

## **Admissions Policy**

The British Canadian Section is part of AFNORTH International School and adheres to procedures and regulations set out by Service Children's Education and DND Dependent Schools Overseas for the admission of non-entitled students

School places for non-entitled students are only allocated after completion of all necessary paperwork and a successful interview/assessment where necessary. This is to ensure that the student's needs are able to be met by the school. Decisions to offer places to non-entitled fee-payers is at the discretion of the Principal/Headteacher. The school has no obligation to admit a student and is not obliged to justify its decision not to admit a student.

While it is not an entry requirement it is strongly suggested that, in order to work in partnership with the school and be involved in your student's education, at least one of the parents be able to communicate with the school in English. This will enable better and clearer understanding of the school routines, classroom practices and expectations related to teaching and learning.

### **School reports**

School reports are key to helping us make the right admissions decision. Any application should be accompanied with the last two years of school reports depending on the length of time the student has been in school, plus any reports received during the current school year.

External assessment, standardized testing reports, or formal evaluations (for example: speech and language, psycho-educational, occupational therapy, etc.) should accompany applications. If a student requires learning support, parents may be required to arrange up-to-date evaluations if these reports are more than three years old.

In order to process applications, AIS requires that an application be submitted in English. All non-English supporting documents should be translated to English. Please also note that copies of the original reports are always required.

### **Special Educational Needs**

A student may not be admitted if it is felt that the school cannot provide an ongoing programme of instruction that meets the needs of the student. In the case of students receiving Learning Support, the school has the right to terminate the Enrolment Agreement if:

- the parents fail to disclose information relevant to learning and emotional issues that affect the learning abilities of the student;
- the parents fail to collaborate in following up the recommendations of the school (i.e. assessments, counselling, additional therapies);
- the school considers it is no longer able to meet the student's needs.

The school will inform the parents in writing providing a notice period of not less than 3 months.

### **Admission priority for non-entitled enrolment is given to:**

1. Re-enrolling students
2. Fee Paying UK/CDN NATO civilians
3. Serving Military personnel from other NATO nations
4. NATO civilians
5. NATO contractors
6. Commercial Affiliation

Applications from entitled students from another section of the school are considered according to AIS Policy 4030.