



SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

Admission Policy and Procedure

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Sandford International School



ADMISSION POLICY AND PROCEDURE



ADDIS ABABA
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Acronym

BoG	Board of Governance
CAT4	Cognitive Ability Tests
IB	International Baccalaureate
IGCSE	International General Certificate in Secondary Education
PTSF	Parents, Teachers and Students Forum
SIS	Sandford International School

1. INTRODUCTION

The Board of Governance (BoG) of Sandford International School (SIS) wishes to provide clear understanding on the mission, values and culture of admission practice at SIS both for ease of access and adherence to key principles of fairness, transparency and efficiency.

2. ADMISSIONS

A. MISSION OF THE ADMISSION DEPARTMENT

1. It is the mission of the Admissions Department to recruit, inform and admit new, qualifying students to SIS in a professional manner, while maintaining the integrity and transparency to all stakeholders at the school. SIS will ensure a smooth entry and transition from to SIS by providing a **family and student induction** which is welcoming, informative and prepares all for the standards expected at the school.
2. The school also aims to ensure that prospective families understand the SIS mission, values and community.
3. The school will conduct its admissions in a fair and non-discriminatory manner while adhering to the admissions criteria. SIS does not discriminate on the basis of:
 - a) nationality,
 - b) race,
 - c) gender,
 - d) disability,
 - e) religion or
 - f) ethnic origin.
4. SIS seeks applications from students who can demonstrate they possess the appropriate levels of academic ability as well as attested record of good conduct required for successful learning at the school.



B. STRUCTURE

1. **The Admissions Department** comprises of the Head of Admissions, who is assisted by the Admissions officer, registrar and records officer and the Admissions Committee.
2. **Admission Committee** is a body comprised of the head of the Admission Department, head of Secondary School, head of Primary School, and two senior academic staff from secondary and primary schools.
3. **The Admissions officer** shall be the first point of contact for admissions applications at SIS. The Admissions Officer's responsibility shall strictly be limited to making public announcement of opening of admissions at SIS, leading conformity checks of new applications including timely submission of required paperwork for admissions.
4. Admissions decisions are made by the Admissions Committee, and in exceptional circumstance by the Board as provided under this Policy,
5. Records of all admissions are kept securely and confidentially but are available for inspection by authorised personnel.

C. ADMISSIONS DECISION-MAKING

1. The Admission Committee shall be the sole body charged with the responsibility of reviewing admission applications, holding interviews, assessments, preparing and overseeing administration of CAT4 tests and declaration of results. Accordingly, the Admissions Committee shall:
 - a) Procure CAT4 tests
 - b) Administer the CAT4 tests
 - c) Disclose final CAT4 results
2. Application files are reviewed by the admission committee on a weekly basis. From the time an application is completed, the Admissions Committee aims to return a decision within five days.
3. The Admissions Committee's decision is in most cases final, however in some circumstances, the school may agree to an appeal. Appeals in this regard shall be made to the Head of School for final decision by the Board.

D. PROHIBITIONS

The Head of School, BoG or individual members thereof, do not have the right to authorise or order admissions in any form except as provided under this Policy. Admissions made contrary to this provision shall risk reversal at any point in time upon discovery by the Admission Committee.

3. ADMISSIONS PERIOD AND PROCEDURES

A. DECLARED ADMISSIONS PERIOD

1. **Admission Period** shall mean the timeline to make a call, register and admit National Students (siblings and new applicants) **at all levels** outside of which admissions will not be conducted. Accordingly:



- a) Admission period for siblings shall be held termly and
 - b) Admission period for new applicants shall be held after siblings admissions have taken place.
2. Prior to Declared Admissions Period, the Admissions Department will conduct an inventory of open spaces at Primary (including Nursery and Reception) and Secondary level and communicate the list to the Admissions Committee and school community. The inventory shall clearly specify number of places available for nationals and internationals at all year level groups.
 3. Due consideration will be given to available places reserved for international students where application is less at the time of Declared Admission Period. The Admission Committee will need to balance between ensuring a space for future international applicants and minimizing financial losses as a result of holding seats empty. In such cases, decisions by the Admission Committee to fill international seats with national students shall be made in consultation with Head of School and be written and on record.
 4. The Admission Committee may **officially** extend deadlines where available spaces remain unfilled or new openings arise after declared admissions period. Such decisions shall be made in consultation with the Head of School.
 5. Delayed applications made outside of Declared Admissions Period shall be rejected by the Admissions Committee. Decisions to reject may be reviewed and acceptance may be granted in writing by the Admissions Committee upon submission of justifiable grounds for delay in application. Such decision shall be final.
 6. Applications for International Students to the Primary and Secondary schools are accepted throughout the year following an acceptable score in the CAT4 entry examination (acceptable CAT4 tests are above 100 – Stanine 5)

B. ADMISSION ASSESSMENTS AND EXAMS

1. The acceptance of an application does not in any way guarantee a place for the applicant.
2. Applications for National students to Nursery and Year 1 shall be through the entry route of the 'Lottery' system, or sibling placements. No official decision on an application is given until all the relevant documents have been received and prospective students have undergone assessment
3. Admissions of sibling/s is NOT automatic, but rather dependent upon available space and the achievement of an acceptable CAT4 test score.
4. There are two types of assessment administered by the Admissions Committee when considering new applications for enrollment.
 - a) **CAT4 test:** tests (Year 2 onwards) conducted to help the Admissions Committee pass a decision of acceptance on the basis of a student's aptitude, ability, knowledge and sharpness (scores above 100)
 - b) **EYFS Assessment** conducted by the Assessment Team: as CAT4 exams do not cover nursery, reception, and Year 1, The Head of primary will conduct a days observation of each applicant child to assess whether they have the aptitude to meet the entrance criteria.

5. All new applications are also subject to provision of records of attested good conduct and attitude records



6. Siblings or new applicants who do not meet SIS Standard CAT4 minimum expectation upon taking the test shall not be admitted. In the event that openings arise/remains as stipulated under 3(3) above, SIS shall give second chance to applicants, with priority to siblings, who have already undergone CAT4 tests for consideration of admissions.
7. Calls for such sibling admissions shall be made by the Admissions Committee in line with the requirements stated under 6(2) below.

4. ADMISSIONS GUIDING PROCEDURES

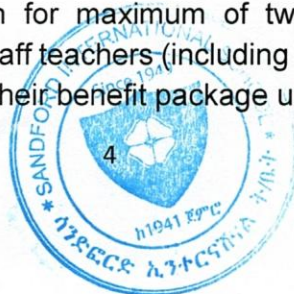
A. SIBLINGS AND NEW STUDENTS' APPLICATIONS

SIS accommodates all admissions applications without discrimination. However, the Admissions Department shall be guided by the following principles and procedures in implementation thereof.

1. SIS shall employ interactive online Application Form as the standard method of applying for International admissions. All are encouraged to visit the school's website to learn more about the Primary or Secondary divisions, and to view all admissions application requirement. A nonrefundable admission **application fee of 2,000 Birr is chargeable.**
2. The Admissions Department shall put in place effective processes that check consistency and accuracy of all application data on a regular basis.
3. The Admissions Department is obligated to acknowledge receipt of admissions applications immediately.
4. The admission department will post the names and grades of applicants it has received to ensure transparency, and also give an early advice to all applicants to contact the department to determine the reason in the absence of notification of receipt.
5. In the interest of advancing the school's mission of making SIS a school of excellence and discipline, admissions at Secondary level shall adhere to the following order of priority for acceptance:
 - a) International Students (until a 40% threshold is achieved)
 - b) Staff children as provided by this Policy
 - c) Siblings
 - d) New Ethiopian students where places are available.
 - e) Scholarship Award Students (in conjunction with the Ministry of Education)
6. Notwithstanding the above, the BoG may decide to admit up to five students per year considering their parents' official position in government or their contribution to the school's well-being and advancement but upon availability of space and the achievement of an acceptable CAT4 test score

B. STAFF CHILDREN

1. SIS shall offer free tuition for maximum of two children of incoming qualified international and national staff teachers (including Head of School, Heads of Primary and Secondary) as part of their benefit package under their contractual agreement.



2. Admissions hereunder are not automatic but rather subject to CAT4 assessment and placement requirements for the Admissions Committee to evaluate and make decisions.
3. The Human Resource Department shall communicate to Admissions Department which shall duly communicate the admission of incoming staff children to Heads of Primary and Secondary, and Head of Finance for placement and exclusion from payment of school fees.
4. The admissions benefit hereunder shall also apply to key administrative positions such as Operation Director, Finance Head, Human Resource Head, Information and Communication Technology (ICT) Network Manager and Safety and security Head.

C. SCHOLARSHIP STUDENTS

- 1) Every year, SIS shall award scholarship opportunities to new students at Secondary level as determined by the Ministry of Education and the BoG and based on available space. The Admissions Department together with the Admissions Committee shall determine modalities and employ inclusive and transparent procedures when making scholarship announcements for applications.
- 2) Such admissions shall be highly competitive and only offered to students coming from low-income families (Government schools) but with exceptional grades and attested good behavior.
- 3) Admissions hereunder shall be subject to CAT4 assessment by the Admission Committee prior to final acceptance decision. Such decisions shall be announced publicly to the school community for transparency and accountability purposes.

5. STUDENTS CATEGORY AND LIMITATIONS

A. STUDENTS CATAGORY

1. Students of SIS shall have the following admissions category:
 - a. National Students- students of national parents who pay school fee in local currency
 - b. International Students- students of international parents who pay school fee in foreign currency
 - c. Staff students admitted according to this policy
 - d. Scholarship students admitted according to this policy
2. National parents shall not be allowed to gain a place at the school just by paying school fee in foreign currency.

B. LIMITATIONS

1. As a matter of Admissions Policy, a student registered under one of the above categories cannot be switched to another category throughout the duration of his/her stay at SIS.
2. Notwithstanding the above, the Board of Governance may decide otherwise considering changes in nationality of parents to Ethiopian



6. APPLICATION DOCUMENTS, INTERVIEWS AND VISITS

Before a student may be admitted to SIS, all the following must be submitted:

1. **Application fee:** non-refundable 2,000 birr for Ethiopians and 50 USD for international applicants.
2. **Student Application Form:** this should be completed and signed by the parent or legal guardian and accompanied by one passport-sized photograph.
3. **School transcripts or reports:** these should cover two complete years (the more recently completed academic year and the previous one) as well as the year in progress, if applicable. The transcripts/ reports must be in **English**, with official translations provided when originals are written in another language.
4. **School Testimonials of Good Behavior/Conduct:** With the exception of Reception and Nursery, there shall be no acceptance of admissions application of siblings or new students at any level of the school without a record of good conduct from the student's previous and most recent school with explanation on reason for departure. The Admissions Committee may utilise additional mechanisms it deems necessary to verify the good conduct of the applicant.
A decision to accept or refuse should be based on an assessment of the applicant's suitability to standard school norms and practices. These shall be written and recorded by the Admission Committee.
5. **Applicant's Documents:** Authenticated Passports, Birth Certificates and Vaccination Cards;;
6. **Applicant's parents' Documents:** Applicant's parents' passports, work permit and residency card, or a valid visa which indicates the parent and child have legal residency in Ethiopia
7. **Personal Interviews and School Visits:** While it is not always possible for overseas families to arrange a visit of the school, it is always preferable to do so. The Admissions Committee reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before or has had a lengthy absence etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.
8. All successful applications are subject to families and students completing an induction programme.

7. CRITERIA FOR ADMISSIONS

1. Each candidate's application is carefully studied in order to assess suitability for admission. The Admissions Committee looks for candidates:
 - a) Who are motivated and determined as stated in their letter of motivation
 - b) Who are internationally-minded as gathered from the interview
 - c) Who would benefit from the SIS curriculum looking their parents' background, the students previous school, etc.
 - d) Whose academic performance ranges from average to excellent
 - e) Who has excellent record of good conduct
 - f) Whose qualities would contribute to and enrich the SIS community
 - g) Who are, and whose parents are, committed to the SIS vision, mission and values
2. CAT 4 tests will be used to test aptitude and potential in English and Maths.



3. In addition to performance in English and Maths, CAT4 assesses applicants:
 - a) Verbal Reasoning (VR)
 - b) Non-Verbal Reasoning (NVR)
 - c) Quantitative Reasoning (QR)
 - d) Spatial Reasoning, also called Spatial Awareness (SR/SA)
4. If a student broadly corresponds to **CAT4 expectations (above 100)** but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a program of additional support. This includes entering into a contractual agreement between the school and the student's parents that a tutor will be privately employed outside of school hours - where the student will receive in-school learning support as appropriate and the student's parents will privately employ a one-to-one teaching assistant until such point that the Admissions Committee (in consultation with the student's parents) decides it is no longer necessary. Such decisions subject to appeal to the Head of School and the BoG.
5. The Admission Committee shall announce on a public posting a list of new entrants (national and international) for the school community after admission decisions and placements are complete. The same list will be given for Primary and Secondary staff.
6. Where there is oversubscription of siblings in certain year levels and there is not enough openings to accommodate applicants who have passed CAT4 exam (over 100) the Admission Committee shall employ the 'Lottery' system among the siblings.
7. The Admission Committee shall prepare and publicly post **Waiting List** with names, of siblings and new applicants for considerations if and when opening arises before the end of academic year.
8. Selection from Waiting List shall be made by the Admissions Committee accompanied with public announcement of decision to the school community. Criteria used to decide which student on the Waiting List is offered the place include:
 - a) The existing gender balance of the class.
 - b) The existing balance, between national and international, of the class, with due consideration of 60% national and 40% international student representation in the school as a whole
 - c) The existing learning support needs of the class.
 - d) Background/experience in an IB program (where applicable).
 - e) Any of the Criteria for Admission stated in Section 6 of this Policy.
9. The above criteria may also be applied in cases where several new applicants are competing for a limited number of remaining spaces in a given year group.
10. The Admission Committee will ensure the smooth transition of new students into SIS through orientation and school induction programmes to make them feel welcomed and at home.



8. YEAR GROUP PLACEMENT

1. During placement, attention is given to the balance within a class regarding gender, language, specific needs, etc., especially when classes are close to full. At the whole-school level, SIS aims to balance the classes with 60% local students and 40% international students.
2. Students will be placed in their age-related year group; the cut off being August 31st (to turn the relevant age).
 - a) **Early Years 1:** 3 years old by August 31st
 - b) **Early Years 2:** 4 years old by August 31st
 - c) **Year 1:** 5 years old by August 31st
 - d) **Year 2:** 6 years old by August 31st
 - e) **Year 3:** 7 years old by August 31st
 - f) **Year 4:** 8 years old by August 31st
 - g) **Year 5:** 9 years old by August 31st
 - h) **Year 6:** 10 years old by August 31st
 - i) **Year 7:** 11 years old by August 31st
 - j) **Year 8:** 12 years old by August 31st
 - k) **Year 9:** 13 years old by August 31st
 - l) **Year 10:** 14 years old by August 31st
 - m) **Year 12:** 16years old by August 31st
 - n) **Year 13:** 17years old by August 31st
3. Where it is considered to be of benefit to the student (due to academic and/or social and psychological factors), he/she may be offered a place in a lower year group than requested. In the primary school, class sizes are limited to;
 - a) Nursery - 20 places
 - b) Reception – 20 places
 - c) Years 1 – 6 - 25 places
 - d) Years 7-13 20 places
4. Under exceptional circumstances determined by the Admission Committee, a student may be placed in a higher year group than his/her age group after admission. Such decision shall be made in consultation with the Head of school.
5. Factors to be considered for such a placement (a higher year group than his/her age) include:
 - a) The cut-off date in the child's country of origin (SIS aims to avoid situations in which children will be penalized on return to their home country, where possible)
 - b) The child's successful completion of the equivalent year/group grade elsewhere and there is evidence that they are consistently working above the expected levels of attainment for their age-related year group.



- c) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills and similar achievement is attested by the Admission Committee upon assessment/examination of the student.
 - d) The completion of the school's CAT4 test, for a higher year group, to an exceptional level
 - e) Their English proficiency (speaking, listening and understanding) is to a high enough standard that they can fully access a higher year group
 - f) The student is self-sufficient and can complete work independently in the higher year group.
6. If a student is placed in a year group higher than his/her age-group, the parents are clearly informed that this initial placement is tentative, and that the school may insist upon a change of year group after the student's abilities have been thoroughly observed.
7. Any change of year group would normally take place at the end of the first half-term (or the equivalent six-week period) after the student's entry to the school

9. REQUIREMENTS FOR SPECIFIC YEAR GROUPS

Certain specific requirements apply to three categories of students:

1. All applicants who have **not yet attended school**: applicants may be coming from a home-school environment or have been receiving online tuition. All candidates in this category meet with the relevant members of the Admissions Committee prior to registration. This can be a mandatory requirement when it is deemed necessary by the school (see 2.d.).
2. **Nursery**
 - a) The applicant must be fully toilet-trained before commencing school at SIS.
 - b) The applicant must be able to feed and dress him or herself reasonably independently.
3. **Years 10 or 12**: to successfully transfer into Years 10 or 12 students must coordinate their choice of subjects with the IGCSE or IB Coordinator and Head of School, as they have an overall picture of the courses offered and the space available in each class.

10. APPLICANTS WITH SPECIFIC NEEDS

1. SIS maintains a policy of non-discrimination however; we recognize that our school setting cannot meet the needs of every student. For students with special education needs and disability (SEND), limited accommodations are possible within the context of our SEND Policy as well as the student's individual education plan (IEP), where applicable.



2. SIS has a Learning Support Department for low-level, academic learning support needs; although the number of students to whom it can be offered is limited by the resources it has available at any given time. Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include, but is not limited to; Individualized Education Programs (IEPs), Psychological Reports or Speech and Language Reports.
3. In addition to the CAT4 assessment process, the applicant will carry out placement tests and be interviewed and/or observed in a classroom setting. The Admissions Committee reserves the right to request that a psycho-educational evaluation be conducted before a decision is made, if necessary. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on the school's capacity to address his/her needs. The student's application will remain 'in -process' until the school has been provided with the results of the evaluation. Producing such a report does not guarantee the student a place at SIS. Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted.
4. Students requiring Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. In exceptional circumstances, the school may request that the student requires a privately employed one-to-one teaching assistant (additional parent cost) to enable them to participate in the regular classroom (although the student may be working on a personalized curriculum).
5. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all students receiving Learning Support in that year group, with additional consultation from the Learning Support specialists, and Head of Learning Support, to ensure adequate support can be given to all students. The number of students with one-to-one support is limited to a maximum of three per year group, from Reception to Year 11.
6. Admittance to the Primary School for students requiring such support, that being a 1:1 Teaching assistant/teacher, does not guarantee a student's place in the Secondary School. Students with this level of support will be reassessed by the Admissions Committee at the end of the academic year (CAT4) in which they complete Year Six to ascertain their suitability to progress to the Secondary School.
7. If the student requires a one-to-one teaching assistant/teacher, as decided by the Admissions Committee, there will be an additional fee to be agreed upon between the 1:1 teaching assistant and the parent(s) of the student. SIS will play no part in private financial agreements between parents and privately employed staff. The Admissions Committee, however, reserves the right to determine if the employee is adequately skilled and qualified to perform the required duties and responsibilities and can insist upon the employment of an alternative one-to-one staff member should it feel necessary.



8. Students with diagnosed/proven SEND needs and requiring a one-to-one assistant will be placed in their age-related year group. No exceptions will be made.
9. SIS reserves the right to refuse admission if:
 - a) It is determined that the student will not benefit educationally from our academic program
 - b) Academic and/or behavioral records indicate that the applicant is unsuitable for the SIS community
 - c) The SEND accommodations required by the student cannot be met by the school
 - d) The applicant fails to provide complete and accurate information about a student's SEND and/or behavioral history during the application process
10. Applications for students with special educational needs are considered if:
 - a) There is a high degree of parental support for the school's program for the child
 - b) The family provides the school with a valid medical evaluation conducted by a licensed and reputable Educational Psychologist, and to a standard agreed upon, and accepted by, SIS
 - c) The Admissions Committee in consultation with SIS Leadership Team has a high degree of confidence that the school is able to meet the academic, social, and emotional needs of the student and that those needs can be met largely, if not exclusively, in a mainstream environment with standard differentiation of instruction and interventions by the classroom teachers
 - d) The child's learning differences/needs do not impede achievement of the overall learning objectives of the class
 - e) The child does not pose a threat to other children or the learning environment
11. Children who enter the school with specific learning needs will continue to be regularly evaluated at the expense of the family on an annual basis. If, after admission, it is determined that SIS is no longer possible to accommodate the applicant's Special Educational needs, the school will provide six weeks' notice that the student requires an alternative educational environment and provide transfer application documentation as needed.
12. The final decision on all applications rests with the Head of School with no right of appeal.
13. All admission related decisions rendered by the Head of School shall be written, signed and recorded with the Admission Department.

11. POST-REVIEW PROCEDURES

When a decision has been taken on a candidate's application, parents will be notified of the decision by email or telephone within five days. Subsequently, the action taken varies depending on the decision taken regarding the student:

1. **Acceptance:** In addition to posting the list of accepted students on the school's public board and officially communicating the same to the Admissions Office, when an



applicant is accepted, this will be followed by a phone call or formal email (if required) of acceptance. An Enrollment Contract will be issued in person and must be completed and signed in the Admissions Office. Parents/Guardians must then make payment of the admission fee, capital levy fee and the fee for at least one full school term. All of the aforementioned steps must be completed before the applicant begins school, while also affording at least 48 hours waiting period post-payment to give to the child's class teacher(s) time to prepare. The Admissions Office will confirm the start date for new students via telephone and/or email.

2. **Denial:** If an applicant is denied a place, a statement to this effect will be issued via telephone with a formal letter or email sent to confirm this if requested.
3. **Waiting list:** If an applicant is accepted but no space is available in the appropriate class, he/she will be placed on a Waiting List, and the parents will be sent a letter or email to confirm this. Applicants from the waiting list cannot be CAT4 tested before the admission committee ensures that there is a vacant place)
4. **Deferrals:** An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the school receives notification in due time and there are still spaces available. Such decisions shall be made upon consultation with the Admission Committee. In such cases the Application Fee is also deferrable for one academic year, although all deferrals are subject to Admissions receiving satisfactory additional school recommendations and school reports/transcripts over the course of the school year preceding the deferred entry. The cost of the deferral should be borne by the parents.
5. **Re-entries:** Students who are enrolled in the school and then leave can re-enter the school at a later date upon notification of intention to depart and return to the school and without incurring a new Entry Fee provided the re-entry occurs within one year of the departure from the school and spaces are available. Before agreeing to a re-entry, the Admission Committee reserves the right to request new submissions of any of the usual application documents, and the Application Fee if the re-entry occurs more than one academic year after the departure. The Admission Committee may decline application for re-entries where intentions to return have not been disclosed or return dates have elapsed without due notification from parents.
6. **Assessment for re-entrance:** Students who re-enter the school after more than two terms absence will be required to take the appropriate year group's CAT4 assessment to ensure they have maintained the levels of attainment in line with SIS standards.
7. **Withdrawals:** SIS will not hold places for students who have withdrawn from the school. The school cannot guarantee re-entry under any circumstances. Students are welcome to reapply for a place at SIS but will be treated as new applicants. As such, they will be required to carry out the application process, and submit the necessary application materials, as per Point C. In addition, students will be required to take the appropriate year group's CAT4 assessment to ensure they have maintained the levels of attainment in line with SIS standards as per Annex 8 of this document.



12. DEPARTURE PROCEDURES

1. Parents wishing to depart SIS must disclose their intentions in writing to the Admissions Department.
2. Admissions Department must ascertain leaving date and inform the Head of School/Primary/ Secondary of the student's departure plans.
3. Admissions Department shall also inform Finance, Library, LRC, Bookstore, etc. as relevant for initiation of clearance procedure as well as settlement of pending fees in relation to unpaid tuitions, lost materials, returns of school properties, etc.
4. The Head of Primary/Secondary is required to issue a Letter of Attendance for the Parents and inform the class teacher of departure plans of the student concerned. An announcement with similar content shall be emailed to main and assistant teachers and learning support staff.
5. Prior to completion of clearance procedure, SIS will not be obligated to issue required transcript grades to leaving student.

13. REGISTRATION

1. An accepted applicant's place in the school is guaranteed only after a completed Enrollment Contract including where applicable Contract for enrollment to Learning Support and Special Needs Education Programs (signed by the parents/guardians) and Registration Fee have been received within time specified by the school. The Finance department then sends an invoice to the family for the remainder of tuition fees (see section I.).
2. At this point, responsibility for maintaining and updating the student's records (changes of contact details, etc.), passes to the appropriate administrative assistants to the Heads of School (Primary and Secondary).

A. RE-REGISTRATION PROCESS

1. Every April/May the Admissions Department gathers preliminary information about parents' intentions for the following year through a school survey (paper form), and where appropriate, follow-up telephone calls. This information is used as an initial basis for enrolment planning for the following year, but the answers provided during the survey are not binding on the part of the parents.
2. Formal re-registration takes place in May/June, once the fees and calendar have been approved, and have been published. At this time, a Registration Contract and fee schedule are sent to all families. Parents intending to re-register their children at SIS for the following academic year must sign and return the Registration Contract, along with the Registration Deposit, by the given deadline (usually around the end of the month of June). Failure to do so may result in the place being given to another candidate with final notice.



3. In certain cases, where there is a financial, academic or behavioral issue with a student, parents may not be invited to re-register their child(ren) until the situation has been resolved, and in some cases will be refused reregistration. The Head of School is responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.
4. As soon as the completed Registration Contract and Deposit are received by the Admissions Office, and the Contract is signed by the Head of School, the student(s) are re-registered for the following academic year. The Registration Contract and Deposit are then passed on to the Finance department who invoice for the remainder of the coming year's fees.

B. FEES

1. The application, entry and tuition fees (Including admission and Capital levy) are set out in the Fee Schedule each year. Tuition fees are payable termly and must be paid in full before a place can be taken at the school. The school reserves the right not to admit a child and take any appropriate measures if parents fail to pay the term fee
2. Under exceptional circumstances, Parents may request special arrangements with SIS to pay tuition fees in installments. Such arrangements are possible only upon decision by the BoG in consultation with Head of School and Finance manager. Among others, the BoG shall take into account legitimacy of such applications, the best interest of the child, as well as the advantage of the school in its deliberation.

14. FOLLOW-UP PROCEDURES

1. For new students at the *start* of the school year;
 - a) **General** - Just prior to the start of the academic year, all new student files are handed over to the relevant Primary or Secondary School administrative assistant(s). At that time, class teachers and Heads of Year are invited to consult the files and contact Admissions for specific information about any new student at any mutually convenient time. The files of any new students with specific needs are discussed with the Learning Support Department on an individual basis, as part of the admissions process.
 - b) **Primary School students** (Nursery – Year 6) - There will also be an orientation Induction session for new Primary School students (and parents) just prior to the start of the academic year. Each classroom teacher will continue to individually ensure a smooth transition for all new children once the academic year begins.
 - c) **Secondary School students** (Year 7- 13) - There will be a special orientation induction day for all new Secondary School students (and parents) just prior to the first day of full classes at the start of the academic year. The Head of Secondary, Heads of Year and Year Group tutors will introduce the students to the school, its rules and regulations, and the various buildings; and will orient the



students to life at SIS in order to prepare them for a smooth transition into their new school.

2. For new students *arriving during* the course of the year;

The circumstances under which new students arrive during the course of the year whose application is accepted throughout the year and filling up sudden vacancies from current Waiting List. Therefore,

- a) Admissions Committee informs the Head of School of such new students arriving during the course of the year with the latter then informing Primary or Secondary staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's year group, entry date and any relevant background details backed by the decision from the Admission Committee.
- b) There is a specific orientation induction programme for students arriving mid-year.

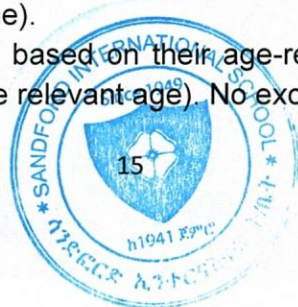
1. APPENDIX 1

1. Sibling Applicants in Nursery and Year One

- 1. Siblings will be invited to apply for vacant spaces in Nursery and Year One on a termly basis.
- 2. All sibling applicants will be assessed and offered a place should they meet the admissions criteria (Nursery) or pass the assessment test (Year One) and there is sufficient space.
- 3. In the instance that there are more applicants than spaces available, the top-ranking student's will be offered a place here at SIS.
- 4. All applicants will be assessed based on their age-related year group; the cut-off date being August 31st (to turn the relevant age). No exceptions will be made to this rule.
- 5. If applicants scores are identical;
 - a) Firstly, the gender balance across the year group will be considered with due attention being given to 60% national and 40% international student representation in the school as a whole
 - b) Secondly, the applicant's previous school reports will be taken into consideration.
 - c) Thirdly, the students will be interviewed by the Admissions Committee to determine which student best reflects SIS values.

2. Lottery Applicants in Nursery and Year One

- 1. After the sibling assessments have taken place, and successful students offered and accepted places; Nursery and Year One children will be invited to apply for any remaining vacant spaces in Nursery and Year One.
- 2. Applications will be drawn at random from a 'lottery' system. The number of students drawn will be based on available places following the acceptance of successful siblings (this will change on an annual basis and there is no guarantee a lottery will be held each and every year). In addition, five reserve applicants will be drawn for each year group (Nursery and Year One).
- 3. Applicants will be assessed based on their age-related year group; the cut-off date being August 31st (to turn the relevant age). No exceptions will be made to this rule.



4. Lottery applicants assessed and offered a place should the meet the admissions criteria (Nursery) or pass the assessment test (Year One).
5. If applicants are unsuccessful in meeting the admissions criteria (Nursery) or passing the assessment test (Year One), reserve applicants (in the order they were drawn) will be invited for assessment. This process will continue until all spaces have been filled.

2. Appendix 2

1. Sibling Applicants in Reception, Years Two to Six

- 1) Siblings will be invited to apply for any vacant places in year groups where the school is undersubscribed (Reception, Years Two to Six). There is no guarantee that sibling places will be available in a specific year group on an annual basis – this will be determined based on the current numbers on role for the academic year.
- 2) All sibling applicants will be tested (CAT4 or EYFS assessment) and the top-ranking student(s) (depending on the number of available spaces) offered a place here at SIS.
- 3) Reserve sibling applicants will be identified in the instance that the successful applicant(s) do not wish to accept their place here at SIS.
- 4) All applicants will be assessed based on their age-related year group; the cut-off date being August 31st (to turn the relevant age). No exceptions will be made to this rule.
- 5) If applicants scores are identical;
 - a) Firstly, the gender balance across the year group will be considered, , due attention being given to 60% national and 40% international student representation in the school as a whole
 - b) Secondly, the applicant's previous school reports will be taken into consideration.
 - c) Thirdly, the students will be interviewed by the Head of the Primary/Secondary School, and another staff member, to determine which student best reflects SIS values.

This process will also apply to any reserve applicants.

ANNEXES

1. Application Form
2. Agreement for Admission of new National Students as International Fee Paying Parents
3. Agreement for enrollment of a new Student to the Department of Learning Support of SIS and Special Education Program at SIS
4. SIS Standard Level of Attainment for All Year Groups
5. SIS SEND Policy

