



## **Admission Policy**

### **Mission Statement**

*Our mission is to develop a lifelong learning community, encouraging individuals to explore their identities and roles as local actors and global citizens.*

*LGSi believes in a holistic approach towards learning through inquiry, expression and reflection by providing opportunities to develop and enhance the learning community as well as each learner's strengths.*

### **Summary**

The Admissions Policy defines the process and criteria for enrolment in the school and for grade placement.

### **Admission process Overview**

- We are an inclusive school, therefore, no admission will be subjected to any form of discrimination.
- Students are enrolled throughout the year with the exception of MYP 5, DP1 & DP 2 unless they are transfer students.
- If classes are full, the student will be waitlisted and parents will be informed as soon as a slot becomes available.
- Students coming in from IB schools will be taken in as transfers. However, those coming in from other educational systems will be assessed according to the required grade level in literacy and numeracy.
- MYP students seeking admission in DP1 must be at least a MYP certificate candidate.
- CIE students seeking admission in DP1 must have obtained at least a “B” grade in English and Mathematics.
- Matric students seeking admission in DP1 must have obtained “First Division” in English and Mathematics.

- We commit to working in close partnership with parents/guardians and we reserve the right to make the final decision regarding admissions, placement and promotion in the best interests of all our students.
- We give admission to all students whose educational needs we can responsibly meet.
- We may, on occasion, accept a student on conditional bases, or require parents to provide additional resources, e.g. a Special Need Assistant SNA.
- We may also, on occasion, deem it necessary to place a student outside of his/her regular peer age-group.
- In exceptional circumstances, we may be unable to accept a student whose needs we cannot meet, or whose presence could in any way jeopardise the learning environment for other students.

## Placement

Student placement will be primarily based on the date of birth, as follows:

|                     |   |
|---------------------|---|
| <b>Playgroup</b>    | Minimum age 3 years old at start of current school year<br><i>Students who are younger than 3 years but older than 30 months may be admitted but will be required to repeat the grade the following year.</i> |
| <b>Nursery</b>      | Minimum age 4 years old at start of current school year   |
| <b>Kindergarten</b> | Minimum age 5 years old at start of current school year   |
| <b>Grade 1</b>      | Minimum age 6 years old at start of current school year   |
| <b>Grade 2</b>      | Minimum age 7 years old at start of current school year   |
| <b>Grade 3</b>      | Minimum age 8 years old at start of current school year   |
| <b>Grade 4</b>      | Minimum age 9 years old at start of current school year   |
| <b>Grade 5</b>      | Minimum age 10 years old at start of current school year  |
| <b>Grade 6</b>      | Minimum age 11 years old at start of current school year  |
| <b>Grade 7</b>      | Minimum age 12 years old at start of current school year  |
| <b>Grade 8</b>      | Minimum 13 years old at start of current school year  |

*(Academic year starts in September)*

## Admissions process

- Submission of application form and initial non-refundable application processing fee
- Student interviews for Early Years
- Students appear for Literacy and Numeracy placement assessment for PYP (Primary Years Program) 1-5 & MYP (Middle Years Program) 1-5
- Application and placement approved by the Principal
- Submission of required documentation:
  - copy of ID card for both parents
  - copy of IC card for child
  - copy of child's birth certificate
  - 2 recent passport-sized photographs of child
  - child's health records

*(For a child with special educational needs, parents may be asked to provide additional information about assessment and diagnosis, including testing by external specialists such as educational psychologists or speech therapists).*

- previous school records (if any)
- Fee invoice issued
- Admission process will be completed once all dues are cleared

## Promotion, acceleration and retention

The school will abide by the assessment policy for promotion, acceleration and retention.

## Bibliography

LGSi, 2015. *LGSi Admission policy*.

## Version History

| Version | Year | Edits  |
|---------|------|--|
| 11a     | 2015 | Edited by previous school management               |
| 12      | 2021 | Edited to match the school's new mission statement |