhampton Grammar 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 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 X 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) [Other documents may also be required, e.g.,]
  - h) Completed Homestay or Boarding Application Form
  - i) Enrolment Application Fee
  - j) Application for Course Credit if School grants Course Credit
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 Officer.
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.

*[Schools should indicate minimum academic performance requirements, e.g.,]*

- a) For Primary School:
  - i) Evidence of application to school work and age-appropriate achievement
  - ii) in literacy and numeracy areas of the curriculum
- b) For Year 7 – 12 students:

- i) A pass level or “C” grade or better for the majority of core subjects

English Language Proficiency Requirements

1. *The Rockhampton Grammar 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.
2. If applicable, the school can assess evidence of English language proficiency presented by a student at the time of application.

Alternatively, *The Rockhampton Grammar School* accepts results from the following test instruments:

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

3. 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.
4. 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.