



## AUSTRALIAN INTERNATIONAL ACADEMY

### ADMISSION POLICY

**Last Review Date:** March 2016

**Review Date:** March 2018

---

#### **STUDENT ENROLMENT & ADMISSION**

All communications in regard to student admission or readmission IS carried out through the Student Registrar at the front office.

#### **REGISTRATION:**

**Registration Fees:** A non-refundable Registration Fee must be paid to enable a student to be considered for enrolment. The payment of this fee also entitles a student to be maintained on the Academy's Waiting List should the student fail to gain admission for any reason.

#### **Registration Form (R.F.)**

- i. Forms can be obtained from the AIA Office. Registration Fees must be paid on lodging the Registration Form. All details on the Form must be completed and signed by prospective parents/ guardians before lodging. The Registrar may contact prospective parents/ guardians for further information.
- ii. On lodging the R.F., the Registrar will enter the name of prospective student into a Register and each application will be given a number on the Enrolment Priority List.
- iii. The registrar will inform the parents/ guardians that the Registration has been received and they will be contacted to complete the procedures at the appropriate time.
- iv. In due course, parents/ guardians of eligible children will be contacted to complete the enrolment procedures, to attend relevant interviews, and to arrange for their children to sit for special Entry Tests.

#### **ADMISSION PROCEDURES:**

##### **LOCAL & OVERSEAS STUDENTS**

##### **Interviews for Admission**

- i. The Registrar will arrange for an interview with the relevant Head of School or interviewing officer. Parents will be informed about the date, time & venue.
- ii. The admission interview **must** be attended by the student and both parents/ guardians, if both are alive and not separated.

- iii. For Prep admission, parents should bring with them Birth & Immunization Certificates and evidence to show that the child attended a pre school program.
- iv. For other Year Levels admissions (Grade 1 to Yr 11), parents should bring with them the most recent set of student Reports of the present/ previous school.
- v. In regard to students requesting transfer from other schools, the School Head should arrange to get information from the student's present school for the reasons of transfer and whether the student had discipline or other problems.
- vi. At the interview, the Head of School/ the Interviewing Officer will complete an Interview Report. The Head, through the Registrar, will arrange for prospective students to sit for the required Entry Tests, mainly in English & Mathematics.
- vii. Overseas Students: In case of overseas students, preliminary interviews may be conducted overseas. However, once overseas students arrive in Melbourne proper interviews should be arranged for them as for local students and the original R.F to be submitted.
- viii. At the interview, the Head/ Interviewing Officer should make parents/ guardian aware of Academy Policies. At the interview both parents/ guardians must sign a declaration to confirm their acceptance of the College Policies at all times and in particular the Fees Policy.
- ix. On the basis of previous school Reports, the Interview and entry test results, the Head / the Interviewing Officer should complete the recommendation Section and indicate whether to offer a place, to defer the offer, or not to offer a place.
- x. The Head/ Interviewing Officer should complete Special Forms for ESL or Special Needs students, and for the 2<sup>nd</sup> Language to be studied. Before the new student commences the school, these Forms must be passed on to relevant coordinator(s) for implementation & follow up.
- xi. The Registrar will submit the completed File of the prospective students to the Academy Head for a decision.
- xii. One of the following decisions will be taken :
  - Not approved for admission
  - Deferred enrolment/ or to be placed in a waiting list
  - Conditional Approval: Provisional Approval for admission (for one term, one semester, or one year).
  - Unconditional approval: Approved for admission.
- xiii. The Registrar will inform the parents/ guardians of the result.
- xiv. Overseas Students: In addition to the above procedures these steps must be followed :
  1. Prospective Overseas Students must satisfy all requirements for enrolment including the payment of Fees in advance (full year or half year as per Overseas Students Fees Policy).
  2. The required Acceptance Form for visa purposes should be prepared through the Academy Head.
  3. For prospective Primary overseas students, the required Primary Students Home stay Declaration must be signed by parents. A copy of the Declaration must be kept in the student's File.
  4. Before admitting overseas students accommodation should be arranged for them through Overseas Students Services & Welfare Coordinators.
  5. Parents of overseas students should sign a statement accepting the Academy Policy in regard to the restriction on student's travel to overseas during the course of the school year.

## **Interviews for Re-admission**

The appropriate Registration Fees must be paid.

- A Registration Form must be completed and signed by both parents/ guardians.
- For those students who were enrolled before and left the Academy for any reason, the Academy Head must give a prior permission for their re-enrolment, before any steps can be taken. The Academy Head will determine whether to exempt the student from some of the procedures or whether the full admission procedures will apply.

## **Student Withdrawal after Completing Admission Procedures.**

If parents decide to withdraw their child/ children after completing the admission procedures, for whatever reasons, the twelve weeks written Withdrawal Policy will apply. Registration Fees and full Tuition Fees for one Term cannot be refunded under any circumstances. Pro rata of other fees or levies may be refunded as determined by the Academy.

## **Maintaining a register of enrolment and monitoring attendance**

The student registrar will have the responsibility of maintaining students' records according to the Board of Studies requirements using the PC Schools system. This will include the following information for each student:

- name, age and address,
- the name and contact telephone number of parent(s)/guardian(s),
- date of enrolment and, where appropriate, the date of leaving the school and the student's
- destination,
- for students older than six (6) years, previous school or pre-enrolment situation,
- monitor the daily attendance/absence of students
- identify absences from school and/or class(es)
- follow up unexplained absences
- level coordinator to notify parent(s) and/or guardian(s) regarding poor school and/or class attendance
- transfer information about unsatisfactory attendance to student files