



## Overseas Student Enrolment Information

# General Information

Students interested in admission to Calrossy Anglican School should consult the School's website: [www.calrossy.nsw.edu.au](http://www.calrossy.nsw.edu.au) where you can request further information and also read about the School.

Contact us via the following:

Calrossy Anglican School  
140 Brisbane Street  
TAMWORTH NSW 2340  
Australia

Telephone: +61 5776 5100

Email: [admin@calrossy.nsw.edu.au](mailto:admin@calrossy.nsw.edu.au)

To be eligible for a place at Calrossy Anglican School, a student should be committed to becoming a member of the School community, and have a love of learning.

### English Language Competency

English language ability is assessed for students who are from non-English-speaking backgrounds and are asked to complete an AEAS (Australian Education Assessment Service) test. To do this please visit [www.aeas.com.au](http://www.aeas.com.au) for the location of where the test can be taken and to book in. Documented evidence of the achievement of the required level must be provided with the Application for Enrolment. Applicants are assessed based on school reports and interview along with their AEAS test. If a student is not at the appropriate level of English language entry may be withheld.

### Courses Applicable to International Students

Calrossy offers three registered courses applicable to international students:

- Primary (Kindergarten to Year 6) Course Code: 041492B
- Junior Secondary (Years 7 to 10) Course Code: 041492B
- Senior Secondary (Years 11 and 12) Course Code: 041493A

The duration of the course includes the vacation periods in each school year. There may be some variation in the end date for a Year 12 student subject to the final examination timetable.

If a student wishes to undertake the Senior Secondary course (Years 11 and 12) at Calrossy, they must have commenced their studies at the School by Year 10. The School may consider enrolment of the Student in Year 11 if they wish to transfer from another school in Australia, provided they have been studying at that school for at least one year and can show evidence of satisfactory academic progress and English language competency.

Information about campus location, facilities, equipment and learning and library resources is available on the website.

The Fee Schedule for Overseas Students is provided on the website. Fees are likely to increase annually during the student's time at the School and the School reserves the right to increase fees during a year. Full details of applicable refund policies are found in the Conditions of Enrolment. Incidental costs during a student's stay at the School are sent with the letter of offer. Parents must be aware that deferring or suspending an enrolment may affect the student visa.

Parents/students are required to refer to the DESE (Department of Education, Skills and Employment) website to download a description of the ESOS Framework: <https://internationaleducation.gov.au>.

Calrossy Anglican School has five campuses:

The Junior School and Years 7-9 Secondary are located on our William Cowper Campus.

The PreSchool and Senior Secondary is located on our Brisbane Street Campus

Simpson House is the Secondary Boys' Boarding Facility.

Gloria Thew House is the Secondary Girls' Boarding Facility.

Tangara Campus is the School Farm and Trade Training Centre.

Overseas students generally reside in the boarding facilities. Students may also attend as day students and reside with a parent/guardian or eligible relative as approved by the Department of Home Affairs.

## How to Apply

The School requires the following documents to be provided:

- Completed Enrolment Application Form
- Copy of the last 2 years school reports (translated into English)
- Birth Certificate
- Student's passport
- Results of AEAS test
- Copies of any certificates or awards that show an applicants' extra-curricular activities (translated into English)
- Any other relevant information

Minimum levels of English language proficiency:

Learning support teachers are able to assist with language progression if necessary. Students from Year 7 are required to take the AEAS test. Depending on the year of entry into Calrossy, the following levels of English language proficiency are required prior to entry:

Australian School Year 7 - Students should be able to:

- carry out face-to-face conversations giving their own opinions and ideas
- accurately pronounce commonly used words

- listen to, understand and act on simple directions in the classroom and in everyday situations
- when listening to information ask for help if the meaning is not clear
- in reading show an understanding of the meaning of familiar and unfamiliar texts at this level
- in reading be able to select relevant information from a passage when asked
- in reading understand the overall meaning of texts and information used in Australian school at the Year 7 level on familiar topics
- write in a variety of styles used in Australian schools at this level including personal, narrative, recount, procedural, creative and informative
- use correct word order and grammatical structure in simple sentences
- research a topic and write a report using own words

Australian School Years 8 & 9 - Students should be able to:

- maintain a conversation on everyday topics using correct known grammar
- pronounce known words correctly
- interact in a classroom in the same manner as an Australian student, expressing opinions and working productively in group situations
- listen to lengthy pieces of information or instructions and respond to show understanding
- research a topic from material used in Australian schools at this level, selecting relevant information and presenting this information in own words in different forms and for different purposes
- in reading show understanding of and respond accurately to mainstream texts at the Year 8 and Year 9 level
- write complex sentences showing correct use of known grammar and spelling
- use drafting to improve the overall quality of their work
- write in a variety of styles used in an Australian school including those in Levels 1 and 2 as well as explanatory and persuasive

Australian School Years 11 & 12: students successfully completing this course will be able to:

- maintain conversations with Australian people, expressing their own ideas in an organised manner
- use correct pronunciation, grammar and intonation when speaking
- understand information given by Australian people at their normal speaking speed in different situations and respond appropriately
- take notes from information which is given orally
- research a topic using a wide range of material and summarise and paraphrase key points
- write essays using complex sentences, correct grammar and spelling, paragraphing structure and evidence to support own opinions
- write in a variety of styles used in Australian schools including in Levels 1, 2, 3 and 4 as well as analytical responses and argumentative text.

## Receipt of Application

Following the receipt of an application to [admin@calrossy.nsw.edu.au](mailto:admin@calrossy.nsw.edu.au) and all supporting documentation including:

- enrolment application fee
- certified copy of the student birth certificate
- certified copy of the student's passport
- copy of immunization history statement from Medicare Australia or equivalent overseas organisation (translated into English)
- translated copy of student's two most recent school reports
- NAPLAN report (if applicable)
- Copies of Family Court Orders or Parenting Orders (if applicable)
- Copies of any medical action plans and other medical/psychological assessments
- Copy of Family Census showing relationship of student's legal guardian
- Copy of AEAS test results

Students and parents are invited to attend an interview with the Principal (or delegate) and Head of Boarding if applicable, and families are taken on a tour of the campuses. Sometimes an interview can be held using teleconferencing. If both the School and the family agree that the application should proceed, a letter of offer or a provisional offer is sent by the School Principal together with other documentation in accordance with the School Enrolment Policy and Procedures. To accept the place for the student, parents must return all the requested documentation and make payment of monies as detailed in the offer and written agreement.

On receipt of payment of fees and the return of the documentation the School will issue the Confirmation of Enrolment letter (CoE). The DHA is the authorised authority to vet and grant the CAAW and the student is then able to apply for his/her student visa.

## Education Agents

Calrossy Anglican School does not use agents to recruit overseas students or enter into agreements with, or pay a commission to, education agents. Where possible, the School prefers to deal directly with families.

## Looking After Our Overseas Students

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of these students are appropriate.

The School will nominate the dates for which it accepts responsibility for welfare arrangements. This is overseen by the Principal/Principal's PA/Head of Boarding.

If the School suspends or cancels the student's enrolment, the School will continue to check the suitability of arrangements until such time as:

- the student is accepted by another institution;
- the student leaves Australia; or

- other suitable arrangements are made that satisfy the Migration Regulations; or
- the School reports as per Section 19 of the ESOS Act to DHA that it can no longer approve of the arrangements for the student.

## **Orientation**

Our orientation program consists of formal orientation to school routines, expectations, services and health and welfare run by the appropriate Head of Campus/Leader of Wellbeing. Peer support is provided and a contact teacher nominated through the Wellbeing program.

## **Complaints and Appeals**

From time to time students enrolled at the School may be concerned or disagree with School decisions relating to their academic study, discipline or enrolment. In such cases all students have the opportunity to appeal the decision or lodge a complaint regarding the processes followed if they feel that they have been unfairly treated.

Please refer to the School/Overseas Student Complaints and Appeals Policy.

## **Course Entry**

Entry into any year level is subject to the assessment by the School. Course credit may only be offered as outlined below:

- For students transferring internationally, interstate or within NSW up to Year 10, the School does not offer course credit. Entry into any course is subject to the assessment of the School.
- For students transferring internationally, interstate or within NSW up to Year 11 or the beginning of Year 12, studying the NSW Higher School Certificate, the student may receive course credit for units completed based on the requirements of NESA.

## **Deferring, Suspending or Cancelling a Student's Enrolment**

Prior to arrival the enrolment will only be deferred in the following circumstances:

- If a student is waiting to receive approval for a student visa
- Significant personal hardships eg death of an immediate relative, severe illness, the School Principal will request evidence to show that the student genuinely meets the circumstances for a deferral of enrolment

Once a student has commenced their course at Calrossy Anglican School the enrolment can only be deferred or temporarily suspended in the following circumstances:

- compassionate or compelling reasons, and
- misbehaviour of a student.

In the situation of a compelling or compassionate reason the student must provide appropriate evidence. In the case of misbehaviour the Principal or his representative will liaise with the parents/guardians.

In cases of deferring or temporarily suspending a student enrolment the Principal, Deputy Principal, Head of Campus and Head of Boarding (if appropriate) will make the decision. The student will be notified by the Principal/Deputy Principal/Head of Campus that deferring or suspending the enrolment may affect their student visa.

The case where suspension or cancellation is not initiated by the student, the Principal will ensure that the student is notified that he/she has 20 working days to access the School's internal complaints and appeals process. If the student accesses the complaints and appeals process the suspension or cancellation of the student's enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

## **Cancelling Student Enrolments**

A student enrolment may be cancelled for the following reasons:

- inadequate response to intervention strategy for lack of student progress,
- severe misbehaviour of a student including but not limited to selling drugs or continued use after intervention strategy, continued bullying after intervention strategy, or
- not meeting student attendance requirements.

The Principal will handle all situations concerning cancelling of student enrolments.

## **Notification of Relevant Bodies**

The PA to the Principal is responsible for notifying the Secretary of DEEWR via PRISMS of the deferment, suspension or cancellation of any student enrolments within the timeframes specified in the ESOS Act.

## **Staff, Education Resources and Premises**

All academic staff members employed by the School are registered in accordance with the requirements of NESAs. In accordance with NESAs requirements, staff undertake regular and on-going Professional Development including in-house training, workshops and conferences.

All employees at Calrossy Anglican School must undertake a Working with Children Check application which has to be verified by the School with the Office of the Children's Guardian prior to them commencing, in accordance with the Child Protection (Working with Children) Act 2012 (NSW).

All students of the School have access to the resources of the School including:

School libraries	Computer access
Internet and network access	Careers advice
Pastoral counselling	Chapel
Wellbeing support incorporating	Medical Centre
Uniform Shop	Classrooms
Sports	Halls
Music rooms	
Recreational facilities including ovals, netball courts, tennis courts, pool.	