



1.2 Admissions Policy
Revised date: February 2017
Approved by BoG: May 2017
Next revision: May 2018

Mission Statement

Ambrosoli is a community minded school that nurtures curiosity, creativity and global awareness through an inspiring, broad and engaging curriculum. Children learn to become resilient and respectful in an environment where each child is challenged and encouraged to thrive and achieve as an individual.

Our Vision

Empowering pupils to become confident compassionate and internationally minded learners.

Policy

Ambrosoli International School is a non-selective school which aims to educate students from the local and international communities within Uganda, providing where possible for the special needs of all its students. In particular circumstances admission will be at the discretion of the Head of School, following assessment.

Procedures

Admission to Ambrosoli is facilitated by the Head of School and administration department and is based on the following:

1. Available places.
2. The potential of the student's ability to benefit from the academic program.
3. The capacity of the school to meet the educational needs of the student.
4. The ability of the student's family to meet the obligations stipulated in the Enrolment Agreement.

If there is a waiting list applicants will be admitted on a first-come-first-serve basis, as space becomes available. All signed and completed admission documents are dated and recorded on the school list and directory form. Students are listed in order of date of application form. The school may admit students at any time during the school year, provided they meet the admission requirements. The Head of School will decide on the appropriate class and teacher for the child. Students will also be permitted to withdraw from school any time of the year provided that the correct communication channels have been followed.

When students withdraw to transfer to another school, Ambrosoli will provide appropriate records and other information at the request of the parents or the child's new school, once all outstanding fees have been cleared.

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The Head of School, seeking advice from professional staff involved, may discontinue a child's enrolment at Ambrosoli if it is felt that the human or physical resources of the school are not adequate to meet the child's needs or the child's learning or behaviour challenges are having a detrimental effect on the learning of other children in the class. In the case of non payment of fees the child will not be permitted to return to the school for the next school term.

Age of Admission to Ambrosoli

The age of the child on 1st September must be:-

Sunflowers (Kindergarten) students must be 3 (and completely toilet trained) by 1st September

Reception students must be 4 by 1st September

Year 1 students must be 5 by 1st September

Year 2 students must be 6 by 1st September

Year 3 students must be 7 by 1st September

Year 4 students must be 8 by 1st September

Year 5 students must be 9 by 1st September

Year 6 students must be 10 by 1st September

Admission of Non-English-Speaking Children

The school provides for comprehensive English as an Additional Language (EAL) within our Learning Support programme throughout the primary school.

Admission of Children with Learning Disabilities

Admission is open to those students who are able to participate successfully in a mainstream class with some specialist support. In exceptional cases the school may require the parents to fund extra assistance beyond what is available in the classroom.

Class Size

The maximum class size in Seedlings is 32 students with two teachers and the appropriate number of assistants.

In Reception the maximum class size is 18.

In years 1 – 6 the maximum class size is 20.

In all cases above, actual class sizes and composition of classes will be determined at the discretion of the Head of School.

Admissions Procedure:

1 – Initial contact with the school can be made in person, via e-mail or telephone. At this stage all parents are requested to complete an Application form and pay the appropriate fee..

2 – The Senior Administrator will handle initial enquiries. A date and time to visit the school is then set.

3 - The Senior Administrator will then meet the family and the application process is explained in full. Whenever possible an introduction is made to the Head of School. A tour of the school then takes place and a meeting with the Head of School arranged.

4 – The family submits an application in full:

- Application Form – along with payment of the application fee
- Completed Enrolment form including details of necessary medical information
- Payment of enrolment fee and capital levy
- Copy of child’s passport and birth certificate
- Copy of parent’s passport
- Previous academic records where applicable

5 –Children that may require ILN or EAL support will also meet with the ILN coordinator.

6 – The Senior Administrator will carefully track class sizes and if a space is available the Head of School, or Business Manager in her absence, will offer a place to the student only if the application and supporting documents have been submitted.

7 – School fees are paid before entry and provision is made for invoicing the parents

8 – Once fees are received the following procedures take place:

- Senior Administrator – registers are updated including information about gender, nationality, any allergies or medical conditions, houses allocated and information shared with the relevant teacher.
- Accountant – invoices any other fees.

9 – Parents visit to buy uniform. It is often useful for Senior Administrator to be present as there may be some final points to clear up.

10 – The child and family are welcomed into the Ambrosoli community.



Robert Kabushenga

Chair of the BoG on behalf of the BoG