



*Anglican International School,
Jerusalem*

Where the world goes to school

ADMISSIONS POLICY

Reviewed September 2017

The policy refers to the admission (i.e. acceptance), enrolment (i.e. registration) and re-enrolment (i.e. re-registering of students for the following academic year) procedures and expectations at AISJ.

By completing the Admissions forms, the parent/s and/or in loco parentis guardians also agree to the Home-School Agreement as stated in the last paragraph of the Admissions Policy.

AISJ welcomes families from all cultures, countries, religious faiths, and those of no faith.

Enrolment is open to students of all nationalities and backgrounds.

- The underlying philosophy of the admissions policy and procedures is to ensure a quality English language education according school philosophy/constitution.
- Admission to AISJ is non-selective . We reserve the right not to enrol a student if we do not have the capacity to meet the needs of the student; or expectations of the family; or, if through evaluation, we assess that AISJ is not the best option for the Student in the city.
- Admissions are conditional to space available. Where space in the desired class is not available, a waiting list is implemented.
- In Pre-School and Elementary 1st September is used as the 'cut-off' date
- Part-time attendance is only permitted in Nursery and is set as a minimum of attending 3 days a week.

Admission, enrolment, and annual re-enrolment to AISJ are not automatic.

- Enrolment decisions and class placement are made on the basis of an examination of school records, evaluation, and a personal interview.
- Re-enrolment is contingent on full payment of outstanding fees and the re-enrolment fee, or by special arrangement with the director and finance subcommittee of the school board.

Any application with exceptional circumstances, from the international- or local community, will be reviewed by our Admissions Committee before a decision is made.

Admissions with regard to the IB Diploma Programme

- All students entering AISJ at the start of Diploma Year 1 (DY1) can be enrolled immediately as IB Diploma Programme course candidates or MSA Diploma Candidates.
- Candidates for the MSA High School Diploma are eligible to enrol as course candidates in the IB Diploma Programme up to 10 weeks after their admission at the beginning of the DY1 academic year. Enrolment in IB courses cannot be guaranteed after this point and is subject to committee approval.
- Enrolment for the full IB Diploma Programme is subject to academic review of the records from the previous school.
- As the IB Diploma Programme is a two-year programme, students enrolling at AISJ after the first 10 weeks of their DY1 academic year would not be considered eligible for the full IB Diploma.

Inclusion Needs at AISJ (IN)

a) Students with English as an Additional Language (EAL)

AISJ celebrates its EAL students as important individuals in our vibrant community. If we believe that AISJ is the best fit for a student in the city, he or she will be enrolled to our school regardless of his or her level of English language acquisition. This is conditional on the agreement that if the student has EAL needs that we cannot cover in our standard services, the parents will be required to pay for the additional recommended services.

If after a settling in period we do find that a student has needs that we are not able to meet at AISJ, or that this is not his or her best option in the city, continuing at AISJ will be conditional and subject to a review process.

b) Different Curriculum and Usage Students (DCU)

As an International school our students come from a variety of educational experiences; learning styles and curricula. If a student arrives at AISJ and has challenges adjusting to the expectations of our curriculum, or our investigative approach to learning, we will offer support through our Inclusive Needs (IN) department. If the needs of the student exceed our general provision of support, then extra support programs will be instated at the expense of the parents, until the student is able access the curriculum delivered at AISJ.

c) Students with Special Educational Needs (SEN)

AISJ is a non-selective school and we are proud to welcome all types of learners into our community. It is essential that all known information is submitted in the application process that will enable us to make the correct placement and provide the appropriate support for each student. If any information is not supplied at the initial stages, and this prevents us from making adequate education or emotional provisions, we may not be able to accept the student on arrival.

All relevant reports and documents (including, but not limited to) psycho-educational evaluations and any existing IEPs must be submitted ahead of time, so that the admissions committee can make an initial assessment to determine if AISJ is the appropriate educational setting for the student. Every effort is made to accommodate students' needs within our mainstream school environment. AISJ faculty teachers make sure that all the lessons and activities are accessible to different types of learners. In the instances where, despite the differentiation of learning and general good practice, a student still has unmet needs, then individual learning programs are devised, at the expense of the parents.

There are some cases in which AISJ is not the appropriate placement because the students' needs are beyond our ability to provide education and support. If it is decided that AISJ is not the best fit for a student in our city, for whatever reason, we will help the student find a more appropriate setting.

Please note: Our building is a listed building and regrettable we are prevented by law from making certain structural changes, but within these constrains, we are open to accept students with individual physical needs.

Guardianship

In order to be enrolled at AISJ, a student must be living with either a parent or a legal guardian. Students not living with parents must attend a formal interview, and enrolment can only be agreed upon if an arrangement acceptable to AISJ can be approved. It should be noted that admission under these circumstances is the exception rather than the rule. Appropriate documentation about the student's guardianship must be provided.

Fees Schedule

All prospective families should be given a fees schedule (current or provisional) at the enrolment meeting.

This should include details of extra expenses: lunches; clubs; international trips; and any Inclusion support variables. Please note that additional Inclusion support fees will vary depending on the assessed need of the support a child requires.

Bursaries

AISJ is able to provide some bursaries for local students.

- Applications for Financial Aid for the following academic year for current or for new families must be submitted to the Chairman of the Bursary Committee, via the Admissions Officer, by **March 17th** of the current academic year.
- The Bursary Committee will review the application and decide whether, and how much, bursary to award. This information remains confidential.
- Bursary forms are only available upon full payment of the enrolment or re-enrolment fee.
- It is important to note that bursaries do NOT cover any Inclusion support the pupil may require and that all support must therefore be paid by parents, guardians or by their employer.

Class sizes

Maximum limits for class sizes are set as follows:

Nursery:	12 (+2)
EY1:	12 (+1)
EY2:	18 (+2)
PY1-PY6:	21 (+2)
SG6-SG10:	21 (+2)
SG11-SG12:	22 (+2)

EY = Early Years

PY = Primary Years

MY = Middle Years

IB = International Baccalaureate

The numbers in brackets () indicate places that may be allocated at the relevant Head of School's discretion.

After a class has reached 23 students, the Director may add more children at their discretion.

Important dates for enrolment and re-enrolment

- All applications by local families for the following academic year must be submitted by **March 31st** of the current academic year and they will be notified of the outcome by 31st May.
i.e for the 2017/18 academic year, all applications must be submitted by March 31st 2017.
- New local families applying for admission at any point during the academic year will be admitted only under exceptional circumstances, at the discretion of the Director, Admissions Committee and the relevant Head of School.
- For a current student's place to be guaranteed for the following academic year, all re-enrolment forms and fees must be submitted and paid by the last day of February of the current academic year.
*For the 2017/18 academic year, all re-enrolment forms and fees must be submitted and paid by **February 28th** 2017.*

Home School Agreement:

Parents and/or in loco parentis guardians that enrol their child/ren in AISJ agree to follow and commit to all the expectations, guidelines and policies of the Anglican International School Jerusalem. These policies are available on the school website or can be obtained from the school office.

