

Section A: Enrolment Policy

Policy Objectives:

John Monash Science School is a specialist Science and Mathematics school that has the aims of:

- Improving the educational outcomes for Victorian students in Science and Mathematics
- Investing in the State's future by increasing the number of skilled people working in the Science and mathematics fields

Policy Guidelines:

John Monash Science School is different to the DET's Select-Entry schools and hence our Enrolment Policy reflects this. As a specialist school our enrolment policy is also distinct from that of all other government secondary schools. Our policy guidelines are as follows:

1 Criteria for Entry:

- 1.1 Applicants must be Australian citizens or holders of a visa granting Student Resource Package funding. Visa requirements are stated in section 6 of this policy;
- 1.2 Only applicants who have completed all parts of the formal Entry Assessment negotiated by the school can be offered a place at JMSS. The assessments are used to gauge the applicant's passion and aptitude for science, capacity for logical and numerical reasoning, and mathematical ability;
- 1.3 The results from the entry assessments are used to rank applicants;
- 1.4 Available places at JMSS in any year level will be allocated to students whose performance in the Entry Assessment clearly demonstrates they have an appropriate aptitude for science and the potential to make the most of the opportunity;
- 1.5 The school reserves the right to interview any applicants for whom the data provide insufficient evidence to offer a place outright;
- 1.6 The school will reserve up to 10% of the available places for indigenous students and students from remote or rural locations, judged on merit from eligible applicants;
- 1.7 To enrol at John Monash Science School in Year 11, students must have completed Year 10 in a current registered school, and turn 16 years of age during the first year of enrolment. If a student has been accelerated in their current school and their performance on the Entry Assessment is commensurate with 1.4 above, they may be admitted provided that they will turn 15 years of age by April 30th during their first year at John Monash Science School;
- 1.8 There is no cap on enrolments from any one school to JMSS at the Year 11 level;
- 1.9 Should any applicants who are offered a place decline for any reason, the school will continue to offer places to students in order of merit based on the data from entry assessments;

- 1.10 The school will cease enrolling students once all available places are filled. If the number of available places is not able to be filled from the cohort presenting for entry, the remaining number of places may be filled from eligible applicants in the following year.

Section B: Enrolment Procedures

2. Application Details for 2019:

How to Apply

- 2.1 All applicants are required to register for the JMSS Entry Assessment on the John Monash Science School web-site. This then creates an individual student ID number for each applicant;
- 2.2 Applicants are only allowed to sit the “Entry into Year 11 Examination” once;
- 2.3 Online applications close on the 17th May 2019. An application fee of \$125 is payable at time of registration. Payment is to be made online;
- 2.4 Students who have applied for entry into John Monash Science School must attend the Entry Assessment on Saturday 25th May 2017;
- 2.5 Two Supplementary Examination dates have been made available for those students who, through reasonable cause, are unable to attend on 25th May. All applications for these alternate dates must be made in writing to Edutest at registration@edutest.com.au;
- 2.6 If the applicant has not received advice regarding the conduct of the Entry Assessment by Wednesday 22nd May, the parents of the applicant should contact the Registrar at John Monash Science School on 9905 1002;
- 2.7 The applicant will receive advice of the outcome of the application by the last week of July 2019.

3. Communication:

- 3.1 All correspondence and telephone advice is provided to the person identified as the parent in the online application form;
- 3.2 Information will only be provided to the person who is listed on the application form as a parent;
- 3.3 John Monash Science School will provide information on applications, outcomes and offers to parents by email or SMS technology to mobile phones;
- 3.4 The parent must contact John Monash Science School if there is a change in the parent’s mobile phone number or email address;
- 3.5 It is the parent’s responsibility to monitor the receipt of emails at critical times such as the fortnight before the Entry Assessment and when outcomes and offers are due to be communicated. Hotmail email addresses are not recommended.

4 Entry Assessment Information (as supplied by Commercial Provider):

The Entry Assessment will be conducted on Saturday 25th May 2019. The test will be held at the John Monash Science School, Monash University, Clayton Campus, Victoria. The applicant will receive information regarding the Entry Assessment by Wednesday 22nd May 2019. In 2019 the Commercial Provider is Edutest.

4.1 Applicants are required to bring photo identification to the assessment. Examples of photo identification include:

- Student card issued by the candidate's current school;
- Current student travel card;
- A recent class photograph with the student and his/her name clearly shown;
- Passport (recent);
- Current library card (with photograph);

4.2 Applicants will not be allowed to sit the assessment unless they have the appropriate photo identification;

4.3 Applicants who miss the assessment through illness or misadventure may be considered through the illness/misadventure process. Information about the Illness or Misadventure process is detailed below in 4.6;

4.4 Applicants who are unable to sit the assessment because they are interstate or overseas should contact John Monash Science School or the Commercial Provider. Further details of interstate/overseas procedures are given below in 4.6;

4.5 The Commercial Provider conducts and supervises the Entry Assessment and is responsible for providing JMSS the results of the Entry Assessment for every student;

4.6 Special Consideration

- If the applicant is unable to sit for the assessment for medical reasons, parents of the applicant should complete the Illness and Misadventure Form available on the JMSS website;
- If the applicant believes their examination performance may have been affected by illness, injury or personal trauma on the day of the Entry Assessment, the applicant should complete the Special Consideration Form available from the JMSS website;
- In either of the above instances, the completed form should be returned to John Monash Science School by the 28th May 2019;
- Interstate or overseas students (Australian citizens or permanent residents living interstate or overseas) who are unable to take the Entry Assessment at the Examination Centre should contact Edutest by email at info@edutest.com.au

5 Outcome of Application

- 5.1 Confirmations of acceptance need to be made within 7 days of receipt of the letter of offer.
- 5.2 Once all places have been confirmed, JMSS will write to Principals of Government schools informing them of the names of students who have accepted a place at JMSS in 2019;
- 5.3 Parents of applicants in non-Government schools will be responsible for notifying their schools of their intention to accept a place at John Monash Science School. JMSS will endeavour to have this information to schools within the first three weeks of term four each year;
- 5.4 Any grievances must be lodged with the Principal of JMSS in writing, clearly indicating the grounds on which the decision should be reconsidered. This should occur within 5 working days of receipt of the enrolment notification. The process will then be managed by a Special Consideration Panel, convened by JMSS and DET;
- 5.5 While offers can be accepted, enrolments will not be finalised until after the official "Application to Enrol" form has been processed by John Monash Science School;
- 5.6 Once the enrolment process has been completed, Edutest results will only be released upon request in Term 4.

6 Australian born residents and overseas/international students

- 6.1 The following categories of students are eligible for SRP funding and therefore eligible to apply for entry to JMSS:
 - Australian born residents;
 - holders of resident visas in one of the following visa subclasses: 100–106; 110; 113-121, 124-132, 134-139, 143; 150-152; 154-157, 159, 175-176; 186-187, 189-190, 200-205, 209-217; 800–802; 804–806; 808; 814; 819; 832; 834-838; 840–846; 851-852; 855–859; 861–864; 866; 880–883; 885-888; 890–893;
 - holders of a New Zealand passport;
 - holders of a temporary resident visa in one of the following visa sub-classes: 051; 070; 160-165; 188, 300, 302–303; 309-310; 401-403, 405-408; 411–416; 418–419; 420-424, 426–428; 430; 435; 442–451, 457; 461; 470-471; 475-476; 482; 485; 487-489; 495-497; 499; 574, 576; 695 785–787, 790; 820; 826; 831, 833; 850; 956; 995; 998; 5AD & 5MD & 5PR. Status of Forces Agreement (SOFA) should be entered on CASES21 as 995;
 - Dependents of 457 visa holders are only eligible for enrolment in standard primary, secondary or P-12 schools while the principal 457 visa holder is resident in Australia. Enrolment enquiries for Special Schools should be referred to the ISPU as special visa conditions apply to 457 dependents in Special Schools.
- 6.2 Students on visa sub-classes not listed above may not be eligible for enrolment or may be required to pay fees prior to enrolling in a government school. *Application for Enrolment* forms

are available from ISPU. Schools should retain and file a copy of the letter issued to the applicant by ISPU upon assessment of the application.

The following categories of students are **not eligible** for SRP funding (unless the student is an Exchange student participating in a registered exchange program. See section on Exchange Students below):

- holders of a temporary resident visa in one of the following visa sub-classes: 173; 400, 410; 417; 425; 432; 456; 459; 462; 560, 562-563, 580, 600-602, 651; 675; 676; 679; 685; 686; 771; 773; 884; 944; 976; 977; 988. ETA (Electronic Travel Authority);
- holders of a student visas or dependents of a student visa holder: 560; 562; 563; 570; 575; 580;
- Some dependant students holding 572, 573 and 574 may be eligible for a fee exemption. ISPU will assess eligibility on receipt of an application.

6.3 To be eligible for SRP funding students on exchange programs must enter Australia through a registered student exchange organisation. To be eligible for SRP funding Exchange students should have a 571 visa sub-class and an appropriate statistical code. Contact the Executive Officer, Student Exchanges, International Division on (03) 9651 3948 for advice if the student has not entered Australia under the auspices of a registered student exchange organisation.

For further information or enquiries regarding the enrolment of overseas students, including visa eligibility, contact the ISPU. Contact details are on their web site (<http://www.study.vic.gov.au/App.htm>)

Policy Ratified by JMSS School Council, February 2019.

Policy to be reviewed by John Monash Science School Council February 2020.

Mr Steven Duggan
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Principal