



**ACORNS INTERNATIONAL SCHOOL**  
INSPIRING AND EMPOWERING

# ADMISSIONS POLICY

Date reviewed: April 2022

## Abstract

At Acorns International School (AIS), we do not select students based on only academic ability. A positive attitude to learning and a desire to do their best go a long way in our screening process.

Reviewed by: **Nishitha Shrivastava**

Head of Admissions and Administration

# Admissions Policy

The Acorns International School (AIS) Admissions Policy is designed to make the application process straightforward. The process, usually, begins with a request for information regarding the school, followed by a visit to AIS. Once you decide to join the AIS Family, you have to complete the Admission Form and submit it to the Finance Department, along with the fees.

## Visiting AIS

We welcome interested families, throughout the academic year. This experiential visit, through our classrooms, recreational spaces, and extracurricular activities, gives you an opportunity to meet our teams in a relaxed setting.

At the end of your visit, if you wish to register, you could fill out the Admission Form, which is part of the Welcome Pack. This Form can be submitted, along with the one-time, non-refundable, Registration Fee and Capital Levy, to the Finance Department. Once registered, students qualifying for PYP1 to MYP4 must attempt a placement assessment, to ensure that they are best placed.

Subsequent to the Assessment, the student may start at AIS on any school day, as agreed between the staff and parents.

## Implementation:

AIS offers a flexible 3- or 5-day programme for our Crèche class students.

Student enrolments are offered and guaranteed upon completion of our Admission Forms and receipt of the non-refundable, one-time, Registration Fee and Capital Levy.

Each student is allocated a class by the administration, on the basis of age, gender, and number on roll in the relevant class groups.

If places are not currently available, then the students will be put on a waiting list.

AIS students, from the Reception class onwards, must wear the school uniform (available from our office) during school hours. Uniforms are optional for students of Crèche, Early Childhood 1, and Early Childhood 2.

## Admission Criteria:

### Primary

Students are accepted at AIS through the academic year. Admission is open to all students and is not subject to entry examinations. However, there are some standardized assessment tests we do for placement purposes, to assist in their learning journey. Your child's existing/previous school may be contacted for a reference.

### Secondary

AIS does not admit students into Secondary Candidate Classes, i.e.: MYP5, DP2, or A Levels. Enrolment into MYP 3 and MYP 4 in Term 3 of an academic year will be reviewed on a case-to-case basis and/or at the discretion of the Senior Leadership Team.

### MYP 1 and MYP 2

The following admission requirements must be completed before a student may be officially enrolled at AIS between MYP 1 and 2:

1. The application form must be completed in full.
2. The health information form must be completed by a doctor and be on file with the CEO.
3. Records from the previous school(s) must be on file with AIS.
4. All appropriate fees must be paid in full.
5. Placement Assessment Scores

### MYP 3 and 4

- Points 1 to 4 from the above section, in addition to:
  - MAP Math scores: 228+
  - MAP Reading scores: 228+

### Year 12 (Cambridge A Level)

- Points 1 to 4 from above section, in addition to:
- IGCSE/O Level exam scores, or other national examination, in the subjects planned to study:
  - Cambridge IGCSE/O Level examination in the subjects planned to study: Average C
  - Ugandan examination: C3

### Year 12 (IBDP)

- Points 1 to 4 from above section, in addition to:
  - Average score of 6 in the last two terms of MYP Programme or MYP eAssessment
  - IGCSE/O Level Exam scores, or other national examination:
    - Cambridge IGCSE/O Level examination in the subjects planned to study:  
Average: C
      - And Math: B
      - And English Language: B
    - Ugandan examination in the subjects planned to study: C3
      - And Math: D2
      - And English Language: D2

## **Additional Notes for IBDP Students:**

If a student scores within a reasonable distance from the DP requirements (according to the school's discretion), and wishes to begin the full Diploma the following August, students may be given a 'Pre-DP' option. This would give the student the opportunity to be placed in Year 10. This would give that student adequate time to prepare for the Diploma through at least one full year in the MYP. This also allows teachers time to benchmark the prospective Diploma student's performance as they progress. An average score of 6 in the last two terms of Year 11 is mandatory for admittance into the full Diploma.

When applying, students make a tentative language choice, but this can only be finalized once the student is in lessons. The language teachers use past records along with internal assessments conducted at the beginning of the school year to determine a student's language or language-readiness skills. The AIS teaching staff is responsible for making the final decision as to which students participate in the native language program.

The IB DP program is open to all students, regardless of previous educational experience, and is an extension of AIS's mission to promote the development of global citizenship. Students may elect to participate in the IB program in one of three ways:

- as an IB Diploma candidate, according to entrance requirements
- as an IB Course candidate
- as a non-examination student

The decision on which path (and courses) to take will be made in consultation with a student's parents, teachers, head of languages, and the DP Coordinator. A student who decides to participate in the IB Program, as a Diploma candidate or as a Course candidate, can expect to:

- work very hard
- approach tasks with a sense of purpose
- demonstrate self-discipline and responsibility
- learn from fellow students as well as teachers
- share with, and contribute to, the community.

### *IB Courses:*

For students not pursuing the IB Diploma program, it is possible to register for individual IB subjects and complete courses of study, including the IB Exam. Individual IB Course qualifications are issued and may be used to help secure admission and advanced placement credit at certain colleges and universities.

### *Non-examination IB students:*

Students opting not to sit the IB Exams may still undertake IB courses because of interest in the subject matter and the academic demands made by such subjects. Students gain experience and knowledge which will strengthen their ability to meet academic challenges at university. Students may be obligated to participate in IB courses if there are no alternatives for meeting

graduation requirements. In this case, the successful completion of the courses will be based exclusively on internal assessments.

*Course Selection:*

IB Diploma students choose 6 subjects, 3 at a higher level and 3 at a standard level, to study alongside Theory of Knowledge, the Extended Essay, and the Creativity, Action, and Service Program. IB Course students include a number of IB classes in their course selection. All students work with the DP Coordinator, school counselor, and teacher recommendations on their course selections.

Although the full IB Diploma Program is one that everybody can benefit from, it is not necessarily one in which all students will automatically achieve success. In some instances, a student may be advised to withdraw from the full diploma program and pursue individual courses instead. The decision to do so is made in conjunction with a student's parents, teachers, head of languages, school counsellor, and the DP Coordinator. No matter which option students choose, all students in Years 12 and 13 must successfully complete CAS and TOK in order to receive an AIS Diploma. Students who are pursuing an IB Diploma must also successfully complete an Extended Essay.

**Retention:**

If a student has attended less than 85% of the academic year AND is scoring in the 'Low' range, retention will be mandatory.

Students who have missed a MAP Assessment in Term 3 will be required to take it before being placed in a class the following academic year; to ensure they are placed appropriately.

**Fees:**

All fees are paid at the beginning of each term or at the time of enrolment. AIS offers a 5% discount on yearly fees if paid before or at the start of the academic year and a 15% reduction on one term's fees following the introduction and admission of new students. Fees are paid in \$ or in Ugandan shillings at the rate published by our accounts office monthly. Non-payment of fees can result in the exclusion of your child. Lunch, club, and daycare fees are payable in advance.

If a student does not attend an entire term at AIS, they will be taken off the class list. A returning student is expected to re-register (with relevant fee) and go through a Placement Assessment (PYP1 onwards), if/when they choose to return to AIS.

**Reviewed by:**

Nishitha Shrivastava – Head of Admissions and Administration

**Date of Review:** April 2022

**Next Review Due on:** August 2024