

Policy Name
Policy Effective Date

Admission Policy 2021-2022

01.08.2021 (approved by Board)

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1. Introduction

LICS welcomes applications from children/students with all educational, international, cultural and religious backgrounds. It is the aim of the school to enrol a wide range of children / students encompassing the international educational spectrum.

The school appreciates that students from a variety of backgrounds, and with different educational needs will need careful assessment on entry to ascertain their own particular strengths and weaknesses as a learner. LICS aims to meet individual student needs through its student-centred approach to teaching. Admission tests are therefore administered to potential students to gain insight into the student's individual abilities. The results of the tests are closely discussed by the academic staff, the respective Principal and, where required, the Student Support Services Department. Students are then placed in the most appropriate class for their age. Only in extreme cases may a lower or higher year group be recommended, and only if it best suits the needs of the child and meets the basic requirements of the LICS Admissions Policy.

Should admissions criteria be met, an offer of a place will then be determined by:

- Appropriate age placement within the year group of their actual age.
- Availability of space in the determined class/year group. Where classes are fully subscribed, students may be placed on the waiting list.
- The specific needs of a child and the capacity for support available within LICS Student Support Services (SSS).

2. Objectives of Admission Policy

- To ensure an appropriate and effective admission process
- To accurately place students in the appropriate year group
- To promptly identify students' Special Educational Needs / Learning Support Needs
- To ascertain that the prospective student will benefit from the school's programmes
- To ensure that the School's policy of non-discrimination on the basis of gender, race or religion is followed
- To ensure the admission procedure is followed

3. Initial Interview (Initial Visit/Preliminary Visit)

Parents and children are encouraged to tour the school on a preliminary visit with the schools Admissions Secretary. The Admissions Secretary facilitates the admission process with school interviews all families following administration of assessments. In consultation with the parents, the respective Principal will place each student in the appropriate class. All relevant documents will be passed on to the Class/Form Teacher and Pastoral Coordinator.

Criteria to be considered will include, as necessary:

- Age, or experience-appropriate placement
- The choice of subjects offered by LICS and LICS curriculum
- Previous school reports
- Entry late in the academic year
- Any measures required to help the student adapt to the school
- Transferring from the Southern to Northern hemisphere school years
- Student Support Services
- English as second language (ESL)
- Clearance report from previous school on school fees
- Academic ability of the student
- Confidential student reference form from the previous school

4. Application Procedure

The Head of School and Principals (PPS, PS, SS) will have the authority to admit students, or to decline entry. Applications are dealt with by the Admissions Secretary and forwarded to the respective Principals for placement following educational consultations / tests.

These are the following guidelines:

4.1 Timeline

Applications are accepted throughout the year, although it is not always possible to guarantee or offer a place. Students in examination classes (IGCSE, AS and AL) will need to show a clear curriculum continuity and appropriate level of performance for acceptance.

4.2 Documentation

All forms can be downloaded from LICS website <http://www.lics.sch.zm>

To apply, each applicant must provide:

- a. A completed Admission Application Form for each student applying to the school. The form can be sent to the school via E-mail: admissions@lics.sch.zm
The application form must be accompanied by the following documents:
- b. Medical Record Form
- c. Copy of birth certificate and/or passport of student applying

- d. Copy of most recent school report
- e. Confidential Student Reference Form completed by the previous school(s)
- f. Financial Clearance Certificate from the previous school(s) stating that there are no outstanding obligations to the school
- g. Copies of Identity Documents for Parents and/or Guardians
- h. Copies of permits if applicable
- i. Tuition Fee Payment Policy read, signed and dated

4.3 Age Requirement

4.3.1 Minimum Age

The youngest age at which students are admitted to the Pre Primary is 1 year 10 months old by the 30th June. The minimum entry age to Reception would be 4 years by 30th June.

No student will be admitted if he/she is +1 years above their average year group age.

4.3.2 Age Requirement for each Year group

Pre Primary School (PPS)		
Year Group	Age Bracket	Minimum Age by 30 th June
EY Blue	2	1 yr 10 months
EY Red	3	2 yr 10 months
EY Yellow	3 / 4	3 yr 3 months
Reception	4 / 5	4

Primary School (PS)		
Year Group	Age Bracket	Minimum Age by 30 th June
Year 1	5 / 6 years	5
Year 2	6 / 7 years	6
Year 3	7 / 8 years	7
Year 4	8 / 9 years	8
Year 5	9 / 10 years	9
Year 6	10 / 11 years	10

Secondary School (SS)		
Year Group	Age Bracket	Minimum Age by 30 th June
Year 7	11-12	11
Year 8	12-13	12
Year 9	13-14	13
Year 10	14-15	14
Year 11	15-16	15
Year 12	16-17	16
Year 13	17-18	17

4.4 Admission Tests

There will be baseline admission assessment tests conducted for all new students from Reception up to Year 10.

Admission to the IGCSE and A-levels courses is strictly dependent on the subjects offered at LICS, minimum threshold numbers, as well as minimum achieved grades in the relevant subjects for the applicant. Admission within the courses may depend on the student's curriculum continuity at the previous school.

4.5 Minimum Enrolment Period

The school does not accept students for 'short stays', i.e. placement for one, two or three terms.

4.6 English

Those children with English as a second language (ESL) may be considered, if in the opinion of the ESL department and the Principal, their needs can be met.

4.7 Learning Support and Special Educational Needs

LICS **may** accept students with learning support needs. The level of need and the available facilities and human resources of the Student Support Services department will determine placement or not.

LICS' capacity for student academic support is as follows:

SEN	30
Learning Support	35

These limits may be reassessed and changed at any time at the school's discretion.

NB:

- If the school considers a child's needs to be beyond the capability of LICS' Student Support Services no place will be offered.
- LICS has the right to request submission of various educational and psychological reports for a fair and informed decision on placement.

4.8 Placement

4.8.1 Pre-Primary

- Children are placed in classes according to their age. Children who are assessed to be emotionally socially immature or who have difficulties with attachment behaviour may need to remain in a particular group until their difficulties are resolved.
- Movement through classes in the Early Years is dependent on assessment, and parents advised if their child is to remain in a particular group in spite of being the correct age to progress to the next level.
- Children with Special needs will only be accommodated if support is available and may need to be placed in a group below their chronological age if this deemed necessary by the Pre-Primary Principal in consultation with the SEN department, and only if space is available.
- The respective Principal in liaison with the Learning Support Coordinator (where applicable) will determine the class each student will join.
- Admission to a school year does not assure promotion to the following year.

4.8.2 Pre-Primary - Reception

- Promotion of children for the EY Yellow group into the Reception class will be dependent on the end of year assessments.
- For external applications The Entrance to Reception Assessment is used for placement purposes.
- Classes are structured so as to ensure that each Reception class has a balanced ability range.

- Places will be offered to outside candidates in accordance with assessment results, the placement policy and availability of places.
- Outside candidates will be placed in classes in accordance with the criteria stipulated above.

4.8.3 Primary

- A child is offered a place in a particular Year group on the basis of his/her date of birth. No child will be allocated a class more than one year above or below their chronological age.
- Year 1 children are administered the following assessments:
 - STAR Maths (Standardised score, NC level and year group level)
 - Phonics screening, decodable and tricky words (Phonics phase level)
 - Writing dictation sample (NC level)
 - Reading AR levels (AR book level)
- Years 2-6 children are administered the following assessments:
 - Accelerated Reader (STAR – standardised score, NC level, reading age and book level)
 - STAR Maths (standardised score, NC level and year group level)
 - Vernon Spelling (standardised score and spelling age)
 - Writing sample (NC level)
- Each child will be monitored by the class teacher during the first term, and particularly during the settling in period of the first month of attendance. Any child requiring a personal assistant, provided and paid for by the parents will be informed that this agreement will not be allowed to continue for more than a term.

4.8.4 Secondary

- LICS aims to meet individual student needs by its student centred approach to teaching. Admission tests are therefore administered to potential students to gain insight into the student's individual abilities. The results of the tests are closely discussed by academic staff, the Principal, counsellor and in some cases, the SSS Department. Students are placed in the most appropriate class for their age. In some cases, a lower or higher year group may be recommended, if it best suits the needs of the student. Referral to Special Needs may result in additional testing being required.
- A more rigorous set of entrance criteria apply for IGCSE and A-level students.
- Conditional placements: In certain instances children will be offered a conditional place whereby parents sign a contract binding them to specific targets and outcomes which are expected to be achieved within a set time-frame. Failure to meet the requirements will result in the contract outcomes being enforced.
- In addition to this, parents will be advised that attendance and punctuality are deemed to be of the utmost importance. All students are required to attain a minimum attendance of 95% throughout the year. The only excused absences are due to illness which must be covered by a medical note or, in other extreme circumstance, prior approval by the Principal. Punctuality is expected at 100%. Students not meeting the minimum attendance requirement may have their place at LICS withdrawn.

4.9 Class Sizes

Class sizes vary depending on the year group, grade and subject selection in senior years.

If a class has reached the maximum, students will be placed on a waiting list and subsequently offered a place should one become available. All classes are capped at 25 students per class.

5. Fees

The Fee Structure and the Tuition Fee Payment Policy are an integral part of an application. Admission Assessment costs have to be paid before the admission test takes place. For all new parents a term's fee, registration fee, capital development fund and security deposit are due in full, payable immediately on offer of a place. Thereafter, parents may opt for the termly or monthly payment options for the remainder of the year.

6. Settling In Period

The school has a policy of a settling-in period of four weeks. This will give the staff, administration team and parents time to ensure that the child will benefit from what the school has to offer and to ensure that the school is satisfied that it can meet the needs of the child. If the child is identified as having Special Educational Needs within the first four weeks, the period of settling in will be extended to allow time for a full assessment prior to full enrolment. If at the end of this period, either the school or the parents feel that the child would not benefit from the programme, the placement of the child will not be confirmed.

If a child in the PPS is identified as having needs beyond those that can be catered for by LICS, parents will be notified in person and receive a written letter stipulating that the school is unable to cater for the needs of their child and that alternative arrangements should be made. During the period from the identification to the confirmation of the child's challenges that lie beyond the scope of LICS' SSS, tracking of the child's learning and development will take place to ensure that vital evidence is available for parents to review at the end of the process and support in their identification of suitable alternative educational provision. This will be done in conjunction with the SSS department.

7. Admissions and Placement Policy

Offers of places in all year groups are determined by the following criteria:

1. ALL places are confirmed and secured on payment of registration and capital development funds, deposits and where fee payments are current.
2. No pro rata payments are accepted.
3. The first offer of a place in any class/year group is made to students already enrolled at LICS, who have indicated that they wish to remain at LICS. Places will be secured for these students up to the end of March for each following academic year i.e. – LICS must be informed of the intention to stay by 30 March each year where after the place will be made available to external applicants.
4. The second offer of a place, if there are places available, is made to students who have siblings already enrolled at LICS. Places will be offered to these students based on availability after 30th of March of each academic year, and must be accepted by the 30th of April of each academic year.
5. Any remaining places after 3. and 4. above, will be offered to outside applicants following admission tests.

8. Annex

The following documents are an integral part of the Admissions Policy:

Pos	Description
1	Admission Application
2	Admission Application A-Level
3	Student Medical Record Form
4	Financial Clearance Certificate
5	Fees Policy
6	Student Reference Form Y1-11
7	Student Reference Form A-Level

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