



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 will make enquiries on admissions from the Admissions Manager.
- Parents and care givers will purchase the admissions form from the admissions office.
- Forms should be returned by the date stipulated on the form or as advised by the Admissions Manager.
- 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 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.

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. This policy was last reviewed in June 2017 and due to be next reviewed in June 2019 or sooner if necessary by the school's Management.

Admissions Flow Chart

