

## Artemis - Admissions Policy

Version Date	Date of next review
<b>June 2023</b>	<b>June 2024</b>

### Purpose

The admissions policy sets out the process by which students are admitted to an Artemis Education School.

The focus of the school is to provide an environment in which students thrive, meaning that the admissions process focuses on identifying those whose academic and other abilities match the ethos and standards of the school, along with having the personal qualities which suggest that they will succeed within the educational environment.

The aim of the policy is to ensure that all parents and students are treated fairly, equally, and consistently, through a transparent process.

### Policy

Artemis schools are non-selective, with students being admitted regardless of race, gender, nationality, or religion provided they meet all the admission requirements as outlined in this policy. Applications for admission are accepted throughout the year, within local guidelines, and we seek to accept qualified students who meet our admission requirements, provided seats are available.

The Principal has the final decision over all acceptances. Where this decision is questioned, the Principal does not need to provide a rationale for their decision.

#### *General criteria for entry*

Placement of admitted students in all classes will be made by the Admissions team on the following basis: the student's age, their academic and behavioural reports for the previous two years. An assessment test may be administered on a case-by-case basis.

#### *Siblings*

Priority consideration will be given to the siblings of current or former students. This does not imply automatic placement, and the Principal has the final decision over all acceptances.

#### *Age requirements and birthday cut-off dates*

Artemis applies cut-off dates appropriate to the location of its schools for student grade placement. Students applying must adhere to relevant Ministry of Education age requirements for each grade, as well as meet the relevant international equivalency if moving from a different educational system (see table below).

Age	In the month of	British System	American System	International Baccalaureate
3	August	FS1 (Nursery)	Pre-K1	Pre-K1
4	August	FS2 (Reception)	Pre-K2	Pre-K2
5	August	Year 1	Kindergarten	Kindergarten
6	August	Year 2	Grade 1	PYP1
7	August	Year 3	Grade 2	PYP2
8	August	Year 4	Grade 3	PYP3
9	August	Year 5	Grade 4	PYP4
10	August	Year 6	Grade 5	PYP5
11	August	Year 7	Grade 6	MYP1
12	August	Year 8	Grade 7	MYP2
13	August	Year 9	Grade 8	MYP3
14	August	Year 10	Grade 9	MYP4
15	August	Year 11	Grade 10	MYP5
16	August	Year 12	Grade 11	DP1
17	August	Year 13	Grade 12	DP2

## Fees

Our fees are as follows:

- **Application fee:** a one-time application fee per child is required on completion of an application form. This fee is non-refundable and cannot be transferred to another student, whether or not within the same family.
- **Registration fee:** a one-time registration fee per child is required prior to starting at the YOURNAME. This fee is payable once the child place is confirmed. This fee is non-refundable and cannot be transferred to another student, whether or not within the same family.
- **Annual tuition fee:** will be invoiced in three equal instalments on 1 September, 1 January and 1 April. Invoices are payable within 30 days of the invoice date. Students who join during a Term will pay pro-rated fees. The school will reserve the right to exclude students (either temporarily or permanently) from the school if tuition fees are not paid by the due date.
- **Lunch fees:** Artemis schools may offer compulsory lunch, as we view healthy eating as a key part of the YOURNAME experience. In these cases, there will be an additional fee of per term to cover these costs.
- **Seat reservation fee:** Artemis schools will require a set fee to be payable by the end of February, in order to guarantee a place for each child for the following academic year. This will be deducted from the fees for term 1 of the following academic year.

The School will review fees annually and they may be subject to increase. If parents receive notice of a fee increase, they may terminate their agreement with the school by giving notice within 21 days of receipt of notice of the fee increase.

Payment of fees by third parties does not release parents from liability if the third party fails to pay.

*Fees include:*

- use of tablet computers within the junior school;
- learning resources such as laboratory equipment, and materials for classes such as metalwork and woodwork;
- a selection of after-school activities as part of the Experience; and
- any transport requirements during a school day.

*Fees do not include:*

- individual electronic devices for the Bring Your Own Device (BYOD) programme in the secondary school. The school will provide details of the preferred devices and approved suppliers from which to purchase devices as required;
- uniforms, including Physical Education and team sports kit;
- lunch and snacks;
- certain after-school activities as part of the Experience which require external facilities (e.g. riding and surfing) and/or specialist instructors;
- certain individual learning support and/or EAL (English as an Additional Language) lessons. Parents will be informed of these where appropriate; or
- transport between home and school.

## **Discounts**

Fee discounts are offered at the discretion of the School.

Sibling discounts will be offered on the following schedule:

*Sibling discounts:*

- a 5% sibling discount on the annual tuition fees of the third sibling, being the youngest of three;
- a 7.5% sibling discount on the annual tuition fees of the fourth sibling onwards, being the youngest of four (or more); and

## **Modes of Payment**

All payments are to be made via the Finance office, School fees can be paid via:

- Cheque – post-dated cheques will be accepted by the school if the cheques due dates fall within the school's determined payment dates for each installment. Post-dated cheques will be deposited in the bank on their due date.

Although the school will accept cheques from employers, at all times it remains the parent's responsibility to ensure school fees are paid before the due date of each instalment, or before a child starts at the school.

- Bank transfer - (a copy of the bank transfer confirmation should be submitted to the school)
- Direct bank deposit (a copy of the deposit slip should be submitted to the school)
- Cash (Outside of the EU)
- Educational voucher (if applicable). Educational vouchers for eligible pupils should be submitted to the School within one month of the start of the academic year.

Although the school may process voucher payments, at all times it remains the parent's responsibility to liaise with the vouchering body and to ensure voucher applications are made before the due date of each instalment, or before a child starts at the school.

### *Refunds*

Fees will be refunded if:

- the Head of Admissions is notified in writing of the withdrawal of a student who has not attended any school days (in whole or in part) within the first 30 days of the academic year. The refund will be the full amount of the fees paid.
- the student is permanently excluded or expelled. The refund amount will be pro-rated based on the period the student was enrolled at YOURNAME.

Fees will not be refunded, reduced or waived if:

- the student is absent through illness;
- the term is shortened or a holiday is extended;
- The school is temporarily closed due to adverse weather conditions;
- the student is released for study leave before, during or after public examinations or otherwise before the normal Term end;
- the student is absent from the school for a temporary period; or
- The school is closed due to a *force majeure* event, provided there is no significant gap in the provision of services.

### *Late or non-payment of fees*

If fees are overdue:

- the school reserves the right to exclude the student, either temporarily or permanently. If fees are overdue for 15 days, the student may be excluded, and if fees remain overdue for a further 15 days, they will be no longer be entitled to attend The school, without any requirement on us to serve further notice;

- the student’s transcripts and reports will not be issued until all overdue amounts are paid;
- the student’s seat reservation for the next academic year will not be confirmed until all overdue amounts are paid; and
- the student’s internal and external assessment results will not be shared with any third party until all overdue amounts are paid.

**Termination/Withdrawal from The school**

If parents wish to terminate enrollment for any reason, and withdraw their child, The school requires at least one full term’s notice.

**Jurisdiction**

All admissions agreements are governed by and shall be construed in accordance with the laws of the relevant country and the parties submit to the exclusive jurisdiction of the courts of that country as regards any claim, dispute or matter (whether contractual or non-contractual) arising out of or in connection with the enrollment agreement.

**Entrance Assessments**

Entrance assessments are not a requirement for admissions into Artemis schools.

At times and on a case-by-case basis, to aid us in determining the best placement of a child we will use different entrance assessment tools to determine the baseline stage of development or attainment for each child prior to entry. These tools include:

<b>Pre-KG – KG2</b>	<ul style="list-style-type: none"> <li>• Typical development checklists</li> <li>• Observation during play</li> <li>• Observation during story time</li> </ul>
<b>Grade 1 – Grade 2</b>	<ul style="list-style-type: none"> <li>• 1:1 dialogue with trained individual.</li> <li>• Practical number assessment using physical resources.</li> <li>• Observations when sharing a book.</li> <li>• Reading to an adult if confident</li> </ul>
<b>Grade 3 – Grade 12</b>	<ul style="list-style-type: none"> <li>• Standardised admissions test</li> <li>• Previous YOURNAME’s reports including reports about attainment and behaviour.</li> <li>• Free writing.</li> </ul>

*Learning Support and Special Educational Needs (SEN)*

Artemis schools will accept pupils who have learning difficulties if the school is able to cater for the specific need of the child.

Assessments will be modified to support pupils with learning difficulties or SEN.

Entrance assessment information will be used to plan learning support if required.

Parents are requested to provide as much information as possible about the learning support and the English language needs of prospective pupils so that we can advise:

- Whether we can provide an education that meets the needs of a particular child,
- Where the child might be best placed within the school
- What level of support may be needed and whether additional fees need to be charged for this additional support.

It is important that parents provide this information at the time of application so that their child can receive the support he or she might need. It can happen, however, that the full extent of a child's needs is not identified until the child is at the school, and thus the further need for additional support may be communicated to parents at that point. In some cases, it may be decided that the School cannot provide an appropriate education for the child.

The school will make provision for groups of pupils in need of learning support:

- Pupils receiving learning support on a regular basis in relation to need identified through the evaluation process and normally documented in an Individual Education Plan.
- Pupils not presenting a clear picture of whether their learning support need is due to second language complications.

#### *Interviews*

A pupil may be interviewed by the school as part of the enrolment process. This will be decided on a case-by-case basis.

#### **Decisions on Admission**

After all the admissions procedures have been followed, the application will be considered, revised, and signed by the principal. The parents will be informed of the decision as soon as possible.

#### **Required Admission Documentation:**

Newly enrolled, past and re-admitted pupils in all year levels are required to provide the following documents:

- Filled and signed application form.
- Filled and signed medical form (included in the application form) and the child's health record (from Grade 1 to Grade 12 provided by the Ministry of Health).
- A copy of the child's immunisation card.
- A copy of the child's passport (a valid residency permit).
- A copy of the child's identification document.
- A copy of the father's /mother's passport (a valid residency permit).

- A copy of the father's / mother's identification documents.
- A copy of the child's birth certificate.
- Four (4) recent passport size photographs for the applicant.
- Two (2) passport size photographs of either family member or guardian/driver who will be collecting the child from YOURNAME.
- A copy of the child's health card, if applicable.
- Pupil's transcripts for the past two years. This includes reports, transcripts, results of standardised tests and any other reports issued by a counsellor or therapist.
- For Special Education Needs pupils, a copy of assessment reports (e.g., educational psychologist reports, Speech and Language Therapy) are needed.
- Clearance or transfer letter from the previous school.
- Good behaviour letter from the previous school (stamped and signed by the principal).
- Signed HR Form if the parent is a staff member of the school.

\* For Pre-KG, KG1 and KG2 children: We request that all pupils are toilet trained before entering any Artemis school. Children who are not toilet trained will be asked to stay at home until they are fully trained.

## Appendix 1: admissions process flow

