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## English Language Proficiency and Educational Qualifications Policy

**Source of Obligation** Standard 2.2 of the National Code requires the School to implement a documented policy and process for assessing whether an international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

**Meriden School's Policy** It is the School's policy to assess an international student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the School.

**Assessing English Language Proficiency** The School uses the following types of assessment to determine whether an intending international student (for enrolment in Years 4 to 10) satisfactorily meets the minimum level of English proficiency required for the course:

- the Australian Education Assessment Services (AEAS) English Language Proficiency Test
- the International English Language Testing System (IELTS)
- Meriden's Language Assessment (written English) test results
- student academic reports
- English speaking capacity during a personal interview with the Principal or Head of Junior School.

Exemptions to requirements may be granted to students who live in an English-speaking country and have studied in an English-speaking school for at least twelve months.

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

**Assessing Educational Qualifications** The School may assess the educational qualifications of an intending international student by requesting:

- educational certificates
- school reports from the student's home country
- translated student academic reports from the school which the international student attended in their home country and/or the school they attend/ed overseas
- course material of the school which the international student attended in their home country and/or the school they attend/ed overseas (e.g. subject outlines and curriculum material)

- that they sit the Meriden English test prior to interview with the Principal. The Registrar is responsible for administering any test to prospective students and the Coordinator of International Students is responsible for marking the tests.

**Record Keeping** The School maintains evidence of compliance with this policy by maintaining records of assessments made in relation to international students. Records will be maintained in accordance with our [International Students Records Management and Retention Policy](#).