

ADMISSIONS POLICY

INTRODUCTION

Our policy on admission is such that all children regardless of their backgrounds and abilities are welcomed into the school. All applications are treated on merit, and without special preference. The only restriction we place on entry however, is that of number.

Admission is done all year round, depending on available openings. For every Year group, there is an expected age the child must have attained before the school can consider offering such child admission. For instance, a child entering into Year one in September must be five years by August 31st.

All parents must note that the school will not consider offering admission, and is not under any obligation to offer admission to any child who has not gone through the formal process of admission or has not performed up to the expected standard of the school in the assessment. Children with sibling(s) in the school at the time they are seeking admission will be given priority if they perform at the expected level in the assessment and there are available opening.

ADMISSION APPEALS

If we do not offer a child admission, this will either be because the school has admitted the standard number of children expected to be in the class the child is seeking admission into, or that the child performed below the expected level in the assessment.

ADMISSION PROCESS

- Parents and care givers purchase the admission form from the school's admissions manager sometime in the month of January every year; this is for the new session. However, forms can also be purchased as required.
- Forms should be returned by the date stipulated on the form.
- Parents will wait for timely feedback from the Admissions Manager on whether their application has been considered.
- Entry Assessment will be scheduled for the child and interview for both the child and the child's parents.
- The parents will wait for timely feedback from the Admissions Manager as regards the concluded assessment and interview.

ADMISSION PROCESS INTO INFANT CLASS, JUNIOR SCHOOL AND COLLEGE

Children below age 5 are considered infants in our school, and are taught by specialist teachers. Admission for these set is also done alongside with the Junior School and College. However, their own assessment process may differ from those of older children.

Oral assessment would be done in place of written for the infants, while the parents would have an interview session with some appointed senior members of staff who monitors admission processes.

Written assessment would be conducted for both Junior School and College

MONITORING AND REVIEW

This policy will be monitored by the Head of Quality Assurance and Control alongside the Admissions Manager. Any amendment to this policy will be made if and when necessary by the school's management.

Admissions Flow Chart

