SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

Admission Policy

NAME OF POLICY	Admission Policy
APPROVED BY	Board of Sandford International School
DATE APPROVED	11th May 2024
DATE OF REVIEW	June 2026

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SANDFORD INTERNATIONAL SCHOOL * Since 1949 * ከ1941 ጀምሮ

1. Introduction

The Board of Governors (BoG) wish to welcome all prospective families to Sandford International School. The admission policy provides transparency and clarity for admission eligibility to either the national, foreign nationals of Ethiopian origin or international categories as well as setting out the scoring matrices used to determine places at the school.

2. Acronyms

BoG	Board of Governors.
CAT4 Tests	Cognitive Ability Tests
SIS	Sandford International School

3. Purpose of the policy

The admission policy seeks to:

a) define for prospective families, as well as all SIS community stakeholders, the SIS admissions policy, mission and values.
b) outline the admissions process and procedures for national, foreign nationals of Ethiopian origin and foreign applications.
c) conduct all admission recruitment in a fair, open transparent and non-discriminatory manner.
d) clarify the entrance assessment and scoring matrices applied.
e) admit students who have the ability to successfully complete and benefit from the courses of study offered.
f) maintain high academic standards
g) celebrate diversity, be committed to internationalism and equality in education.
h) ensure that students are selected on the basis of their individual merits, abilities and aptitudes.
i) meet the requirements as set out in the bylaws of the school.

4. Policy Statement

4.1 SIS is an inclusive, English language International School which seeks to actively recruit and retain students for whom an international education will address and provide growth for their unique learning profile.

4.2 The school places an emphasis on the importance of global citizenship and the role of student wellbeing in embracing change and developing new tools and resources needed to live productively and sustainably.

5. Admission department and committee

5.1 The admission department comprises of a dedicated team of three members. These include an admission:

a) registrar
b) officer
c) administrative archive clerk.

5.2 Admission committee

The admission committee is responsible for administering student admissions to the requirements set out in this policy, ensuring fairness, consistency and transparency. The committee is comprised of five members and a secretary, including the:

a) Admissions Registrar and Officer
b) Heads of Primary and Secondary
c) a nominated annually elected teacher representative
d) Secretary (note taker).

6. Definitions of national, foreign nationals of Ethiopian origin and foreign students

National and international students

6.1 For the purpose of admission clarity a national student is an

a) Ethiopian citizen.
b) A foreign student (passport holder) where one parent is an Ethiopian national or a foreign national of Ethiopian origin.

6.2 All national student applications must follow the national admission application procedure (Section 8)

6.3 If a family chooses to sign up to the national category this is for the duration of their time at the school.

6.4 National students are subject to national fees payable in ETB.

International students

6.5 For the purpose of admission clarity an international student is a:

a) foreign citizen.

6.6 International students are subject to international fees payable in USD.

6.7 National and international categories are not interchangeable.

6.8 Under no circumstances, shall any national student with Ethiopian parents be admitted as an international student.

7.International and national demographic ratio

As per the bylaw of the school, the management should be seek to have a 60% (National) 40% (foreign) demographic balance throughout the school. In the event that a quota allocated to one category for a particular academic semester is not fully utilised, the Board may decide to fill it with students on the waiting list from the other category.

8. National student applications

8.1 Public notifications

All available places at the school for national students are subject to a public notification.

Public notifications will be made on an annual basis during the months of May and June (Nursery to Year 10) and August and September (Year 12). Notifications will be posted:

a) on the school gate

b) in local newspapers of national reach as will be determined by the school .
c) on the school website.
d) in communiques sent to all families.

8.2 Applications

Parents complete the Sandford International national admission application form and return it by hand or online to the admissions department (together with a receipt for a non-refundable 2,000 ETB admission application fee).

8.3 Entrance assessment and scoring matrix (Years 2-12)

Students and parents will be subject to a range of assessments using a weighted scoring system which includes:

a) CAT 4 tests where a student must score more than 100. (60%)
b) Previous school reports. (15%)
c) Behavioual reports from their previous school. (15%)
d) Student and parent interviews. (10%)

8.4 In the event of an overall assessment tie, the student with the higher CAT4 score will be awarded a place. Siblings of currently enrolled SIS families will be offered a place as a long as they meet the minimum expectation and weighted score threshold.

8.5 The overall assessment must yield a score of 90% or above for an admission to be granted.

8.6 The school shall issue detailed guidelines on marking scores under b,c & d.

8.7 Public announcement of place

All places offered and scores achieved will be posted on the admission notice board and school website.

8.8 Offer

An offer of a place will be given when the 90% threshold has been made and there are available places at the school.

9. **Foreign student application**.

International admission applications are made by taking the following steps.

9.1 Enquiry

International parents can either enquire about the availability of spaces via email admission@sandfordschool.org or visit the admissions department at the school.

9.2 Application

Parents complete the Sandford International Admission Application Form and return it either online, electronically or by hand to the admissions department (Non-refundable 50 USD admission application fee).

9.3 Entrance assessment and scoring matrix (Years 2-12)

Students and parents will be subject to a range of assessments using a weighted scoring system which includes:

a) CAT 4 tests where a student must score more than 100. (60%)
b) Previous school reports. (15%)
c) Behavioural reports from their previous school. (15%)
d) Student and parent interviews. (10%)

9.4 The overall assessment must yield a score of 90% or above for an admission to be granted.

9.5 The school shall issue detailed guidelines on marking scores under b,c & d.

9.6 Public announcement of place

All places offered and scores achieved will be posted on the admission notice board and school website.

9.7 Offer

An offer of a place will be given when the 90% threshold has been made and there are available places at the school.

10. Lottery applications (public announcements) in Nursery and Year 1 (National students)

10.1 Nursery and Year 1 students:

a) will be admitted after completing the appropriate Early Years practical assessments.
b) Sibling applicants who meet the minimum expectation will be given priority.
c) After the successful sibling placements have taken place and offers accepted, Nursery and Year One children will be invited to apply for any remaining vacant spaces.
d) Admission 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. In addition, five reserve applicants will be drawn for each Year group (Nursery and Year One).
e) Lottery applicants will be assessed and offered a place should they meet the admissions criteria for Nursery. The child must be
    1. fully toilet-trained before commencing school at SIS.
    2. be able to feed and dress himself or herself reasonably independently.
f) Nursery and Year 1 children must pass the Early Years practical assessment conducted by the Head of Primary.

11. Admitting students into the appropriate Year group

11.1 Students will be placed in their age related year group. While the cut off for each year group is August 31st, a discretionary **thirty day** period can be applied so that the individual needs and circumstances of each child are met.

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

11.2 No students should be admitted into Year 11 or Year 13 as IGCSE's and IB courses commence in Year 10 and Year 12 respectively.

12. Documents required for successful applications.

12.1 Applicant's Documents:

a) Student's passport.
b) An authenticated birth certificate.
c) Vaccination cards.
d) Parental passports.
e) Work permit and residency card, or a valid visa which indicates the parent and child have legal residency in Ethiopia.
f) Legal custody documents, if applicable.
g) Identification card of foreign nationals of Ethiopian origin for parents, where applicable
h) Education documents including certificates and transcripts furnished from foreign educational establishments should be duly authenticated and notarized..
i) A completed admissions form which can be obtained in person at the Admissions Office or online on the School website
j) One passport size photo of the student who is applying and each student
k) Previous school reports going back to grade 1 (not applicable for nursery and reception students)
l) Behavioural reports from their previous school.
m) Proof of application fee payment (a receipt issued by SIS)

13. Post application procedures.

13.1 When a decision has been taken on a student admission application, parents will be notified of outcome **within five days** by email or telephone.

13.2 Acceptance of place. An enrollment contract will be issued in person and must be completed and signed in the Admissions Office. This contract will state fees and category (C3 or C4) which are not interchangeable.

13.3 Parents must then make payment of the admission, capital levy and tuition fee for at least one full school term. The admissions office will confirm the start date for new students via telephone and/or email.

13.4 An acceptance at SIS cannot be deferred to subsequent years.

13.5 Unsuccessful admission application. If an admission application is unsuccessful, the admission office will inform the family **within five days** via email or telephone.

14. **Waiting list:** if the 40% international threshold ratio is exceeded, international admission applications will be placed on our waiting list.

15. **Re-entries:** Students who are enrolled in the school and then leave can only rejoin the school through the normal admission process.

16. **Payment of tuition fees**. Parents must pay the tuition fee by the set dates provided from finance. Failure to do so will incur a penalty or potentially lead to the termination of the school place. Tuition fees are non-refundable and non-transferable i.e. the tuition fee paid for one student cannot be transferred to another student even if they are siblings.

17. Induction

17.1 Our induction programme is intended to develop close links between new families and the school community.

17.2 Our programme ensures that all new entrants and parents are given a variety of opportunities to visit the school. During the induction process, families are:

- **a)** given key documents on safeguarding, attendance, behaviour and codes of conduct (students and parents) are shared with families.
- **b)** introduced to the Head of School and their child's respective Head of Primary/Secondary.
- **c)** provided with timetables and day schedules.
- **d)** given dress codes, equipment lists and homework diaries.
- **e)** introduced to 'peer buddies' for their children.
- **f)** given curriculum overviews and option choices, if applicable.
- **g)** invited to a welcome evening.

18. Class sizes

The school admission process must ensure that the maximum class sizes listed below are not exceeded.

Nursery & Reception	20 students per class
Years 1 - 6	25 students per class
Years 7- 13	20 students per class

19. Scholarships admissions

19.1 Every year, SIS shall award scholarship opportunities, as per our bylaw, to new students at Secondary level (Year 7) as determined by the BoG set criteria. The BOG determines the number of scholarship awards for every academic year.

1) Such admissions shall be highly competitive and only offered to students coming from low-income families (Government schools) who attain exceptional grades and have attested good behavior.
2) The scholarship for each academic year shall be advertised in a newspaper of national circulation and the school website.
3) Admissions 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.

20. Capital Levy, Admission Fee, Tuition Fee and structure (2024/25)

	C3 (international) USD	C4 (national) Equivalent ETB
Capital Levy Fee/USD	$1000	$1000
Admission Fee/USD	$5,000	$5,000
Tuition fee/annual /USD		
Nursery	$ 15,015.00	$ 6,150.00
Reception	$ 16,089.00	$ 6,625.00
Year 1-2	$ 16,692.00	$ 6,975.00
Year 3-6	$ 16,692.00	$ 7,300.00
Year 7-11	$ 19,503.00	$ 8,520.00
year 12 &13	$ 20,502.00	$ 8,950.00

20.1 Fees are subject to revision upon the decision of the Board.

20.2 The ETB equivalent to USD is set at the prevailing exchange rate when invoices are sent.

20.3 Re-enrolment at SIS is an annual process, and families must inform the school during the re-registration period of their intention to reenroll their child(ren) for the upcoming academic year. Re-enrolment is contingent upon:

a) the school being able to continue to adequately address a student's needs;
b) student behaviour and attendance (greater than 95%).

21 Departure procedures

a) Parents wishing to depart SIS must disclose their intentions in writing to the admissions office.
b) The admissions office must ascertain the leaving date and inform the Head of School/Primary/ Secondary of the student's departure plans.
c) The admissions office shall also inform Finance, Library, LRC, Bookstore, as relevant for initiation of clearance procedure, and the settlement of pending fees in relation to unpaid tuitions, lost materials, returns of school properties, etc.
d) 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.
e) Prior to completion of clearance procedure, SIS will not be obligated to issue required transcript grades to leaving student.

22. Appealing a school admission decision

22.1 If your child is refused a place, you can appeal against the decision.

22.2 Preparing your appeal

You must make an appeal against a school decision not to admit a child/children within 10 school days from the date on the decision letter/email.

22.3 What happens at the appeal hearing

There's a panel of 3 people at the appeal hearing. During the hearing:

1. The school will explain why they turned down your application.
2. You'll be able to give your own reasons why your child should be admitted.
3. The appeals panel must decide if the school's admission criteria were properly followed and comply with the school admission policy.
4. If the criteria were not properly followed or do not comply with the school admission policy your appeal will be upheld.
5. A decision will be sent within 5 school days of the appeal hearing.