

Sandford International School Revised Admissions Policy and Procedures

General

One of the objectives of Sandford International School in the provision of high quality education is to ensure that students are admitted to the school regardless of their nationality, race, gender and religion as long as they meet the required admission criteria. To this end the Board of Governors has adopted this admission policy and procedures. A transparent and clear admission policy will have the following aims:

- It ensures the best possible service to new student applicants and their families.
- It helps to continuously monitor the numbers of places that are available for admitting new students.
- It will ensure that new students are accurately assessed for placement in the correct class
- Ensures that potential students and their families are kept fully inform about the status of their applications.

It provides clear information to school administration for monitoring fees and other payments with respect to new students.

Students Classification

One of the features that make Sandford unique institution is its policy of educating national and international students using an internationally recognized educational curriculum. This has been a proud tradition of the school since its inception in the late 1940s. In order to better serve parents and students, the school classifies students into two categories.

- a. **International students:** Shall mean students where at least one of the parent holds a valid foreign passport
- b. **National Students:** shall mean students where at least one of the parent holds valid Ethiopian passport

In order to realistically serve students and keep the a reasonable balance of the mix of students, the school has allocated 40% of places across all year groups to international students and 60% to national students. As far as possible this mix will be maintained in both Primary and Secondary divisions.

Admission procedures

The first contact that a potential student's family has with Sandford International School is through the Admissions Office. It is therefore of utmost importance that all stages of the application process are handled professionally and provide an ongoing supply of clear information prior to admission. The following steps should be followed in all cases, with a clear understanding that the applicants are 'customers' of the school.

International Students

All families applying to Sandford will be met by the Admissions Officer. Should the Admissions Officer not be available, the School secretary or the principals of primary and secondary will meet the family. Initial information to be given will include the school brochure, fee details and application form(s) plus written details of testing dates and procedures.

International parents applying for admission of their children should note that the school maintains a waiting list to fairly allocate places in all year groups on first-come-first-serve basis. It is therefore important to submit all required documentation to the Admissions Office and learn where your applications are in the waiting list. Since admission of siblings is going to be handled on the basis of available places, it is highly recommended for international parents to get their younger children registered on the waiting list.

Applicants will be given a tour of the School campus, particularly the sections of the School to which the student is applying. This tour should be done by the Admissions Officer or heads of divisions or school secretary.

Return of Application Forms

When the application forms are returned, they must have all required paper work, as outlined on the application form. The Admissions Officer must ensure that full contact details, including telephone and email contacts are completed on the form, plus local contact details for the company/friends of families who have not yet moved to Addis. The Admissions Officer will accompany applicants to the Finance Office for payment of the application fee. When application forms are sent by fax or completed online, the following additional procedures will need to be followed:

- Email or fax confirmation of the receipt of the application, including information regarding other paper work which will need to be sent, or brought to the school on arrival.
- All applications will be recorded by the Admissions Officer in a waiting list data base giving details of Name, DOB (day, month, year), Nationality, Gender, Requested Starting Date and Date of Receipt of the application.
- When a definite place becomes available for an applicant, the Admissions Officer will contact the parents to check if they are willing to take the place
- Once the confirmation from parents is ascertained the Admissions Officer will pass all completed applications to the Divisional Head for review and arranging tests.
- The Divisional Head will agree that the application shall go ahead, or decide that the candidate is ineligible/ unsuitable for further consideration. In the latter case, the Admissions Officer will contact the family immediately to inform them of this.

Availability and Confirmation of Places for September Applicants

In early May each year, the principals of primary and secondary divisions will send a letter to all families of children studying at Sandford requesting their confirmation of whether or not they will be remaining at Sandford for the coming school year.

Based on these responses, a calculation will be made of the number of likely places to be available in different year groups for the coming school year. In early June, in consultation with the principals of primary and secondary, the admissions officer will contact applicants on the waiting list, giving the following information:

- Confirmation of a definite place or status on a waiting list for a class.
- Times, dates and details of admissions assessments. (See below)
- Request for confirmation that the place will be being taken up in August, and confirming the date of arrival in Addis in August.

Testing Procedures

- Tests for August applicants will take place in June for candidates already in Addis, and in August (early in the week prior to the start of school) for students arriving during the summer.
- The Admissions Officer will arrange times and dates of testing in consultation with the respective learning support departments.
- Once these details have been set, the Admissions Officer will contact the parents. All details and contacts must be made at least 24 hours prior to the test.
- Prior to the test, the application file and the application cover sheet will be given to the learning support contact person.
- The Admissions Officer will meet the family on arrival for the test and accompany them to the test room 10 minutes prior to the scheduled start time. Parents should be informed of the time to return after the test, and given a telephone number for contacting them in case of an early or late finish.
- Tests will be marked by the designated staff and will be forwarded to the Admissions Officer.
- Once the tests are completed the marker(s) will complete the cover sheet giving details of scores and written comments on recommendations for acceptance or not
- The admissions officer will forward the documents to the respective principals for confirming admission to the year group applied for.

- For entry to be confirmed, the cover sheet must be completed and signed by the testing teachers, then by the principals of the respective divisions and finally by the Senior Manager. Coordination of this signing will be overseen by the Admissions Officer.
- In a situation where the applicants test results were found to be on a borderline, the principals of the respective divisions might propose admission of the student on a probation basis where the parents and the students will sign a contract committing to increased home support and responsibility
- The Admissions Officer will contact families of students who have been offered places and will confirm that the place will be taken up by the student. All details regarding offers and acceptances will be recorded on the student applicant data base.
- Upon acceptance, the student will be able to start at the beginning of the term once all required fees are paid. When applications and testing take place part way through a term, the accepted student may start two school days after testing to enable information to be shared with the teachers prior to the student's arrival. Fees should be paid before student resumes class.

National Students

Due to non-availability places in most year groups, there is no waiting list to be maintained for new national students. New national students will be admitted to the school under the following routes;

- Admission to Nursery class through lottery admission route
- Year 1 class admission through lottery route
- Siblings of existing students, when places become available in any of the year groups

Nursery and Year 1 class Applications

- New National students applicants for Nursery and Year 1 will be admitted according to the procedures set down for lottery applicants each year. The Senior Manager in consultation with the Principal of the primary school and the Admissions Officer will oversee publication of the admission announcements in newspaper.
- Applicants for Nursery and Year 1 class will be assessed in accordance with the procedures set by the Senior Manager

Siblings

- Siblings of present Sandford full fee paying students are given first priority in the admission of new students to the Nursery and Year 1 classes
- The school will send a letter to all Sandford parents at the beginning of April informing them of the deadline. (International parents should be asked to observe this deadline as well.)
- Siblings must apply for Nursery and year 1 class by the deadline set in the letter sent to parents. Applications for local sibling status will **not** be accepted beyond that date.
- All applicants through the siblings route need to be tested and satisfy the requirements for admission.
- The copy of the results of the sibling assessments will be given to the principal of Primary, and the Senior Manager.
- Parents will be informed to register and submit all required documentations within the specified period
- The results of these assessments determine the number of places available for the lottery.

Local lottery

- An advertisement is placed in the local papers advertising the lottery. Timing of this is important and should be no later than the second week of May allowing for the deadline for submission of applications to be the end of May.
- The Admissions Officer will carefully check the birthdates and supporting documents as the applications are submitted.
- A complete list of applicants will be given to the Senior Manager, who will forward the same to the Principal of Primary School for arranging testing
- The assessment schedule will be given to the Admissions Officer. The Admissions Officer will contact the parents with the assessment time and inform them that promptness and respect for time will also be part of the assessment.

- Applications will be given to the Head of Early Years before the assessments. The Head of Early Years will keep track of the results on a day to day basis.
- For Nursery candidate, if the child does not pass the assessment, the parent will be told at the time of the assessment. For Year 1 candidates, test results will be communicated to parents through the Admissions Office
- The Head of Early Years prepares the list of names for the lottery based on the results of the assessment.

IB Applications

- The above procedures apply to all candidates, including those students applying to enter the IB programme.
- However, depending on the availability of places, national students, who have at least 5 A's in National Grade 10 examination results can apply for admission to the IB programme. They need to pass the required entrance tests as well as interviews as required.
- Scholarship students who will be recruited from government schools will be admitted to the IB programme on the basis of the selection procedure set for the programme

It should be made clear to any applicants that entry to Year 11 or Year 13 is not possible, unless the student has already been following the same programme in their current school.

Following application, testing and acceptance into Year 10 or Year 12, the student must meet with the respective IGCSE or IB Coordinator to arrange options to be taken.

Admission of Staff Children

- International teaching staff with a full international contract will have the privilege of enrolling up to two children in the school with subsidized fees. If they have more than two children to enroll in the school, they will be required to pay tuition fees. Admission and capital levy fees will be waived.
- National teachers with full teacher contracts have the privilege of enrolling up to two children under the subsidized fee. Additional children to be enrolled will require formal application and approval and full payment of all fees.
- Other administrative staff and teaching assistants do not have the privilege of enrolling their children free of charge or under the subsidized fee scheme. Should they want to enroll their children, they need to follow the procedure outlined above and apply like other parents.
- Staff members with special contract, where their contract includes benefits for enrolling their children in the school, the admission of their children will be governed by the terms and conditions of their contracts.
- Administrative staff and teaching assistants who have already enrolled their children, prior to the enactment of this policy, their case will be reviewed by the Board and appropriate decision will be made. Until the Board reviews the case of these group of staff members, their children will continue their education in the school. However, these groups of staff members will not benefit from siblings priority rule or cannot use their existing status of their children to get preferential admission of additional children. However, should they require enrolling additional children they can apply in accordance with the application procedure that is applicable to other parents.

Distribution of information to teachers

Once a student has been accepted, all details shown on the application form, including contact details should be completed and updated by the Admissions Officer. A copy of the front page of the application form will be issued to the class teacher/form tutor and the Finance unit for invoicing. Special care and attention should be given to particular medical problems written on the application form.

Other matters

- Once students are registered as International they cannot be transfer to a local category. This applies to siblings who may apply for admission as a result of the earlier registration. All payments to the school will be made on actual value of the currency applicable to International students.

Revised admissions policy and procedures

- Class sizes: Maximum class size in early years is 18, in years 1-6, the size is 25, and in secondary class size can go up to 29.

Effective date and revision policy

This policy is a revised version of the one adopted in April 2009. This revised policy will come into effect once it is approved by the Board of Governors of Sandford international School. The Board can revise the policy whenever it is deemed necessary.

Revision made on November 2013