



International Student Enrolment Policy

Full fee paying overseas students (FFPOS) will be admitted to St John's Grammar School provided the following conditions are met.

1. If there is a place available.
2. If English Language proficiency is at IELTS Level 4-5 or AEAS 5. If this level has not been reached, admission can still be granted if the student agrees to enrol in the Woodcroft Intensive School of English.
3. All required documents are completed and received. These include:
 - a. Enrolment Application Form
 - b. Medical Information Form
 - c. Certified transcripts of academic records from the last two years of schooling
 - d. Certified evidence of date of birth
 - e. Letter of recommendation or statement of student behaviour from previous school Principal (if not included with academic records)
 - f. Copy of passport details
 - g. Copy of English language test/evidence of English language proficiency
 - h. Completed Conditions for Enrolment for International Students form
4. Entry into any course is subject to the assessment of the school. Course credit may only be offered as outlined below.
 - a. For students transferring from interstate up to Year 10, the school does not offer course credit and entry into any course is subject to the assessment of the School
 - b. For students transferring from interstate / overseas in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on the assessment of SACE (The South Australian Certificate of Education)
5. The English language proficiency, academic record and behaviour record will be assessed by the Director of Learning and Head of School for application approval.
6. When enrolment approval has been given, the International Student Coordinator finalises enrolment and admission processes.

St John's Grammar School is an accredited independent school in South Australia and as such is subject to an appropriate quality assurance framework applying to registered courses, as is required under Standard 14 of Part D the National Code 2007.

It is a requirement under the National Code 2007 that the School have sufficient student support personnel to meet the needs of overseas students enrolled at the School.

The School ensures staffing, facilities and resources meet the needs of overseas students enrolled at the School in the following ways:

- meets policy on class size (maximum number of students)
- ensures timetabling is appropriate
- provides qualified teaching staff in appropriate teacher/student ratios
- provides a suitably structured support network

The Principal is responsible for reviewing and updating the School Policy and procedures to ensure appropriate staffing, premises and resources for support of and course delivery to FFPOS.

The Business Director is responsible for management of resources and facilities, including resources and facilities used by overseas students and is aware of obligations under Standard 14 of the National Code 2007.

The Principal is responsible for staff recruitment, including recruitment of staff working with overseas students, and is aware of obligations under Standards 6 and 14 of Part D of the National Code 2007.

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