



# INSTITUT AURORA

## ADMISSION POLICY

### 1. Mission and Structure of the Admissions Department

It is the mission of the Admissions department to recruit, inform and admit new, qualified students in a professional and forthright manner, while maintaining the integrity of the school, the students and their families. We aim to ensure that prospective families understand the school's mission, philosophy and community. We also strive to give them a good initial understanding of our school and our different programs. Admissions decisions are made by the Admissions Committee.

### 2. Admissions Policy and Procedures

#### a. General

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received (except in exceptional circumstances, see 2. c.). Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the school's website to learn more about the Primary or Secondary divisions, and to download all admission materials.

#### b. Admissions Committee and decision-making process

The Admissions Committee is comprised of the Head of School, School's Principal, the Head of Departments and the MYP Coordinator. When appropriate, additional members of staff will also be consulted. The application will be examined by the Head of School, School's Principal and Head of the Department according to the age of the student. In exceptional periods (such as school holidays), a final decision on an application may be made by two members of the Committee, rather than the three usually required. Application files are reviewed by the Principal, the Head of Department and MYP Coordinator in case the student applies for admission in the Middle School. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. From the time an application is completed, the Admissions Committee aims to return a decision within ten days, pending any further follow-up that may be required. All students must have a legal guardian who resides in RD Congo, and any applicant who will turn 18 before they start

school must provide proof of visa before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the student turns 18. These documents are needed for curriculum-related trips, hence are a requirement. The final decision on all applications rests with the Head of School.

c. Required application materials

Before a student may be admitted, all of the following must be submitted:

1. Application fee (non-refundable).
2. Student Application Form. This should be completed and signed by the parent or legal guardian and accompanied by one passport-sized photograph.
3. Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable. School reports/transcripts must be in English or French.
4. School's attestation certificate of previous school

d. Personal Interviews and School Visits

While it is not always possible for overseas families to arrange a visit of the school, it is always preferable to do so. The school reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before, has had a lengthy absence etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

e. Criteria for admission

Each candidate's application materials are carefully studied in order to assess suitability for admission.

We look for candidates:

- Who are motivated
- Whose academic performance is average to excellent
- Whose conduct is good overall, and who are respectful to others
- Who are, and whose parents are, committed to the school's vision, mission and philosophy
- Who are internationally-minded
- Who would benefit from the school's curriculum
- Whose qualities would enrich our community and be a positive contribution to it.

**Fluency in English is a must for admission**

#### f. Grade Placement

In general, students will be placed according to their age on September 1st of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade than requested.

Only under exceptional circumstances will a student be placed in a higher grade than his/her age group. Factors to be considered for such a placement include:

- The cut off date in the child's country of origin (we aim to avoid situations in which children will be penalized on return to their home country, where possible);
- The child's successful completion of the equivalent grade elsewhere;
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

An internal assessment will decide whether the student is allowed to be placed in a grade higher than his/her age-group or not. If a student is placed in a grade higher than his/her age-group the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of grade after the student's abilities have been thoroughly observed. Any change of grade would normally take place within the first two months after the student's entry into the school.

#### g. Requirements for MYP and DP students

Institut Aurora is a private school and we consider quality above quantity. Applicants are asked to submit copies of their report cards, standardized state test score reports, and they are asked to participate in a writing assessment given at our school. The writing assessment is evaluated by experienced subject teachers. Students must obtain a score of 60% to be admitted in grade 6, 7, 8, 9, 10 and 11 and to take part in the IB program.

Poor performance in the admission assessment will result in a conference with the IB Coordinator, parents, teachers and the student to determine the best placement for the student.

#### h. Applicants with specific needs

Institut Aurora has a Learning Support program, although the number of students to whom it can be offered is limited by the resources it has available at any given time. Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports. Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted. Students needing Learning Support may be

admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. When reviewing the application of a student with specific needs, the Admission Committee will take into consideration all students receiving learning support in that grade, with additional consultation from the Learning Support specialists. As part of this process, the applicant will usually be interviewed, and the Admissions Committee reserves the right to request that a psycho-educational evaluation be conducted before a decision is made, if necessary. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our capacity to address his/her needs. Please note that Learning Support have an additional fee.

i. Post-review procedure

When a decision has been taken on a candidate's application, parents will be notified of the decision by email or telephone within 48 hours.

j. Registration

An accepted applicant's place in the school is guaranteed only after a completed Registration form (signed by the parents) and Registration Deposit have been received by the school, and after the Registration Contract has been signed by the Head of School.

k. Re-registration process

Every April the Admissions Department gathers preliminary information about parents' intentions for the following year. This information is used as an initial basis for enrolment planning for the following year. Failure to do so may result in the place being given to another candidate. In certain cases, where there is a financial, academic or behavioral issue with a student, parents may not be invited to re-register their child(ren) until the situation has been resolved, and in some cases will be refused re-registration. The Principals and/or Finance department are responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.

### 3. Fees

The application and tuition fees are set out in the Fee Schedule each year. Tuition fees are paid each term. School fees payment protocol states

- School fees are not refundable (even not partially)
- The payment of the fee for the whole term is required
- On any payment 2 weeks late, a penalty of 5%e will be charged

Students who are enrolled in the school and then leave can re-enter the school at a later date without incurring a new Entry Fee, provided that the re-entry occurs within 3 years of the departure from the school. The school reserves the right to request new submissions of any of the usual application documents, and the Application Fee if the re-entry occurs more than 3 academic years after the departure, before agreeing to a re-entry.