

## Admission Requirements Policy and Procedures - HGS

### 1. Scope

This policy is applicable to all students applying for entry into a course of study at Holmes Grammar School (HGS) and the staff that are involved in the assessment of student admission applications.

### 2. Admission Standards

- 2.1 HGS is committed to providing transparent information about its admission requirements and outcomes.
- 2.2 HGS has stringent procedures in place that ensure consistent, fair and equitable admission into the school. This involves assessing whether a student's qualifications, experience and English language proficiency are appropriate.
- 2.3 In some instances, usually in the case of overseas students, HGS may also assess whether a student is a Genuine Temporary Entrant in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, HGS may consider issues such as the student's study history, financial capacity and the student's choice of course.
- 2.4 Students applying for entry into the school must complete the appropriate Application Form and are required to provide the following supporting documentation:
  - a) Proof that they meet relevant English language requirements for admission into a specific course.
  - b) Proof that they satisfy academic requirements for entry such as copies of transcripts and/or qualifications. Transcripts from foreign institutions must be translated; and
  - c) Any additional supporting documentation requested by HGS.
- 2.5 Overseas qualifications will be assessed for equivalence in Australia at the time of application the Country Education Profiles online tool made available through the Australian Government Department of Education.

### 3. Diversity and Equity

- 3.1 HGS is committed to diversity and equity in its admissions process and welcomes applications from a variety of potential students regardless of age, sexuality, gender, ethnicity, religion or disability or disadvantage.
- 3.3 HGS endeavours to make the admissions process welcoming, accessible and culturally appropriate for students and potential students from all backgrounds.

### 4. Special Needs and Reasonable Adjustment

- 4.1 Students are given an opportunity to disclose issues which may affect their studies at admission and at any time during their studies.

- 4.2 Accessible support services are in place for all students including individualised support for students with specific needs. HGS supports students with a disability, while also ensuring that such students experience equal opportunities relative to other HGS students within the limits of reasonable adjustment.
- 4.3 Students must inform HGS if they have any issues they believe will affect their learning prior to beginning their studies. HGS addresses each request for reasonable adjustment on a case-by-case basis ensuring fairness and equal opportunities are maintained.
- 4.4 Where a physical, learning, psychological or sensory impairment or, a serious medical condition may impair a student's ability to comply with the assessment standard, this information should be disclosed at admission so reasonable adjustments can be considered.
- 4.5 Late disclosure of an impairment affecting on time, on-standard submission of work may seriously affect the student's grade and/or HGS' ability to respond to meet the student's needs or make reasonable adjustment.

## **5. English Proficiency Requirements**

- 5.1 Overseas students must demonstrate English proficiency through one of the following means.
  - a) Successful completion of studies in English at an Australian High School.
  - b) An English test score using one of the following English language Tests as approved by HGS:
    - International English Language Testing System (IELTS)
    - Pearson Test of English (PTE)
    - Cambridge English qualification.
- 5.2 HGS may also consider successful completion of an English for Academic Purposes (EAP) or an English for High School Preparation program from another education provider. Where this occurs, HGS will determine if the student meets HGS' English requirements by administering a Holmes English Placement Test.
- 5.3 Successful completion of a Holmes English Placement Test.
- 5.4 English Language Entry Requirements to Holmes Grammar School

Applicants whose secondary school education to Year 10 has not been completed in English at an Australian Secondary School must demonstrate levels of English proficiency as described below.

An English test score with minimum requirements as follows:

  - IELTS Overall 5.0; OR
  - PTE Academic Score of 28; OR
  - Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 154, OR
  - Equivalent as determined by a Holmes English Placement Test.

5.5 Students who qualify for entry based on academic criteria but fail to meet the above English proficiency criteria by an IELTS level of 0.5 or more may be offered a place subject to the completion of an enabling course (administered by Oxford House College) involving a High School Preparation, English for Academic Purposes or equivalent course prior to commencing their primary course. Where an enabling English course is offered, the following outlines the duration of the English course that will likely apply.

IELTS	Suggested English Tuition in Weeks
4.5	10 – 15 weeks
4.0	20 – 24 weeks

5.6 At the conclusion of the English for Academic Purposes or the High School Preparation course/s, applicants will be expected to demonstrate they have achieved the required English proficiency for direct admission through successful completion of a Holmes English Placement Test.

5.7 For any additional English language tuition prior to course commencement, additional fees apply for the course. Further information on fees is available on application.

## 6. Academic Entry Requirements

6.1 Student will be expected to have completed an Australian Year 10 equivalent.

6.2 In assessing equivalency for overseas qualifications, HGS will use the Country Education Profiles as managed by the Department of Education.

## 7. Admission Pathways

7.1 Alternative admission pathways to the above listed are open to eligible applicants subject to HGS' assessment and in accordance with HGS' Special Needs procedures.

## 8. Admission Procedures

8.1 To be considered for admission, applicants must be eligible for admission as defined in the entry requirements listed above and have lodged a complete application for admission to HGS (refer to Application Checklist below).

8.2 Upon receiving a completed application form, HGS will process the application.

8.3 HGS does not accept students under the age of 15 years to its secondary school program. If the applicant is under 18 at the time of application, then this policy should be read in conjunction with Management of U18 International Students Policy and Procedure.

8.4 An offer will be issued to the applicant or their representative if the applicant meets the relevant course Academic and English Entry Requirements and, if an overseas student, is a Genuine Temporary Entrant.

- 8.5 If an applicant does not fulfil the entry requirements of a course, the applicant or their representative will be notified that their application is declined with a reason for the decision provided.
- 8.6 In some instances, HGS will offer an applicant a conditional offer of admission. Conditional offers are issued subject to the applicant meeting specified requirements for entry. For instance, an applicant may be studying at Year 10 level and an offer is made on the condition the student successfully completes the level. Once the offer conditions are met, the student can proceed to study.
- 8.7 Circumstances in which a conditional offer is made are listed below:
- a) Applicant is unable to provide evidence of English Language Proficiency - In this instance, the applicant may be asked to:
    - i. Produce an English Language Test Certificate and Report for further consideration
    - ii. Undertake a High School Preparation Program delivered by OHC to achieve the requisite English level requirement, or
    - iii. Participate in the Holmes English Placement Test through OHC.
  - b) An onshore applicant is unable to provide evidence of current/previous study - In this instance, the applicant may be asked to:
    - i. Produce an Academic Transcript or Statement of Results of current or previous study for further consideration.
    - ii. Produce a deferral approval letter from their current education provider along with deferred COE if possible.
    - iii. Demonstrate their attainment of relevant and recognised prior learning experience that would allow them to undertake higher level study.
    - iv. Provide a Personal Statement or reference in support of their application.
  - c) If an international applicant has not completed 6 months of the principal course at another provider prior to seeking admission in a HGS course, the student must have been released by their previous provider (on PRISMS) for a full offer to be given.
- 8.8 **Advanced Standing.** A student who has completed VCE units or equivalent elsewhere in Australia and has successful results recorded with VCAA will be granted credit for those units. If credit is granted a written record of the decision is provided to the student to accept. HGS will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- Where applicable the student's COE will be shortened in PRISMS.

## **9. Application Checklist**

A complete Admission Application must include:

- 9.1 Signed Application Form, and in the case of an under 18 student, an application form signed by a parent or authorised guardian and a completed Care Provider Selection Form.
- 9.2 Copy of passport.
- 9.3 Copy of current, valid Visa (if an onshore applicant).

- 9.4 Evidence of meeting Academic Course Requirements, e.g. Testamur, Provisional Course Completion Letter and/ or Academic Transcripts or Statement of Results.
- 9.5 Evidence of meeting English Language Requirements.
- 9.6 COE from current or previous provider (student visa holders only).
- 9.7 Evidence of Release or equivalent from principal course if required (student visa holders only).
- 9.8 Any evidence of prior study in Australia including the latest qualification studied – e.g. the provision of latest academic transcript. This information will help in determining if advanced standing may be available to the applicant.

## 10. Cancellation of an Offer

HGS may withdraw an offer of a place in a course, if

- a) An applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected; or
- b) An applicant does not pay relevant application or enrolment fees; and
- c) Availability of spaces in the course or HGS exceeds approved capacity
- d) An applicant, in HGS’ opinion, is not a Genuine Temporary Entrant

## 11. Complaints and Appeals

Students and potential students who are dissatisfied with any aspect of the admission process as it relates to their application, including admission decisions, are entitled to make a complaint in accordance with HGS’ Complaints and Appeals Policy and Procedures. If still not satisfied with the outcome of the complaint students and potential students may lodge an appeal in accordance with HGS’ Complaints and Appeals Policy and Procedures.

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer</b>	Principal
<b>Implementation Officers</b>	Admissions Officers
<b>Review Date</b>	February 2029
<b>Approved by</b>	
School Council	
<b>Associated Documents</b>	

Application Form  
 Complaints and Appeals Policy and Procedures  
 Letter of Offer and Acceptance  
 Management of U18 International Students Policy and Procedures  
 Privacy Policy and Procedure  
 Refund Policy

<b>Version</b>	<b>Brief Description of the Changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	New Policy (adapted from retired HI General policies)	November 2023	November 2023
2.0	Insert: 6.2 Process in assessing overseas qualifications equivalency 8.8 Modification to include written record and the retention period as accepted by student	February 2026	February 2026