



INTERNATIONAL STUDENT & EAL POLICY

1. Purpose

This policy exists to ensure that all students, regardless of their cultural background and stage of language acquisition, have the right to access and participate fully in the educational program offered by the School. In supporting the needs of our International Student cohort, this Policy recognises that these students have a different range of linguistic skills, and that the School needs to cater to the best of its ability in attending to these students' needs and modifying the curriculum where necessary. Similarly, provision should also be made for the students' social, emotional welfare and personal safety.

2. Scope

This Policy has application to all students and teaching staff at St Catherine's School.

3. Definitions

[EAL]: Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they:

- a. Have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English. The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school vacations should be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.
- b. English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

[ELS]: [English Language Support]

[International Students]: [International Students are deemed to be those who do not have Australian citizenship or permanent residency; New Zealanders are exempt from this]

[ELICOS]: [English Language Intensive Courses for Overseas Students]

[FFPOS]: [Full-Fee Paying Overseas Students]

[DHA]: [Department of Home Affairs]

[VEOHRC]: [Victorian Equal Opportunity and Human Rights Commission]

[HREOC]: [Human Rights and Equal Opportunity Commission (Cth)]

[VCAA]: [Victorian Curriculum and Assessment Authority]



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4. Policy Statement

St Catherine's School acknowledges its obligations to meet the provisions of federal and state legislation; in particular the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), the Equal Opportunity Act 2010 (Vic), the Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic) and the Victorian Child Safe Standards. We are also subject to the anti-discrimination legislation administered by the Human Rights and Equal Opportunity Commission at Commonwealth level.

At St Catherine's School, this manifests itself as:

- Cultural inclusion, religious tolerance, social cohesion and community integration;
- Recognition of the heightened vulnerability of some overseas students in regard to Child Safety;
- A discrete curriculum used in conjunction with a withdrawal approach of instruction;
- Recognition, regard for, and provision of, assistance for the specific needs of EAL students;
- Curriculum modification where appropriate, in work requirements, assessment tasks and examinations;
- Provision of a secure and encouraging learning environment; and
- A consistent and systemic approach to dealing with EAL students' requirements.

5. Language Requirements and Educational Qualifications

All prospective FFPOS are required to complete and submit their results from an AEAS English Proficiency Test. In assessing whether an offer of enrolment will be made, the following are considered:

- Students for whom English is a second language, must sit an AEAS test as part of the application process. While every application is reviewed on its merits, as a guide, we would recommend the following:
 - a. Students in Years 4 – 6 – a score of 46 and above
 - b. Students in Years 7 & 8 - a score of 68 and above
 - c. Students in Year 9 - a score of 70 and above
 - d. Students in Years 10 - 12 - a score of 80 and above
- Students must attain a satisfactory level of English before entering mainstream studies at St Catherine's.
- International Students may be required to complete an ELICOS course for the number of weeks necessary to reach the required level for entry to the School. Student will need to be re-tested for English language proficiency at a date appropriate to their commencement date at St Catherine's School. If the student has not met the minimum standard to join St Catherine's, the School may cancel the enrolment.
- St Catherine's may contact the English Language School prior to a student's entry to ensure a smooth transition to the School. St Catherine's preferred ELICOS providers are:



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Melbourne Language Centre

Exhibition St Campus

168 Exhibition St,

Melbourne VIC 3000

P: +61 3 9663 3399

Bourke St Campus

Level 4, 222 Bourke Street,

Melbourne VIC 3000

<https://www.acknowledgeeducation.edu.au/>

Hawthorn Melbourne

Level 1, 333 Exhibition Street,

Melbourne VIC 3000

P: +61 3 9815 4050

<https://www.hawthornenglish.edu.au/>

Avalon College

480 Avalon Road,

Avalon VIC 3212

P: +613 5282 4733

<https://avaloncollege.vic.edu.au>

6. Recognition of EAL Students' additional support

Students who have been granted EAL status on the basis of unfamiliarity with the English language are not eligible under VCAA criteria, for Special Provision on this basis alone, unless they qualify for EAL status because of a hearing impairment.

Students may be eligible to receive assistance by means of EAL teachers employed by the School to assist students in their development of English proficiency. EAL students who meet the necessary Government or VCAA criteria are expected to attend EAL classes.

7. Use of Dictionaries

EAL students from Years 7 – 11 may also refer to dictionaries (bilingual and/or English) but not the electronic variety. Students are made aware that dictionaries are only permitted for EAL in the final external examinations for Unit 3 & 4 VCE subjects.

8. Payment of Fees

Information regarding the payment of fees is contained in the School's Schedule of Fees and Charges. Parents are provided with this document on enrolment and information is also available on the website. Questions about fee payments and charges are to be made in writing to the Director of Business for consideration.



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9. Child Safety

International Students receive a Student Safety Card with 24 hour access to School Child Safe officers, the Director of Boarding and the VRQA contact details in their induction process.

10. Responsibility

The Deputy Principal, Head of Senior School, the Heads of Year, Director of Senior Years, Director of Middle Years, the Director of Boarding, the Deputy Principal, Student Programs, and the Head of Junior School all bear particular responsibility but all staff need to ensure compliance with their obligations to International Students in their care.

11. Communication of Policy

This policy is accessible to all staff, students, contractors, volunteers, parents/guardians, visitors, external stakeholders and other members of the School community via the portal. The School also communicates this policy through newsletters and inductions.

12. Policy Review

This policy will be reviewed for effectiveness:

- As part of St Catherines policy review schedule;
- As required, with changes to current legislation, research, policy and best practice;
- Upon receipt of staff and parent/guardian feedback.

13. Compliance requirements

- Department of Home Affairs
- Victorian Equal Opportunity and Human Rights Commission (Vic)
- Human Rights and Equal Opportunity Commission (Cth)
- Victorian Child Safe Standards

14. Associated Documents

- St Catherine's School Community Code of Conduct policy
- St Catherine's School Enrolment Policy
- St Catherine's International Business Terms and Conditions
- St Catherine's Schedule of Fees and Charges
- St Catherine's School Child Safety and Wellbeing Policy



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- St Catherine's School Child Safe Code of Conduct
- International Student Handbook