

## **Admissions Policy**

Application is possible all year round, providing places are available. Interested parents and families are invited to visit the school. The school welcomes applications from all students regardless of race, religion, language background or country of origin. A student's application will be accepted for admission or re-enrolment unless there is reason to believe that admission is not in the best interests of the applicant or the school.

The school provides English as an Additional Language (EAL) support for students who have little or no English knowledge.

ISR reserves the right to request reports from previous schools, to contact the former teachers of the child to obtain information about the incoming student and to request medical records for students with special education needs. Parents must advise the school of any known learning or physical disability. This information is very important in order for the school to provide the correct support as soon as the child begins at the school. ISR has the right to refuse admission if after careful evaluation the child's needs are beyond what the school can provide. ISR has very limited staff, resources and facilities and therefore, will not be able to accommodate students who have severe learning and physical disabilities. Parents may be asked to provide additional support at their own cost when this is deemed necessary in order for the child to make satisfactory progress.

Where a waiting list exists, priority for admission will be given to international students coming from outside the region.

Students are eligible to enter Kindergarten 1 if they are 3 years of age. Students can enter Kindergarten 2 if they are 4 years of age before August 31 of that school year. Students for other grade levels are placed in grades primarily on the basis of age. However, factors such as previous records, academic history, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. Students whose birthday falls between September 1 and October 15 may be considered for entry into the next grade level, however, the school reserves the right to decline this. The final decision for grade placement rests with the Director. A six-week trial period in the class, to which the student is assigned, is mandatory. In some circumstances a conditional acceptance may be offered.

The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school.

An application is usually preceded by a visit to the school and a meeting with the Director. Where possible, prospective students are encouraged to visit classes prior to coming to the school. Testing may be done upon or prior to admission to give the school an idea of the students' academic skills and set up support when needed.

Prospective applicants must provide the following documentation:

- Completed Application Form
- Completed Health Record Form
- A copy of the child's passport
- Recent reports from the child's previous school – translated into English
- 1 passport-size photograph of the child
- A signed financial regulations form.

A registration fee must be submitted with the application form, otherwise the application will not be processed.

A re-registration form with a registration fee must be submitted each year.

**Reviewed March 2015**