

## ***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 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, i.e. the funding provided to all schools dependent on the number of students on roll. 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 Entry Assessment comprises of two separate phases: a series of written tests undertaken individually, interviews and a series of activities undertaken in a group and individually;
- 1.4 The results from both phases of the Entry Assessment are used to rank applicants;
- 1.5 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;
- 1.6 The school will reserve up to 5% 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 10, students must be completing Year 9 in a current registered school, and turn 15 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 14 years of age by April 30<sup>th</sup> during their first year at John Monash Science School. Accelerated students will also be required to provide documentation from their current school, confirming that they will have completed the Year 9 syllabus;

- 1.8 The maximum number of students admitted into John Monash Science School in Year 10 will be an appropriate quota as set by the Department of Education, based on the applicant's current school's Year 9 enrolment. There is no cap on enrolments from any one school to JMSS at any other year level;
- 1.9 If JMSS is unable to enrol all applicants from any one school due to the cap, JMSS will interview applicants from that school eligible for entry and decide which students will benefit the most from, and make the most of, the opportunity to join JMSS;
- 1.10 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 the entry assessments;
- 1.11 The school will cease enrolling students once all available places are filled. If, after the cap has been applied, 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. Offers will not be made after the 31<sup>st</sup> October 2023.
- 1.12 **Before applying, please consider factors such as distance from school and how the applicant will travel to school each day, including transport either by car or public transport and the extra time required for study in VCE.**

## ***Section B: Enrolment Procedures***

### **2. Application Details for Entry into 2024:**

#### How to Apply

- 2.1 All applicants are required to register for the JMSS Entry Assessment via the link on the John Monash Science School web-site. This then creates an individual student ID number for each applicant;
- 2.2 Applicants are allowed to sit the "Entry into Year 10 Examination" once only. Applicants can apply for one year level entrance exam per year;
- 2.3 Online applications close on the 2<sup>nd</sup> June 2023. An application fee of \$130 is payable at time of registration. Payment is to be made online; Late entry will be available and final applications close on the 5<sup>th</sup> June 2023, late fee of \$280 is payable at the time of registration online.
- 2.4 Students who have applied for entry into John Monash Science School must attend the Entry Assessment on the stipulated date, provided by Edutest via email by 1<sup>st</sup> June. The testing date for 2024 is Saturday 17<sup>th</sup> June 2023. One Supplementary Examination date has been made available for those students who through reasonable cause are unable to attend on the stipulated dates. (See clauses 4.3 and 4.4) All applications for these alternate dates must be made in writing to Edutest at [registration@edutest.com.au](mailto:registration@edutest.com.au);
- 2.5 If the applicant has not received advice regarding the conduct of the Entry Assessment by Wednesday 14<sup>th</sup> June 2023, the parents of the applicant should contact the Registrar at John Monash Science School on 9905 1002. Please check your spam folder before contacting the school.
- 2.6 The applicant will receive advice of the outcome of the application by 15<sup>th</sup> September 2023.

### **3. Communication:**

- 3.1 All correspondence and telephone advice are 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 accounts are not recommended. Please check Spam folders before contacting the school.

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

The Entry Assessment will be conducted on 17<sup>th</sup> June 2023. The test will be held at Monash University Clayton, Victoria 3800. The applicant will receive information regarding the Entry Assessment by Wednesday 14<sup>th</sup> June 2023 regarding the venue and details of the test. In 2023, 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

- Special arrangements for the examination may be organised for students with prolonged illness or disability. Requests for special arrangements must be made at the time of the application and prior to the application deadline by emailing [registrar@edutest.com.au](mailto:registrar@edutest.com.au);
- 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. Applications are reviewed by the Selection Panel as per the process outlined in the Special Consideration Form;
- In either of the above instances, the completed form should be returned to John Monash Science School by 20<sup>th</sup> June 2023 close of business;
- 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](mailto:info@edutest.com.au). We do not make special arrangements for those on holidays at the time of the exam.

## 5 Outcome of Application

- 5.1 Confirmations of acceptance need to be made within 7 days of receipt of the letter of offer. If they do not provide the paperwork in this time, this offer of a place will be rescinded and the place will be offered to the next student on the waiting list;
- 5.2 Once all places have been confirmed, JMSS will write to Principals of schools informing them of the names of students who have accepted a place at JMSS in 2024;
- 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 (on matters of process only), must be lodged with the Principal of JMSS in writing, clearly indicating the grounds on which the decision should be reconsidered. PLEASE NOTE that any grievance lodged must relate to an issue from in the TESTING or INTERVIEW PROCESS itself, which may have disadvantaged the student. Any grievance NOT related to a fault in the process will NOT be considered. Any grievance must be lodged 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 early 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 permanent resident visas in one of the following visa subclasses: 100–103, 114-117, 119-121, 124,126, 132, 134-139, 143, 151, 155, 157, 159-165, 175-176, 186-191, 200-204, 300, 302, 309-310, 401-403, 405-408, 410-411, 415-416, 418-425, 428, 430, 432, 442, 444, 445, 461, 470-471, 475-476, 482, 485, 487-489, 491, 494-497, 785-787, 790, 800-802, 804, 808, 814, 820, 826, 828, 831-832, 834-838, 845-846, 850-852, 855-859, 861-8864, 866, 880-883, 885-888, 890-893, 945, 988, 995;
- holders of a New Zealand passport;
- holders of a temporary resident visa in one of the following visa sub-classes: 051, 303, 426, 427, 446-451, 457.
- 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: 10, 20, 30, 40, 40, 41, 42, 50, 60, 70, 173, 400, 417, 456, 462, 500, 570, 571, 572, 573, 575, 580, 590, 600, 601, 602, 651;
- holders of a student visas or dependents of a student visa holder: 570, 571, 580, 590, 500, 5EL, 5HE, 5HS, 5NA, 5SC, 5 SV, 5VE;
- Some dependant students holding 571, 574 and 576 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 (<https://www.study.vic.gov.au/en/Pages/default.aspx> )

Policy Ratified by JMSS School Council, February 2023.

Policy to be reviewed by John Monash Science School Council February 2024.

**Mr James Wright**  
School Council President

**Mr. Peter Corkill**  
Principal