



Admissions and Attendance Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
Date adopted	June 2018
Policy previously reviewed	_____
Policy last reviewed	_____
Policy to be reviewed	June 2020

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Admissions and Attendance Policy

1. Rationale

1.1 The Netherlands International School Lagos currently operates one form entry classes.

1.2 The maximum class size is 20 students, though from time to time the Governing Body may request a class to temporarily increase the intake to accommodate Category A students. If class groups are full; The Office Manager files a soft copy/excel waiting list.

1.3 The Year Groups fit into Three Key Stages of Educational Development.

i. Early Years Foundation Stage

Though in the UK this typically refers to ages 3-5; at NISL we incorporate our Nursery Stream classes which have an intake of 20 month olds to 3 year old students. Students can be admitted into our Pre-Reception Class if they have reached the age of 3 on or before 31st August on the year of entry. Students can be admitted into our Reception Class if they have reached the age of 4 on or before 31st August on the year of entry.

ii. Key Stage One

This comprises of Years 1 and 2 (5-7 Years Old).

iii. Key Stage One

This comprises of Years 3-6 (7-11 Years Old).

1.4 NISL follows the National Curriculum of England in its entirety whilst recognising the culture of our host country and our international student populous.

1.5 NISL administers formal assessments through Reception, Key Stage One and Key Stage Two. We also administer External Secondary School Examinations upon parent request for entry to UK based Independent Schools or Secondary.

1.6 As an international School, NISL admits students from a diverse background from amongst the international community situated in Lagos as well as those from Nigeria. Students are, therefore, admitted to the school based upon the following criteria.

i. CATEGORY A

- Children with major sponsors of NISL.
- Children with both parents of British origin.
- Siblings of existing students.

ii. CATEGORY B

- Children of Nigerian origin.

2. Admission Procedure

- Prospective family has a “pre-visit” tour of classes/facilities
- Prospective family registers interest in the school (Naira payment)
- Prospective family produces prior school reports and administrative documentation
- Prospective student returns on given date for assessment
- Prospective student returns for a taster hour/morning/day (depending on age)
- Prospective family receives feedback as to whether admission has been granted
- Prospective family emails acceptance of the offer for admission
- Prospective family receives an invoice from the Admissions Officer
- Prospective family, with the school, ascertain a start date
- Prospective family pays non-refundable admission fee/ fees (Euro/Naira payment)

2.1 Admissions Officer ascertains the class(s) required for entry into the school and confirms availability of places in those year groups.

- 2.2** Admissions Officer goes through the admissions process with prospective parents. A Welcome Pack, including prospectus, fee structure, registration/medical forms are issued.
- 2.3** Prospective parents submit the Registration Form along with all necessary documentation and payment for registration (this payment confirms registration only and does not confirm a placement at the school).
- 2.4** Admissions Officer processes the registration data/documents and arranges for assessment of prospective students by the Head of English Stream (note that Nursery Stream and Pre-Reception students are not assessed).
- 2.5** Assessment of prospective student(s) takes place under the direction of the Head of English Stream after which he/she will meet contact the parents and confirm placement upon satisfactory completion of the assessment (recommendations will be made upon the year group/class placement of each child, whereby the placement is considered in the child's best interests). **Refer to Appendix 1 – Age Guides**. At this point the Admissions Officer, Management Team and relevant Class Teacher will be informed of the decision.
- 2.6** The Admissions Officer shall make written notification of the student's placement/admission at the school and requests for payment of school fees will be made; after such point PE uniform and Library materials can be purchased.
- 2.7** The Home/School Agreement is sent home to be signed and returned by parent and student. **(Appendix 2)**.

3. Attendance

Students are expected to attend school on all designated school days. We advise parents to take family vacations outside allotted school days. If students take sick leave parents must contact the school office to inform us. If we have not been notified there is a first day contact procedure from our School Office Manager. If a parent wants to take absence from school for any period of time a Leave Request Form must be completed explaining the reason for absence.

Such documentation will be kept in student files and determines the numbers of authorised or unauthorised days of absence recorded on school reports. If a student takes more than 30 days absence in an academic year, the school reserves the right to re-assess that student to establish readiness for the next academic year if deemed necessary. This may have an effect upon the placement of a student. Late arrivals are recorded on the Daily Class Register and if late attendance is noted as a pattern it will be referred to in the end of year school report.

Name:

Date:

Signature:

---- End of Admissions and Attendance Policy NISL ---