# SISPP ADM01
# Admissions Policy and Procedures

**Keeping Children Safe**

*Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils, safeguarding and promoting the welfare of all children.*

**Aim**

Shrewsbury's Admissions Policy emerges from the school's Mission Statement which pledges to "offer an inspirational English language education for carefully selected students". The selection process at Shrewsbury aims to support families who want to be part of our exceptional community of learning. The Admissions Policy and subsequent processes are rigorous, transparent and fair.

## Early Years Admissions

Early Years at SISPP incorporates three forms: Pre-Nursery, Nursery and Reception.

**Application Process**

We operate a non-selective, inclusive entrance policy and although there is no formal assessment procedure, the following process is undertaken:

1. Parents must complete an SISPP Application Form*

2. Child and parent/s are invited to the School to meet the Deputy Principal (EY) so that an assessment can take place. The assessment system evaluates the current level of proficiency in English of the applicants in an age-appropriate way in different age groups, in addition to their academic performance, current interests, and their potential to thrive in and contribute to the School's diverse international community. Play-based interview is used and designed to mirror activities undertaken in an Early Years setting, with opportunities for conversation. Deputy Principal and/or the Principal will meet with parents to get to know parents' expectations of the school experience at SISPP.

If it is felt that the school cannot meet the specific needs of a particular child, then further conversations will take place with the family about the suitability of the child at SISPP. Indeed, if the parents' expectations are deemed to be unrealistic and incoherent with the School's aims and values, again, further discussion about the suitability of the placement will take place.

The Principal makes the final decision regarding admission for each child into enrollment at SISPP.

Children generally enter SISPP EY on a 'first-come, first-served' basis. At present, SISPP is accepting applications on a rolling basis and there is no deadline for entry points. Once the current three Year groups are full, waiting lists will be created and then children offered places according to a priority system (not ranked or in order):

ADM01

- Date of application
- Siblings on roll
- Scholarship status

At the time of application, parents are asked by the School of any educational psychologist assessments or equivalent that have taken place so that the School is aware of any learning or pastoral needs that the child may have.

Parents are also to provide other information during the application process that the School will use to ensure the child's needs are best met after enrolment.

**Placement in Year Group**

| Year Group | Standard DOB Ranges for 2022-23 Enrolment | Ages |
|---|---|---|
| Pre-Nursery | 01/09/19 - 31/08/20 | 24 months old, until end of academic year in which child turns 3 |
| Nursery | 01/09/18 - 31/08/19 | 3-4 years |
| Reception | 01/09/17 - 31/08/18 | 4-5 years |

Flexibility is exercised in EY placement as necessary, for example, the school offers the options of full or half days for the Pre-Nursery cohort. The Pre-Nursery children staying for the full day will be based in the Nursery classroom in 2022-23. The school also enables children aged 24 months to join Pre-Nursery for the remainder of that academic year (meaning these children will be enrolled in the Pre-Nursery year group for two academic years in total, before moving onto Nursery).

**Conditions of Enrolment**

Parents are asked to read, consider and sign three documents
- SISPP Enrolment Terms and Conditions
- SISPP Parent Code of Conduct
- SISPP Fee Schedule and Refund policy

**Confirmed Admissions**

If a place is confirmed, these details are checked and discussed at a Meet the Teacher session that takes place before the child joins the School (with the Class

ADM01

Teacher).  Any additional information that comes from this session is recorded onto the school's MIS/records.

**Beyond Early Years**

Children moving from SISPP move automatically to Year 1 and higher Year Groups until the end of Year 7, at which point there will be additional assessments for access to Year 8 and above.

**Removal from School Roll**

In exceptional circumstances where a child still struggles after appropriate intervention  to benefit from the education provision or cannot meet the expectations of conduct, the child may be asked to leave the School. In such circumstances the School will help guide parents as to possible alternatives.

## Applications for Primary Years

Applications for all Year Groups from Year 1 to Year 6 are subject to a process of assessment to ensure the child is in a position to take advantage of the School's educational provision and that the School can meet any identified learning needs.

**Placement in Year Group**

| Section | Year Group | Age | DOB Range |
|---------|-----------|-----|-----------|
| Primary | Year 1 | 5-6 | 1st Sept 17 - 31st Aug 18 |
| | Year 2 | 6-7 | 1st Sept 16 - 31st Aug 17 |
| | Year 3 | 7-8 | 1st Sept 15 - 31st Aug 16 |
| | Year 4 | 8-9 | 1st Sept 14 - 31st Aug 15 |
| | Year 5 | 9-10 | 1st Sept 13 - 31st Aug 12 |
| | Year 6 | 10-11 | 1st Sept 12 - 31st Aug 11 |

**Selection Criteria**

For entry to Key Stage 1 Year Groups (Years 1 and 2) children will be invited to meet a teacher who will assess his or her current linguistic ability and overall levels of development.

For entry into Key Stage 2 Year Groups (Years 3 - 6) children will complete assessments in English to assess their proficiency in that language, as well as

ADM01

assessments in Mathematics and reasoning skills. An interview will also be conducted with a member of the faculty.

## Applications for Secondary Years

### Placement in Year Group

| Year Group | Age | DOB Range | Curriculum |
|---|---|---|---|
| Year 7 | 11-12 | 1st Sept 11 - 31st Aug 10 | Key Stage 3 (KS3) |
| Year 8 | 12-13 | 1st Sept 10 - 31st Aug 09 | |
| Year 9 | 13-14 | 1st Sept 09 - 31st Aug 08 | |
| Year 10 | 14-15 | 1st Sept 08 - 31st Aug 07 | Key Stage 4 (IGCSE) |
| Year 11 | 15-16 | 1st Sept 07 - 31st Aug 6 | |
| Year 12 | 16-17 | 1st Sept 06 - 31st Aug 05 | Key Stage 5 (A levels) |
| Year 13 | 17-18 | 1st Sept 05 - 31st Aug 04 | |

### Selection Criteria

There is no entry into Year 11 and 13 due to the two year duration of these Key Stage 4 & 5 programmes.

For entry to Key Stage 3 and 4 Year groups (Years 7 - 10) children will sit assessments in Mathematics and English and attend an interview with a member of the faculty. The School also asks for the most recent school report to be submitted.

For entry into Key Stage 5 Year groups (Year 12) children will complete assessments in Mathematics and English and attend an interview with a member of the faculty. The School also asks for the most recent school report to be submitted, along with predicted grades for external examinations if he/she is following a course such as IGCSEs.

## Applications for Partner Programmes

All applications for SISPP or partner programmes (SBC, GTP) to be processed by the Finance Team who will direct and distribute information as needed (Smart Baby Club Manager, Gifted and Talented Programme Manager).

## Waiting Lists and Priority System

Some offers may be subject to a place becoming available; if so, the applicant will be placed on a waiting list. Admissions team will keep in close contact with parents/'guardians who have a child on a waiting list. Waiting lists are managed through a priority system. The priority system will take the following factors into account when making offers from the waiting list:

-        Date of application
-        Admissions testing performance (children who demonstrate a greater potential will be given higher priority)
-        Sibling status (children with siblings already enrolled will be given higher priority)
-        Participation in weekend partner programmes (GTP & SBC).
-        Individual Premium Nomination Rights Certificate and Corporate Nomination Rights Certificate holders will be given higher priority (assuming children pass admissions testing)*

ADM01