



Admissions Policy

A Guide to Joining Our Community at St Andrew's International School

Entrance

St Andrew's International School does not discriminate on the basis of race, colour, religion or national or ethnic origin in the administration of its admission policies.

Applications for admission to the school are accepted throughout the year. All students are eligible for admission if the administration believes that the school is able to meet students' educational needs. Students with severe physical, mental or emotional handicaps cannot be admitted unless, in the principal's judgement, adequate provision can be made for them.

St Andrew's will not normally admit a student without first receiving a transcript (or its equivalent) from the student's current or immediately past school. Students may be admitted pending the arrival of such a transcript (or its equivalent) in cases where the student's former school is dilatory in providing the transcript (or equivalent).

No child may be admitted to St Andrew's School who has previously been expelled from another school for an offence which would be a cause for expulsion at St Andrew's.

Students with learning differences may be admitted if it is believed that the disabilities can be dealt with by the school's learning support programmes. All entrants to St Andrew's are placed in a regular homeroom or teaching groups. There is no specialised self-contained learning support programme. The learning differences programmes are available only to a limited number of students.

Children whose native language is not English may be admitted in pre-school, pre-kindergarten 1 and 2 and first grades. Admission of such children into subsequent grades is dependent on the views of the head of school as to their ability to be able to profit from the educational opportunities offered by the school. This may involve oral and/or written examinations in English.

The principal is charged with establishing procedures to govern admission applications to the school. The principal makes the final decision whether or not to accept a child into the school.

Admissions Process

All prospective students are screened for entrance into St Andrew's International School.

The school reserves the right to accept those children who are, in the sole judgment of the school, suitable applicants for the school, bearing in mind the students' ages, aptitudes and abilities and the school's desire to maintain range and balance in all its classes.

Before a child may be considered for admission, the school must be provided with the following:

- A non-refundable admissions or re-enrollment fee of \$500.00. This fee ensures the processing of the application for admission of a new student or of a student returning after an absence from St Andrew's School of one year or longer.
- All school records for the preceding three years, where the child has been in school for three years, as well as the results of any formal assessments, such as standardized testing results and the findings of any psycho-educational assessments that may have been undertaken by the prospective student. The school operates on the basis of transparency, and it is the responsibility of the parents/guardians to bring to the school's attention at this stage all pertinent information relating to the child's prior educational history.
- A birth certificate and passport verifying the child's date of birth and nationality.
- A Passport Size Photo
- Doctors' Report Form to be completed by the child's paediatrician.
- Health Record Form, including immunisation records.

In addition, the school will take into consideration the following when determining whether or not to offer a place at the school:

- The results of an interview with the child's parents/guardians
- The results of an interview with the prospective student
- The results of the school's entrance screening assessments, which are designed to indicate the student's current academic standing in a number of core areas as well as her/his academic potential.

The school reserves the right, at its sole discretion, either to accept or to reject any application for admission. In those cases where an application is rejected, the school is under no obligation to show cause for the non-acceptance of the child concerned.

Children who are accepted for admission are entered into the school immediately if a place is available. An offer of admission must be taken up within 30 days by the payment of a \$ 2,000.00 non-refundable capital levy.

If a place is not immediately available, the incoming student's name is placed on the waiting list for the year level. The school will then offer places to children on the waiting list as they become available. When a place in a year level becomes available, the school selects from the waiting list that child who, in the sole judgment of the school's administration, is the most appropriate child for the place on offer, taking into account all relevant information and the school's desire to maintain a range and balance of children at each year level.

Details relating to the admission process are as follows:

- Any enquiry regarding information about the school, or requesting an application form, is immediately responded to by the individual to whom it is addressed, indicating that the enquiry has been passed over to the Director of Admissions for administrative action.
- The Director of Admissions sends an information packet to the enquirer(s). He/she also invites the enquirer(s) and student concerned to visit the school and discuss the application, either with the director of admissions alone or with the director of admissions and the head of school.
- Once the application form is returned, it goes directly to the Director of Admissions.

- The Director of Admissions acknowledges receipt of the application with a letter or email which says that the application has been received and when the admission process will begin. Also enclosed is a receipt (obtained from the Financial Controller's office) for the admission and testing fee.
- The Director of Admissions sets up a file for the child. The contents of this file are confidential and will only be shared with the Principal and the appropriate Head of School.
- The Director of Admissions discusses the application with the head of school. The director of admissions then writes to the parents or telephones them in order to set up a screening/interviewing session.
- The Director of Admissions screens/interviews the prospective student. The Head of School may or may not choose to be involved in this.
- A form, containing interview notes and a recommendation about acceptance, is then sent by the director of admissions to the head of school. In the event that the Head of School agrees with the recommendation, the details are sent to the Principal. In the event of questions, the Head of School discusses the matter with the Director of Admissions before forwarding the paperwork to the Principal. The Principal makes the final decision regarding whether or not to accept the child and signs the application form accordingly.
- The Director of Admissions receives instructions from the Principal either to decline the application or to accept it. If it is declined, there is no further action other than contacting the parents/guardians to inform them of the status of the application.
- If the application is accepted, the Director of Admissions prepares a standard letter, which is signed by her. This is sent to the parents/guardians, along with full details relating to uniform, supplies, a school calendar and tuition and fees statement.
- Once the acceptance is confirmed by the parents/guardians, it goes to the Director of Admissions. The Director of Admissions checks that all the necessary information has been provided and that the necessary fees have been paid.
- The Director of Admissions enters the child's data in the school's database.
- The Director of Admissions sends the file to the Financial Controller.
- The Financial Controller arranges for the up-front payments to be acknowledged and for the invoice to be drawn up for the first term's or first year's fees.
- The Director of Admissions ensures that the names of all children entering or withdrawing are shared with Heads of School prior to their moving either in or out.
- The Director of Admissions will share admissions screening results or notes with the Principal and the appropriate Head of School. These results or notes can be shared or discussed with class teachers.

WAITING LISTS

Normally, the maximum number of students that may be admitted into a grade level is 60 in the primary school, 66 in the middle school and 72 in the upper school. However, it is recognized that the volatile nature of enrolment into an international school such as St Andrew's means that, particularly over the summer vacation, when intentions are not always clear, sometimes this may be slightly exceeded.

When a grade level is full, the Director of Admissions advises interested parents/guardians accordingly and then sets up waiting lists. Screening sessions take place as normal and parents are then advised of the situation relating to entrance.

As indicated earlier, the school is not committed to taking children on a "first come/first served" basis; it is committed to entering those children who best fit in with the school's educational mission, aims and objectives. All decisions on who to admit into the school are finally the responsibility of the Principal.

Medical Records

Medical records must be received prior to any student entering St Andrew's School. The process is as follows:

The parents/guardians complete the application. This goes to the director of admissions, who ensures that the medical records, if enclosed with the application, are sent directly to the nurse. If the medical records are not enclosed with the application, the director of admissions informs the parents/guardians that the medical records must be sent directly to the nurse and that it is a condition of admission that these records are received prior to the child's being admitted.

The nurse receives the medical records and is responsible for three things:

Keeping the medical records in the nurse's files

"Signing off" for receipt of the medical records on the original of the admission form

Letting senior administrators know, on a "need to know" basis, of any significant medical or psycho-educational issues that are brought to light in the medical records

Once the nurse has "signed off" on the admission form, it goes back to the director of admissions, who ensures that the application form has been completed in full and that all monies and records have been received. Only when this has been done does the director of admissions forward the details of admission to the appropriate head of school for action.

The heads of school are charged with ensuring that the application form is complete for their purposes. In this way, they double check that all documentation has been received and that the application form has been completed in full.

Minimum Entrance Age

Students enrolling in preschool should normally be at least 2.5 years of age by 31st August of the calendar year preceding the school year of entrance. This age requirement then works its way through the school, so that, for example students entering kindergarten should normally be at least five years of age by 31st August of the calendar year preceding the school year of entrance; students entering grade five should be at least ten years of age by 31st August of the calendar year preceding the school year of entrance and students entering grade nine should be at least fourteen years of age by 31st August of the calendar year preceding the school year of entrance.

However, the board recognises that sometimes students who do not meet these age requirements are suited for entrance into particular grade levels at St Andrew's School. Therefore, the principal has the authority, based on a consideration of the student's age, aptitude and ability, including, where necessary an evaluation of

records from previously attended schools and testing administered at St Andrew's, to admit into specific grades.

St Andrew's School considers carefully every application for admission it receives and enters children into the school under the provisions of policy number 8.20.

Admission into grades ten, eleven & twelve is subject to the school being able to offer an appropriate programme for individual students.

Entrance into Grades 10, 11 and 12

The school covers the IGCSE syllabus over a two-years period, which culminates with the students sitting the IGCSE examinations at the end of grade ten. Students then follow a college-preparatory course based on the IB Diploma programme in grades eleven and twelve. This means that entrance into grade nine, at which stage students can commence a full IGCSE programme, or into grade eleven for a full IB programme, is not usually a problem.

However, entrance into grade ten is particularly difficult, as students transferring from other schools may not have completed the first year of the two-year IGCSE course. In such cases, the school will usually suggest that children begin the IGCSE programme in grade nine. In exceptional cases, where children whose parents/guardians have applied for grade ten entrance, have the appropriate aptitude and ability and meet the age requirement for

entrance into grade eleven, whereby all students must be at least sixteen years of age by August 31 of the year of entrance, the administration has the authority to craft a grade eleven programme to meet their needs if this is possible and enter such children into eleven. Children given this provision are required to complete two years of the IB programme.

The school cannot at present, given the constitution of its curriculum, accept into grade 10 children who have not done either the first year of the IGCSE syllabus or a very similar programme, as its tenth-grade programme is based on the IGCSE syllabus. Similarly, children can only exceptionally be entered into grade twelve, which comprises the second year of the IB diploma programme.

The principal makes the final decision whether or not to accept a child into the school and also determines the year level at which the acceptance offer will be made.