



School Enrolment Policy - IB Enrolment



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

Purpose

To outline the criteria taken into account when enrolling students at APC and into our International Baccalaureate (IB) program.

Scope

This policy applies to all students and families intending to enrol at Albert Park College and all students currently enrolled at Albert Park College

School Placement

For general admissions to Albert Park College, all students are enrolled in accordance with the DET's [Placement Policy](#).

Students at Albert Park College are enrolled in accordance with the statewide placement policy.

IB Admissions Policy

Rationale

The International Baccalaureate (IB) Diploma Program is an exciting and challenging program of study for APC students. It requires students to undertake study across a range of discipline areas, as well as three areas within its Core program. The demand of the IB Diploma makes it an engaging program for students who are hardworking, curious and motivated learners, but the emphasis on a broad approach to academic study may not be suited to all students.



As part of its Core, the IB Diploma requires students to participate in Creativity Activity Service (CAS) program(s) outside the academic timetable. Successful completion of the Diploma means students must be able and willing to contribute to wider community / extra-curricular activities as part of their two year program. This ability to balance such commitments in Year 10 may be a good indicator of a student's capability within the IB program so interested students are encouraged to reflect on this if they are considering the IB for Year 11.

To support students in making the right choice for their senior studies, this Admissions Policy outlines the requirements that students need to meet in order to pursue the IB Diploma in Year 11. When making a decision about pursuing the IB Diploma course, students are assisted by a course counsellor who will work with students and their families across Years 9 and 10 to ensure all study options are carefully considered.

Process for enrolment (current students)

To be considered for a place in the IB Diploma program, students must meet the following requirements:

1. Submission of an [Expression of Interest form](#) with accompanying fee payment. This will be returned if a student is not offered a place in the course;
2. Attendance at a course counselling interview with the DP Coordinator in the year prior to commencement of the Diploma;
3. Submission of a [Recommendation Form](#), completed by two current teachers. This form should be completed by teachers who know the student well and are able to comment on their ability, attitude and potential to succeed within an enquiry based program;
4. Submission of evidence of sound completion of all Year 10 studies, such as a school report. Sound completion of Year 10 refers to successful completion (C or above) in six discipline subjects in Year 10. Students who have not been successful in achieving sound completion may still submit an expression of interest, where there is a reasonable explanation for Year 10 studies to be incomplete (such as prolonged illness). Each Expression of Interest will be considered on its merits and individual circumstances will be discussed with the student and their family;
5. Have a record of good behaviour; and
6. Have demonstrated commitment to the broader life of the College or similar extra-curricular commitment.



Process for enrolment (new students)

APC recognises that students who enter APC during or after Year 10 may wish to enrol in the Diploma but may not be able to fulfil the requirements of internal / current APC students. New students will be eligible to enrol in the Diploma if they are able to meet the following criteria:

1. Submission of an [Expression of Interest form](#) with accompanying fee payment. This will be returned if a student is not offered a place in the course;
2. Attendance at a course counselling interview with the DP Coordinator in the year prior to commencement of the Diploma; and
3. Submission of a recent school report showing competency across a range of Year 10 (or equivalent) subjects.

In some cases students may be required to participate in an interview to discuss their suitability for the IB Diploma program. Where students have not met the above requirements, entry into the program will be at the IB Coordinator's and / or Head of School's discretion.

Related Policies and Resources

- [Department of Education Enrolment Policy](#)
- [International Baccalaureate Website](#)
- [International Baccalaureate Diploma Programme](#)
- [APC IB Expression of Interest form](#)
- [APC IB Teacher Recommendation Form](#)

Evaluation

This policy will be reviewed on a 3-4 year cycle however amendments can be made in response to any changes made by the Department.

Date implemented	28 July 2023
Responsibility	Foundation Principal
Endorsed by	Principal Team



Date reviewed	October 2023
Next review date	July 2026
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