

Section A: Enrolment Policy

Policy Objectives:

John Monash Science School is a specialist Science and Mathematics school which has been established to:

- Increase the proportion of the state's highest achievers in Mathematics and Science into senior STEM secondary and university courses.
- Invest in the State's future by increasing the number of skilled people working in the Science, Mathematics and Information Technology fields.

Policy Guidelines:

John Monash Science School (JMSS) is a specialist school, fundamentally different in purpose to the Department of Education's other Select-Entry schools. Hence our Enrolment Policy and Procedures differ markedly from those of these schools. As a specialist school, our enrolment policy is also distinct from those of all other government secondary schools. Our Enrolment policy and 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 successfully completed all parts of the formal Entry Assessment stipulated by the school can be offered a place at JMSS. The Assessment process gauges the applicant's passion and aptitude for science, their capacity for logical and numerical reasoning, and their mathematical ability;
- 1.3 The Entry Assessment comprises of two stages: firstly, a series of written tests undertaken individually specific to JMSS, and a series of activities undertaken in a group and followed by an individual interview undertaken with each candidate;
- 1.4 The results from both stages of the Entry Assessment are used to gauge each applicants suitability for entry into JMSS;
- 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 learning opportunities that JMSS offers;
- 1.6 The school reserves the right to re-interview any applicants for whom there is insufficient evidence on available information to make an assessment about their suitability for the JMSS learning program;
- 1.7 The school will reserve up to 5% of the available places for Equity Consideration, as long as this does not exceed the Year 9 Cap of students from any single school. Equity Consideration helps ensure that students from different backgrounds have access to the same learning opportunities offered

at JMSS. Eligibility for the equity consideration category is verified at the application stage. The decision of the Principal is final and the is not subject to appeal.

- 1.8 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 30th 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 prior to commencing at JMSS;
- 1.9 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;
- 1.10 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;
- 1.11 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;
- 1.12 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 31st October 2024.
- 1.13 **Before applying, please consider factors such as distance from school and how the applicant will travel to school each day, including the type of transport either by car or public transport and the extra time required for study in VCE. Rejecting the offer of a place on these grounds is unfair on other applicants who might otherwise have been offered a place.**

Section B: Enrolment Procedures

2. Application Details for Entry into 2025:

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 website. 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 24th May 2024. An application fee of \$160 is payable at time of registration. Payment is to be made online; Late entry will be available and final applications close on the 27th May 2024, late fee of \$310 is payable at the time of registration online. All applications are required to pay the application fee.

- 2.4 Students who have applied for entry into John Monash Science School must attend the Entry Assessment on the stipulated date, on Saturday 15th June 2024. An email will be sent to the registered email address on Monday 10th June detailing the location venue and time of the examination;
- 2.5 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 this alternate date must be made in writing to Edutest at registration@edutest.com.au;
- 2.6 If any applicant does not received advice regarding the conduct of the Entry Assessment by Wednesday 12th June 2024, 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 or Edutest;
- 2.7 Each applicant will receive advice regarding the outcome of the application by 20th September 2024.

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 as a parent or guardian on the application form;
- 3.3 JMSS will provide information on applications, outcomes and offers to parents by email or text to mobile phones;
- 3.4 The parent must contact JMSS as soon as possible 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 or Edutest.

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

The Entry Assessment will be conducted on 15th June 2024. The test will be held at Monash University Clayton, Victoria 3800. The applicant will receive information regarding the Entry Assessment by Wednesday 12th June 2024 regarding the venue and details of the test. In 2024, 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;
- A Valid Passport (must not be more than 18 months olds);
- Current library card (with photograph);

Please note that any identification supplied via a mobile phone will not be accepted,

4.2 Applicants will not be allowed to sit the assessment unless they have the appropriate photo identification, and the student name does not match the name on the application;

4.3 Applicants who miss the assessment through illness or misadventure may be considered for a resit 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 on the designated date and location because they are interstate or overseas should contact 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 the results of the Entry Assessment for every student to JMSS as soon as the results are known;

4.6 Special Consideration and Special Arrangements

- Generally, requests for special consideration can be made at any step of the assessment process. It is essential that any request must be operationally feasible and maintain the integrity of all JMSS' assessment processes. As such, there is no guarantee that every request received will be able to be accommodated. To this end, it is necessary for any requests for special consideration be received as early as practicable to assist JMSS with planning. Further information has been included below to provide guidance to applicants about when requests for special consideration should be made.
- 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** or prior to the 24th May 2024, the application deadline, by emailing registrar@edutest.com.au. If requests for special arrangements are received beyond this date, there may be limited opportunities for the Commercial Provider to support them.
- If the applicant is unable to sit for the assessment for medical reasons (must provide a medical certificate), parents of the applicant should complete the Illness and Misadventure Form available on the JMSS website and contact Edutest on by 9am on the day of examination;
- 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. Any applications requesting special consideration will be 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 midday Monday 17th June 2024 with the appropriate evidence and paperwork;
- 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 via email info@edutest.com.au. We do not make special arrangements for those on holidays at the time of the exam. Remote sittings must be arranged at the time of application and must be arranged at least three weeks prior to the testing date. Please refer to the [Edutest website](#) for more information.

5 Outcome of Application

- 5.1 If the applicant receives an offer of entry into JMSS confirmations of acceptance of this offer needs to be made within 7 days of receipt of the letter of offer. If the applicant does 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 Government schools informing them of any student they have currently enrolled, who have accepted a place at JMSS in 2025;
- 5.3 Offers are not transferrable, wither to the following year or to another student. If the applicant does not wish to accept the offer, the offer must be declined and the offer will be given to the next person on the waiting list;
- 5.4 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 send confirmation of this information to schools within the first three weeks of term four each year;
- 5.5 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 you feel may have disadvantaged the student. Any grievance NOT related to the examination process will NOT be considered;
- 5.6 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 DE. If a grievance can be substantiated by appropriate evidence, your child *may be* offered a supplementary interview, after which a decision on your application will be made. This decision will be final.
- 5.7 The full enrolment for 2025 will not be finalised until after the “Application to Enrol” forms have all been processed by JMSS;
- 5.8 Candidates who are offered a place must provide appropriate original documents, such as a Certificate of Evidence of Australian Citizenship, appropriate residential visa and/or birth certificate. Home schooled students in Victoria will also need to provide evidence of their home-school registration letter provided by the Victorian Registration and Qualifications Authority. Some of these documents may require certification.
- 5.9 Offers will be withdrawn if the eligibility requirements for enrolment are not met. An Administration fee of \$50 will be retained if an application offer is submitted and the candidate is unable to verify their eligibility;
- 5.10 Once the enrolment process has been completed, individual Edutest results will only be released by the school upon request in early Term

6 Australian born residents and overseas/international students

- 6.1 Students attending government and non-government schools, as well as home-schooled students are eligible to apply for entry to JMSS. The eligibility criteria below apply to candidates living in Victoria, as well as those living and studying interstate or overseas. The following categories of students are eligible for SRP funding and therefore eligible to apply for entry to JMSS:

- Australian born residents;
- A New Zealand citizen residing in Australia;
- Hold a visa or ImmiCard, which would exempt them from paying International Student Fees to attend a Victorian government school ([see here for the latest information](#))
- 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, 418-428, 430, 432, 442, 444-451, 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, 861-864, 866, 880-883, 885-888, 890-893, 945, 988, 995;
- 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):

- Current fee-paying international students enrolled in Victorian schools are not eligible to apply.
- holders of a temporary resident visa in one of the following visa sub-classes: 10, 20, 30, 40, 41, 42, 50, 60, 70, 173, 400, 417, 456, 462, 500, 570, 571, 572, 573, 575, 580, 590, 600, 601, 602, 651, 870, 884;
- holders of a student visas or dependents of a student visa holder: 570, 571, 580, 590, 500, 5EL, 5HE, 5NA, 5SC, 5SV, 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 2024.

Policy to be reviewed by John Monash Science School Council February 2025.

Mr James Wright
School Council President

Mr. Peter Corkill
Principal