

Indooroopilly

Definitions

Current student	a student currently attending St Peters Lutheran College
Future accepted student	a student accepted to commence at St Peters Lutheran College at a future date
NLLIA	National Languages and Literacy Institute of Australia
Parent/legal guardian	one or both parents and/or one or both legal guardians
Prep	a full-time compulsory Preparatory Year (Prep) of education before starting Year 1

Policy Statement

St Peters Lutheran College, which is owned and operated by Lutheran Church of Australia Queensland District, offers its program in Christian education to all applicants regardless of ethnic origin, gender, religion or disability, provided that:

- a) through enrolment procedures the parent/legal guardian seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of St Peters Lutheran College and do not act contrary to that undertaking thereafter; and
- b) adequate space and resources are available, including the resources to support any special needs of the child/children.

1 Enrolment priority

A priority for enrolments is established to ensure that St Peters creates a community of faith and continues our focus on Christian education. When parents enrol their children at St Peters, they agree to support the beliefs and values of the College, including their children's participation in regular Christian Chapel worship and Christian studies lessons.

As the Lutheran Church has established the College to support Lutheran families in the first instance, preference shall be given to practising members of the Lutheran Church.

In determining the order of other preferences for enrolments, the following criteria may be considered in whatever order is determined. The College Council reserves the right to finally determine any issue of priority between enrolment applications as it sees fit:

- Members of the Lutheran Church;
- Siblings, children and grandchildren of current and past students;
- Children who are members of Christian churches other than Lutheran;
- The ability of the child to contribute to the College's programs;
- As a coeducational school, the need to maintain a gender balance;
- The order in which they are received in each priority area; and
- The resources available to meet any special needs of the child/children.

2 Equity

The Enrolments Office is committed to ideals of equity and efficiency and in all practices acts in accordance with fulfilling the College's Christian mission. It will fulfil its role without discrimination or personal judgements and at all times acts according to the Christian values of acceptance, tolerance and inclusion.

Each student or family will be given the same courtesy, information, opportunities and timeframes regarding their application, regardless of personal appearance, economic background etc.

Places will not be held for full-fee paying families over families who have applied for a means-based concession (giving due consideration to the economic models and associated quotas).

All strategic decisions will be referred to the Head of College.

No executive decisions will be made by the Enrolments staff to exclude or include students/families from entering the College that are not in line with the College's approved policies.

3 Enrolment application and contract

3.1 Application

Applications for enrolment must be made on either the online or hard copy versions of the St Peters Lutheran College Enrolment Application Form. This application must be:

- fully and correctly completed;
- acknowledged and signed by the student's parent/s or legal guardian/s; and
- submitted with the following documents to support the application (N.B. Parents/legal guardians should read and note section 18 of this policy regarding the effect of providing false or misleading information to the College):
 - o A copy of the student's Birth Certificate
 - o A sealed copy of Court Orders or Protection Orders (if applicable);
 - o Academic reports (translated into English) for the previous two school years, together with an explanation of reporting procedures applied at the student's current or most recent school;
 - o A copy of all specialist reports linked to a student's disability or learning needs;
 - o NAPLAN Testing Results (if applicable);
 - o A completed Reference Form from the student's current or most recent school principal may be required if student academic reports do not record student behaviour, attendance or commitment to studies; and
 - o Non-refundable Enrolment Application Fee. The school is unable to proceed with the application until this fee is received in full. Payment of the Enrolment Application Fee does not guarantee a place at the College.

Once St Peters Lutheran College has received a completed application for enrolment and associated documentation, it is necessary to assess the application to determine if any additional information is required.

If the application for enrolment reveals potential learning, physical or other disabilities or barriers to attendance at the College, it will be necessary to obtain more information to determine the educational and physical needs of the prospective student, provisions for reasonable adjustments and whether the College can accommodate the needs fully.

The College has the right to request further information (including medical and other records) and/or an interview from the parent/legal guardian and/or request that the potential student undergoes any relevant assessment to determine the potential student's additional educational and/or physical/emotional/mental needs. These assessments will be at the expense of the parent/legal guardian.

3.2 Contract

The parent/legal guardian will be required to sign an enrolment contract, when the student is offered a place, in which there is an agreement to accept, and continue to accept, the policies and procedures of the College. The Enrolment Application forms part of the Enrolment Contract. A non-refundable Enrolment Confirmation Fee must be paid at this time.

4 Information required from parents/legal guardian about a potential student

The College may require knowledge of a potential student's additional social/emotional, behavioural or additional learning or support needs that are pertinent to the student (i.e. speech/language, occupational therapy, psychologist or audiologist) and/or other current medical issues (such as allergies, asthma, diabetes and information about any other physical or psychological impairment).

The College requires this information for the purposes of:

- caring for their students' needs and ensuring they can monitor any particular issues once the student commences at the College. This information should be restricted to any information/condition that the College would need to monitor; and
- assessing the reasonable adjustments available and if the College has the capacity to provide the appropriate level of support and/or facilities for the student.

5 Students with special needs

5.1 New enrolments

Parents must fully inform the College of any special needs of the student. While the College strives to provide a wide range of support and services to meet special needs, it is aware that the needs and support levels required by some children and young people may be beyond the College's resources and capabilities. The College will make parents aware of the situation in a compassionate and consultative manner in such cases. Where a potential student comes from a non-English speaking background, offers of enrolment may be conditional on student attendance at EAL (English as an Additional Language) classes at the College.

Learning support teachers also have responsibility for 'in class' support of a wide range of students, and from time to time this may impact on their ability to provide services to future enrolments. Each case will be assessed on its individual merits, and the final decision will be at the Head of College's discretion.

A potential student's family situation, medical background, support requirements and social background will not affect the College's decision to accept the student's enrolment unless:

- There has been a thorough and documented consideration/assessment of what special services/equipment/devices would be required to meet the potential student's needs and if there are any reasonable adjustments that can be made (including the costs and other effects of meeting the student's needs or making reasonable adjustments);
- The College has consulted with the potential student's parent/legal guardian about the potential student's needs and any reasonable adjustments;
- After considering the potential student's needs and consultation with the parent/legal guardian it has been determined that the College cannot meet the potential student's needs and/or it would cause unjustifiable hardship to make the reasonable adjustments; and
- The reason why the College is not able to provide those services is thoroughly documented and communicated to the potential student's parent/legal guardian.

5.2 Future accepted or current students

Where a future accepted or current student experiences a change to their health which impacts their ability to learn, participate effectively and/or access essential facilities within the College, the Head of College in conjunction with the parents will determine the College's ability to meet the student's needs both immediately and in the future.

If the College feels it is not able to reasonably support the student's needs and well-being, then in the best interests of the student the enrolment will be cancelled.

6 Scholarships

Scholarships may be offered for academic, sporting, artistic or other reasons. Refer to the [Scholarship Guidelines](#) for more information.

7 Means tested concession

A means tested concession program will be maintained by the College to assist families whose means would not normally enable them to access St Peters.

8 Immunisation

The College encourages childhood immunisation, however acknowledges that this is a parental responsibility. Immunisation status will not be a consideration when offering a place at St Peters Lutheran College unless this becomes a legal requirement.

If an infectious disease is notified to the College, the College will use its best endeavours to communicate this to the parent/legal guardian.

9 College policies and procedures

Parents/legal guardians and students are required to adhere to College policies and procedures. The College reserves the right to terminate the Enrolment Contract if there is a serious or persistent breach of the College's policies and/or procedures. Policies and procedures are found on the College's internet and intranet. For the wellbeing of the whole student body the College Council has the absolute discretion to amend College policies from time to time which will have the effect of amending the terms of each individual enrolment contract between the College and parent/s or legal guardian/s.

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10 Family law

St Peters recognises the responsibilities of both parents or legal guardians of each student, unless a court or similar order expressly restricts such responsibilities. If a parent/legal guardian seeks to restrict the other parent/legal guardian from engaging with the College and/or student in regard to the student's enrolment at the College, the parent/legal guardian seeking the restriction must provide the College with a copy of the genuine sealed court or other order authorising this restriction.

11 Compulsory school age

The Education Training Reforms for the Future (Qld Government) states that from 1 January 2006, young people must stay at school until they turn 16 or complete Year 10, whichever comes first. After this, the compulsory participation phase will apply until the young person:

- gains a Queensland Certificate of Education, Queensland Certificate of Individual Achievement, Senior Statement or Certificate III or IV vocational qualification; or
- has participated in eligible options for two years. An eligible option is an educational program provided by a school, a course of higher education provided by a university or other provider, a TAFE course, an apprenticeship or traineeship; or
- turns 17.

Parents will be obliged to ensure their child participates as required. This obligation doesn't apply if the young person has a paid job for at least 25 hours per week or is under an employment exemption under the *Vocational Education, Training and Employment Act*.

12 Minimum age of enrolment

Please refer to the [Minimum Age of Enrolment](#) statement.

13 Boarding

Students may be enrolled at St Peters Indooroopilly as a day student or as a boarder. Boarding facilities are available for students in Years 6 – 12. All students entering Boarding, including current day students wishing to become a boarder, will require an interview with the Boarding Coordinator.

13.1 Full-time boarding

Students live-in at St Peters and return home during term vacations. Weekend or leave during vacations may be available; this will need to be applied for in writing and approved by the Boarding Coordinator.

13.2 Weekly boarding

Students live-in at St Peters from Sunday evening (returning in time for the evening meal) until Friday afternoon at the conclusion of school, returning home for the weekend and during term vacations.

13.3 Short-term boarding

For students engaged in sporting programs, or whose parents may be travelling overseas.

14 Overseas students (studying on a student visa)

St Peters Indooroopilly offers Prep to Year 12 courses for overseas students, however students in Years Prep - 5 will need to reside with a parent/guardian as boarding accommodation is only provided for Years 6 - 12 students.

The College will consider enrolment applications from students wishing to apply for a student visa, subject to compliance with conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia.

Applications for enrolment must be made on the College Enrolment Application form. This application must be fully and correctly completed, signed by the student's parent/ legal guardian and be submitted together with the following documents to support the application:

- A certified copy of the student's Birth Certificate;
- A copy of the student's valid Passport;
- Academic reports (translated into English) for the previous two school years (where applicable), together with an explanation of reporting procedures applied at the student's current or most recent school. Note that satisfactory results are required;

- A completed Reference Form from the student's current or most recent school principal is also required if student academic reports do not record student behaviour, attendance or commitment to studies;
- A completed preferred Subject Selection Form if appropriate;
- A Letter of Release from the current school, together with academic reports, must be attached. If the student's conduct is not mentioned in the academic report, a letter of reference from the student's current school will be required. Please refer to the [Overseas Student Handbook](#) which can be viewed on the St Peters website: www.stpeters.qld.edu.au
- Non-refundable Enrolment Application Fee. The Enrolment Application Fee must be paid in Australian currency. The school is unable to proceed with the application until this fee is received in full. Payment of the Enrolment Application Fee does not guarantee a place at the College; and
- Minimum academic and English language requirements. The school requires evidence of the completion of an acceptable English language proficiency test, to a standard equal to, or above, for the year level applied for as outlined below.

English language tests can be arranged in most overseas countries. Further information can be obtained from the Enrolments Office by email at enrolments@stpeters.qld.edu.au

Where the above documents are not in English, certified translations in English officially recognised for Australian requirements are required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above have been submitted to the Enrolments Office.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

As students are enrolled into a school year appropriate to their age and previous study, course credit is not normally applicable. Under special circumstances, concessional credit may be granted in QCAA Authority & Authority Registered subjects subject to QCAA guidelines.

Assessment procedures include an evaluation of reports from previous schools in the applicant's home country and an evaluation of the applicant's English language proficiency (either age-appropriate or sufficient for entry to the level of education applied for). In cases where report cards are not available or are inconclusive for any reason, the College may require relevant testing of the applicant to assess the application.

Should the College advise that language support (English as an Additional Language or 'EAL') as a condition of the enrolment offer, the student must attend the EAL classes allocated. Failure to do so may invalidate continued enrolment.

Once all information is provided with the enrolment application and the College advises they will proceed with the application, a personal interview with the student and parent/s will be required in Brisbane. The student may also be required to take an academic assessment at this time. A comprehensive tour of school facilities and boarding accommodation (if relevant) will also be provided, together with an introduction to key staff (including boarding if relevant).

It must be noted that following the interview and assessment, the College may recommend a year level other than the year requested on the enrolment application as more appropriate for the student. If this recommendation is accepted by the student/parents, then no change to the College's recommendation will be considered after the student commences.

15 Students from a non-English speaking background (including students studying on a student visa)

The College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This evidence may be in the form of documentation that demonstrates previous study in English as the medium of instruction, or as results of an acceptable English language proficiency test, such as the International English Language Testing Standards (IELTS), Australian Education Assessment Services (AEAS) or National Languages and Literary Institute of Australia (NLLIA) Bandscales.

This information will form the basis for making recommendations to parents/legal guardians and in formulating offers of places in the College. In making their judgements, enrolments staff will also consider the student's past reports, attitude and emotional maturity.

15.1 Lower Primary – Years Prep to 4

English language and academic ability assessment is required. This will assist the College to determine whether intending students have age-appropriate achievement in literacy/numeracy areas of curriculum, determine their level of English and the level of EAL support required. Student placement is usually done on an age appropriate basis.

For a student to be considered for entry, the college requires an English Language test result at or above the level indicated in the student's grade year on the NLLIA Bandscales (see page 12). The College will administer the test and reserves the right to be discretionary with students who achieve less than the desired level result.

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15.2 Upper Primary – Years 5 and 6

Students applying for entry to Upper Primary in Years 5 or 6 should have experienced formal instruction in reading, writing, speaking and listening in the English language.

For a student to be considered for entry, the college requires an English Language test result at or above the level indicated in the student's year level on the NLLIA Bandscales (see page 12). The College will administer the test and reserves the right to be discretionary with students who achieve less than the desired level result.

Students must also provide evidence of achievement in literacy and numeracy appropriate to their year level.

15.3 Junior High – Years 7 to 9

For a student to be considered for entry, the college requires an English Language test result at or above the level indicated in the student's year level on the NLLIA Bandscales (see page 12). The College will administer the test and reserves the right to be discretionary with students who achieve less than the desired level result.

Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

15.4 Senior School – Years 10 to 12

Year 10: Students will require an English language test result equivalent at or above the level indicated in their year level on the NLLIA Bandscales (see page 12). Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

Years 11-12: Students will require an English language test result at or above the level indicated in their year level on the NLLIA Bandscales (see page 12) for consideration for entry.

If a student's English language proficiency is below that outlined above, they may be required to undertake an intensive English language course (at their own cost) before being considered for a place at the College. Please note that the College offers a provisional place based on meeting the English language course requirements that satisfy the College's entry requirements, it does not guarantee an offer of a place at the College for a student who undertakes an English language course.

Students must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects). The Queensland academic program for the tertiary pathway (Years 11 and 12) requires students to complete four semesters of study over two years.

Students should note that success in senior secondary studies in Queensland requires a high level of English language proficiency and a high academic standard. St Peter's is a registered provider of education and follows the guidelines of the Queensland Curriculum and Assessment Authority or the International Baccalaureate Organisation in regards to assessment methods.

Students must attend all applicable lessons and examinations for the duration of the course. They are expected to submit all assignments as required by their selected subjects. Students who do not have full attendance or do not submit assignments as required risk having their student enrolment or visa cancelled.

16 Collection of personal information

To enable the College to fulfil its Duty of Care responsibilities to the student, information is requested from the parent/legal guardian. Records are kept in a secure place. For more information, refer to the [Privacy Policy](#).

17 Cancellation of enrolment by the parent/legal guardian

When a student is to be withdrawn from the College, or if an enrolment is to be cancelled, the parent/legal guardian is required to give the Head of College (or delegate) one term's notice in writing before the withdrawal or cancellation date. A parent/legal guardian who does not provide the required written notice will be liable to pay the College an amount equal to one term's fees in lieu of such notice.

18 Cancellation of enrolment by the College

The College Council has the ultimate responsibility for the wellbeing of the whole student body. The College Council's representative i.e. the Head of College (or delegate) has the right to cancel a student's enrolment at St Peters Lutheran College in the following circumstances:

- For breach of the rules and regulations;
- For non-payment or late payment of tuition fees or levies;
- If the parents/legal guardians have provided any false or misleading information to the College;
- If the parents/legal guardians have failed to disclose relevant information that was required by the College;
- If the behaviour of the parents/legal guardians is unacceptable (for example, but not limited to, abusive, violent, disruptive, harassing and/or threatening behaviour); or
- If the student's circumstances change and those circumstances affect, in the sole discretion of the College, the ability for St Peters Lutheran College to provide the necessary resources to accommodate the student's needs.

Appendix 1: NLLIA Enrolment Overview

English as an Additional Language

BACKGROUND

St Peter's Lutheran College endorses a model of enriched language education in which all students acquire English in addition to maintaining their own 'Mother Tongue' language and /or acquiring proficiency in another world language.

This is done in an environment where students are actively engaged in asking and solving problems, making meaning, thinking reflectively and building lasting understandings. Language learning in reading, writing, speaking, listening and viewing are the driving forces that connects all curriculum areas.

The need to communicate is instinctive. The development of language is fundamental to that need as it supports and enhances our thinking and understanding. Language permeates the world in which we live; it is socially constructed and dependent on the number and nature of our social interactions and relationships.

The learning process simultaneously involves learning language—as learners listen to and use language with others in their everyday lives; learning about language—as learners grow in their understanding of how language works; and learning through language—as learners use language as a tool to listen, think, discuss and reflect on information, ideas and issues (Halliday 1980).

Language plays a vital role in the construction of meaning. It empowers the learner and provides an intellectual framework to support conceptual development and critical thinking. Students will be encouraged to recognize that proficiency in language is a valuable life skill, a powerful tool both in societal communication and as a means of personal reflection. Learning that language and literature are creative processes that encourage the development of imagination and creativity through self-expression.

An appropriate level of Standard Australian English (SAE) proficiency in listening, speaking, reading and writing allows the student to access the full offerings of the curriculum.

ENROLMENTS

In accordance with the College's Enrolment Policy, the school admits students with varying levels of English language proficiency. However, acceptance is also based on the school's ability to support the student's needs. The College is committed to providing students with a program that is most suited to their present and future needs in the context of an academically challenging environment.

The College uses the NLLIA (National Languages and Literacy Institute of Australia) assessment to determine prospective students' fluency and potential enrolment to the College. The NLLIA test compares students' Standard Australian English (SAE) language skills and knowledge to a native speaker's academic language at the equivalent school Year Level. This is a complex judgement, as academic language skills improve with each year of schooling. While we do not expect equal fluency with a native speaker at the same year level, we need to be confident that the student's current fluency is sufficient to be able to learn in the subject areas with the level of support available.

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The following NLLIA Levels will guide enrolment and support at SPLC:

Year Level	Minimum NLLIA Bandscale
Prep to Year Two <i>Immersion</i>	Level 1 – Level 2
Year Three (by mid year) <i>Push-in approach. EAL teacher offers direct support to EAL students based on classroom instruction. Support for the classroom teacher & teacher education.</i>	Level 3
Year Four to Year Six (by mid year) <i>EAL Teacher as a coach with classroom teacher to develop differentiated tasks to support EAL students. Some in-classroom support also provided as needed.</i>	Level 4
Year Seven to Year Ten <i>EAL Teacher collaborates with classroom teachers and timetabled EAL Support classes 7-12.</i>	Level 5
Year Eleven and Twelve <i>Exited From EAL</i>	Level 6

St Peters Lutheran College does **not** offer an intensive English Language course.

EAL and classroom/subject teachers are instrumental to the successful development of English proficiency. EAL specialists have in depth knowledge of language acquisition, culture, subject matter, instructional resources and strategies that promote language development. These specialists consult, collaborate and/or co-teach with the classroom and subject teachers to meaningfully connect second language acquisition principles to daily classroom practices and create a challenging and responsive learning environment. However, since learning and language are inextricably bound, every teacher is therefore a language teacher in that they are teaching the language of their subject areas. Thus, responsibilities for language immersion and language development does not rest exclusively with the EAL teacher but rather are shared with the faculty.