

ADMISSION AND PLACEMENT /ADMISSIONS REQUIREMENTS

The International Preparatory School strives to provide an exemplary education based on best practice. We support our students towards becoming informed and independent thinkers, and responsible, caring and engaged citizens, prepared to think globally and act locally. Our intake reflects a broad range of cultures and nationalities.

Our international education program reflects best practice from around the world and is aligned to, and corresponds with, current research and thinking in primary education. We thus favour the inquiry-based, integrated approach to teaching and learning which is common to many international schools.

Children entering Nursery must have turned three years of age by the 31st August of the enrolment year. In almost all cases, a child will be placed in the relevant year/class dependent on their chronological age. Children entering other classes must also be age appropriate for the year level.

Process of Admission:

A. Upon receipt of application for admission to IPS:

1. IPS reserves the right to contact the applicant's previous school to ascertain clearance for a transfer (e.g., bills are paid).
2. If yes, the student will be considered if he/she meets all other admission criteria at IPS.
3. If no, the student will not be considered for admission until clearance can be given by the former school (bill is paid, and/or other related problems have been resolved to the satisfaction of IPS and the previous school).

B. The procedure for admission:

1. All application documents must be submitted to IPS via our online admissions platform. Following a review of the application and, wherever possible, a meeting with the student, IPS will deem if admission assessments are necessary. These assessments will take place at IPS. Assessments may include English vocabulary, Reading Comprehension, and Writing, along with Mathematics. If the child cannot be present, tests may be carried out at the child's previous school under agreed test conditions. IPS reserves the right to initiate further assessments if necessary.
2. The Admissions Team (the Head of School, the Deputy Head of School and Admissions Officer) review, and process all admissions data before making a recommendation for admission.
3. When there is any concern about the applicant, the applicant shall be considered regarding the following:

- The content of the previous school reports.
 - Continuity of previous education.
 - Kind of educational experience.
 - Evidence of emotional stability or maturity.
 - Test scores from previous tests taken and IPS placement tests.
 - Former teacher and administrator comments.
 - References from former teachers and schools.
 - Specific reports from specialists such as special educational needs teachers, therapists, Counsellors, Educational Psychologists or medical practitioners.
4. The capacity of IPS to meet the needs of the applicant shall be judged by a student's ability to access the IPS curriculum successfully. The admissions documents must include full disclosure of any specific or additional education needs that could impact on the learning of the student. Failure to disclose or identify any such additional student needs may result in the application for enrolment being refused.
 5. All applicants must comply with medical regulations as prescribed by local authorities.
 6. IPS will notify families by email regarding their enrolment status.
 7. All pupils will initially be accepted on a provisional placement for 30 (thirty) school days during which time the suitability of this placement will be determined. Within the 30 day period the Head of School shall have the exclusive right to review the pupil's acceptance and to make changes in his or her placement, or to revoke the continuation of the student at the school.
 8. If or when, in the judgment of the professional staff, programs and personnel resources no longer adequately meet the needs of the student, the Head of School will make a recommendation for termination of enrolment. The Head of School may then effect termination. This decision may be appealed to the Board of Governors within one week from the day on which such decision is communicated to the student's parents or guardian.
 9. IPS reserves the right to direct that a student be withdrawn from enrolment if, at the Head of School's discretion:
 - the student's best interests and needs cannot be met by the school;
 - the student's behaviour is considered to be a risk with regards to the emotional and physical safety of either themselves or any other student(s) enrolled at IPS (refer to the Code of Conduct Policy);
 - educationally significant information is withheld from the school;
 - school fees or levies are not paid in accordance with IPS financial regulations.
 10. After a full review of the pertinent facts, the Head of School may reinstate a student whose enrolment has previously been terminated. However, in any appeal that was made to the

Board of Governors, the Board of Governors, acting upon the advice of the Head of School, shall only make reinstatement.

C. Students with Special Needs

1. Children with special needs will be considered for admission on an equal basis with all other children.
 - Admission for students with special learning needs will be dependent upon the suitability of the child to access mainstream education and availability of resources and facilities to meet that child's needs.
 - Where appropriate, special needs students will be required to furnish previous Individual Educational Plans (IEPs), test and evaluation reports, any formal medical assessments and all relevant previous records for review by the admissions team.
2. In some cases, a child may be admitted to the school on the condition that the child's parents/legal guardian employ the services of a full time aide to assist the child throughout the school day.
3. If a student requires additional support including, but not limited to, external assessments, occupational therapy, speech and language therapy, play therapy or a 1-1 aide, such additional expenses will be met by the parents.
4. The Head of School shall make the final determination on all admissions.

D. Placement:

IPS believes that the number of students in classrooms reflects a student's ability to learn. Therefore, IPS places a hard limit of 24 students per class.

As an international school, receiving students from educational systems all over the world, IPS is aware of the fact that students may arrive at IPS with very different school experiences, in the middle of a term or school year and maybe, from a school which operates a southern hemisphere academic year (February to December). In almost all cases, a child will be placed in the relevant year/class dependent on their chronological age.

Students may be admitted at any time of year on the condition that the student meets our academic requirements and there is a space available.

E. Students on the Waiting List

Students who would typically be offered a place at IPS but cannot due to classes being at their maximum will be offered a place on the waiting list.

Names remain on the waiting list for one full academic year. Being on a waiting list does not guarantee that placement at the school will be offered. It does ensure that each child will be given fair consideration by the school's admissions criteria each time a place becomes available at their year level.

Students will not be waitlisted until all the required documents have been uploaded to our online admissions platform. This date may be important in a waiting list situation, not the time of your initial contact with the school.

Please note that the Head of School's decision on acceptance and level placement is final.

Any decision to deny acceptance will be agreed upon by the Admission's team and will be supported by written evidence.

F. Ages of Attendance:

In most cases the level placement will be as follows:

- The Nursery Year is available for students who are three (3) years old on or before August 31 of the year of entry.
- The Reception Class is available for students who are four (4) years old on or before August 31 of the year of entry.
- Yer 1 is available for students who are five (5) years old on or before August 31 of the year of entry. Completion of the equivalent of Year 1 is a usual prerequisite for entry into Year 2.
- Year 2 is available for students who are six (6) years old on or before August 31 of the year of entry.
- This progression will continue through to Year 6.

IPS offers places as follows, in order of priority, in accordance with this policy:

- Head of School's discretion;
- Siblings of children already in IPS
- Returning IPS families
- Families enrolling more than 1 child
- According to the date of application.
