



UFS International

## ADMISSIONS POLICY

### PART ONE: MISSION DRIVEN ADMISSIONS

UFS INTERNATIONAL is a leading exponent of innovative and international education for students from Pre-Primary to AS-Level.

The school's educational philosophy and mission is to offer a holistic education complemented by extensive cultural, sporting, service learning and leadership development programmes, and is underpinned by a strong emphasis on pastoral care. Opportunities for immersion in the local context are provided through subject choice. Our comprehensive curriculum encourages our students to become self-aware, locally aware, globally aware, and to maximise their potential for success in a rapidly changing world.

The school community is characterised by a shared commitment to this philosophy. It drives all aspects of school life, including school admissions.

UFS INTERNATIONAL welcomes a balanced community of learners with a diverse range of cultural and educational backgrounds, talents, and abilities.

As a strong and welcoming community, we expect families to engage fully with the school, supporting both its educational philosophy and community activities. We also value transparent communications and constructive, respectful, personal, and professional interactions. On the rare occasions when the school believes that individuals are behaving in ways that do not correspond to these behaviours, we reserve the right to refuse admission or suggest withdrawal to the individuals concerned. Equally, failure to provide accurate information, or to disclose a known learning disability, may result in an admissions refusal or the subsequent removal of a place.

UFS INTERNATIONAL sets high educational standards in order to sustain high levels of motivation and optimise student achievement. Based on the student's academic experience and, where necessary, assessment tools, the school will determine grade placement and all other programme options in the best interest of the student.

Detailed information pertaining to entrance criteria into the various grades can be found in the school's Promotions and Retention Policy. These will guide a potential acceptance in to the school.

Any student considered by the school must be potentially capable of ultimately attempting the CAIE IGCSE, AS and A-Level examinations.

In addition to the above academic criteria, students need to have demonstrated sound conduct and positive attitudes towards learning.

The table below indicates the relevant ages for entry in to the primary school:

Grade 000	Age 3 turning 4
Grade 00	Age 4 turning 5
Grade 0	Age 5 turning 6
Grade 1	Age 6 turning 7
Grade 2	Age 7 turning 8
Grade 3	Age 8 turning 9
Grade 4	Age 9 turning 10
Grade 5	Age 10 turning 11
Grade 6	Age 11 turning 12
Grade 7	Age 12 turning 13

Deviations from these age cohorts may be considered at the discretion of the Executive Principal. This decision will be final. Maximum student numbers in Grades 00 – Grade 7 are set at 24. In exceptional circumstances the Executive Principal may extend the limit to 25.

The school reserves the right to refuse internal transitioning between Grade 7 and Form 1, Form 3 and IGCSE Level, and IGCSE Level to AS level.

The school is intensive, rigorous and challenging. It requires high levels of motivation and perseverance from every student. This is particularly true in the higher grades and especially if a student is changing to English from a different language of instruction. Where a student's record suggests that he/she may not have the disposition to be successful at UFS INTERNATIONAL, the school reserves the right to refuse admission.

## PART TWO: ADMISSIONS PROCEDURES

Student admission is facilitated by an Application Form. This form requires that the child's parent or legal guardian accepts the school's General Terms and Conditions of Enrolment.

The Application Form needs to be accompanied by a non-refundable Application Fee.

The Admissions Secretary coordinates the writing of an admissions assessment.

In addition to this, to ensure that UFS INTERNATIONAL can meet a student's learning needs, comprehensive information must also be provided, along with the Application Form and Application Fee, before he/she is admitted.

Once these documents have been received, the Application is reviewed by the relevant school leader and a recommendation is made to the Executive Principal, with whom the final decision to accept, or not, rests. In some cases, additional information may be requested or testing may also be required prior to this decision.

There may occasionally be circumstances under which we:

- Deny admission to students where the school determines that their needs cannot be met. This includes students with severe and profound cognitive and developmental disabilities, students who are more physically challenged than we can manage safely, students with severe emotional, behavioural, or psychiatric disorders, or students who consistently disrupt the learning of other students as a result of their behaviour. The Executive Principal always

has the right to deny admission if he/she considers UFS INTERNATIONAL will not be a place where the student can be successful.

- Require parents of current students to seek alternative schooling for their children where the school determines that their needs can no longer be met or where parents or students have not complied with formal written recommendations of the school.
- Deny admission where parents fail to disclose during the admissions process all relevant information about their child's learning needs and submit all requested documentation.
- Deny a student because our Learning Support service is at full capacity.

The school has no obligation to admit a student who applies for admission and is not obliged to justify its decision not to admit a student.

Once a place is offered, it must be accepted in writing by the parents. The start date cannot be changed without the prior agreement of the school.

### **PART THREE: ADMISSIONS & LEARNING SUPPORT**

UFS INTERNATIONAL offers a limited range of learning and language support services for those students who need additional resources to become independent learners.

The total number of students at UFS INTERNATIONAL receiving learning support can never exceed 10% of the total student population (including special education) and never more than 5% in a particular grade. The total number of students admitted with learning support needs within these percentage quotas is always a decision made by the relevant school leader and the Executive Principal.

The support may include:

- Structured support within the mainstream programme for students with identified mild to moderate learning difficulties, which can involve modifications for students who require them to be successful.
- In certain circumstances, individual tutor support for students with mild learning difficulties;
- Support in English Language Development (ELD) for students whose mastery of English is insufficient to allow them to succeed without language support.

The following is also to be noted:

- Additional payment is required for individual tutor support and for all testing or school support services.

## **PART FOUR: WAITING LISTS**

Every effort will be made to accept students applying to UFS INTERNATIONAL. Waiting lists will be established as the need arises.

When a child is wait-listed, parents will be advised as to the possibility of a place becoming available or an additional class formed.

Whilst places are offered according to the date when a complete application is submitted to the Admissions Office, the following criteria is used to establish the priority of students on a waiting list at any time during the school year:

- Companies and embassies already supporting a large number of students in the school.
- Students of transient international families (with history of English as language of instruction).
- Siblings of current UFS INTERNATIONAL students
- Children of current UFS INTERNATIONAL faculty and staff
- Students of former UFS INTERNATIONAL families
- Students of host national families (with or without history of English as language of instruction).

## **PART FIVE: ADMISSIONS DATA & INFORMATION**

UFS INTERNATIONAL recognises its duty to protect personal information and will process personal data in accordance with all existing legislation.