

# ADMISSION POLICY AND PROCEDURE

## Introduction

This policy can be found on the parent's page on our website – [www.mis.edu.gm](http://www.mis.edu.gm).

Applicants for admission into Marina School must complete an online registration form obtained from the Administration Office. **Please email [admissions@mis.edu.gm](mailto:admissions@mis.edu.gm) to request for a registration link.**

*Interested parents seeking admission into the Foundation stage (Nursery and Reception classes) should register their children early because **demand for places is extremely high.***

*Prospective parents can make an appointment to look round the school and have an opportunity to meet the Headmaster or Deputy Head to answer any questions they may have about the school so that they can make an informed decision for their child.*

Places in the school are allocated in line with the following classifications;

1. Gambian places (75% of total places). *Please note that the definition of a “Gambian” is that which is stated in the country’s Constitution.*
2. Non-Gambian/Institution (sponsoring organisation) place (25%).

**Class Size** - There are **24** places in Nursery and Year 2 (from September 2016) and **27** for all other year groups (subject to review).

*When Gambian places are full, parents have the option to enrol a child into a vacant Non-Gambian/Institution place and pay that category of fee. This status can be reversed when a Gambian child leaves that particular year group creating a vacancy. If this does not happen until the child finishes Year 6, the offer for High School will, subject to availability, be for Gambian place.*

Admission and continued enrolment in the school is subject to payment of all fees, in line with the school's **Fees Policy**, and compliance with **School Rules and Regulations**, as outlined in the School's Student Handbook – a copy of which is available on demand.

Parents are advised that it is a requirement of acceptance into the school that they are actively involved in the school. Parents/guardians are expected to collect school reports and invoices in a timely manner and to attend parent teacher forums. Parents/guardians who do not meet these requirements may be asked to withdraw their child from the school.

Queries pertaining to this policy must be addressed to the headmaster.

Adherence to and the effectiveness of this policy will be monitored day to day by the headmaster with delegated authority from the Board and Education Committee.

The School's Governing Board reserves the right to amend this policy in line with the needs of the school.

## Registration and Application Process

For all admissions enquiries, please email [admissions@mis.edu.gm](mailto:admissions@mis.edu.gm)

Enquiries about our fees, please email [accounts@mis.edu.gm](mailto:accounts@mis.edu.gm).

All prospective families must go through our online registration process – we do not issue paper registration forms. Please email [admissions@mis.edu.gm](mailto:admissions@mis.edu.gm) and you will be emailed a registration link together with a guide to proceed with online registration. Once you have completed the online form, you would need to proceed to the Records Office with the following to complete the registration process:

- Two passport-sized photos
- Original **birth certificate** or **passport of child**
- **Original birth certificate or passport of one parent**

Application fee of **D6,000** (Six thousand dalasi) payable at any of the **Ecobank** branches Entry into Nursery and Reception does not require entrance assessment.

Entry into Primary and Secondary sections require an entrance assessment. More information will be provided during the registration process.

Please note that all offers are made subject to availability of places. Meeting the cut off point on the entrance assessment does not automatically guarantee admission.

## Admission

### Junior School (Nursery to Year 6)

Entry into the junior school is normally in the nursery class.

Nursery places are only offered to children who are three years old on or before 31st August of the start of the academic year for which admission is sought. Children who are not ready to start school on the basis of NOT being toilet-trained will be deferred until they are ready.

Subject to availability of places and performance on admission tests, limited admission takes place in Year 2 and **very limited** admission to other classes within the Junior School.

### *High School (Years 7 to 12)*

At the moment, pupils in Year 6 in the Junior School progress to Year 7 (Form 1) provided they have met the prevailing progression criteria set by the school.

Admission to Years 8 to 10 (Forms 2 to 4) is reserved for Non-Gambian pupils or pupils placed by institutions.

### Entry into Sixth Form

Admission numbers to Sixth form (Years 12) varies from year to year and details can be obtained from the School's Administration office during entry periods. Students applying from other schools must demonstrate excellent academic ability.

**QUALIFICATION** – In order to qualify for a place in our Sixth Form, a student must have passed, at least, FIVE IGCSE subjects at grades A\*-C, including English Language and Mathematics.

A student will NOT be allowed to study a subject in Sixth Form with a grade lower than 'C'. This condition also applies to students from other schools who have taken the WASSCE examination, but the grade should range from A1 to C4.

Please note that special preference will be given to students with grades ranging from A\* to B (at IGCSE Level) and from A to B3 (at WASSCE Level). Students wishing to study Pure Mathematics and Physics in Sixth Form must have done Additional Mathematics at IGCSE or WASSCE Level. Students who wish to study Literature-in-English should have done English as a 1st Language at IGCSE level or must have scored no grade lower than C4 in English Language at WASSCE Level.

Please note that if you are applying into our Sixth Form from another school, you must complete the online registration as well as the online Sixth Form Application Form which will be sent to you once you have completed our online registration.

**PLEASE NOTE:** An offer of a place will be confirmed in writing outlining the place offered, fees and payments due and payment deadline. The offer letter is valid only if signed by the Headmaster.

### **Admission Criteria**

Admission to the Junior School for both categories of applicants, subject to the 75% and 25 % rule, is made in the following order:

Group 1 - Families with children already in the school and staff members on the waiting list.  
Group 2 - All others on the waiting list in order of registration date.

Admission to the High school is subject to admission tests for Years 8 to 10 (Forms 2 to 4) and examination results for entry to Year 12. Any vacant places arising in Forms 2-4 will be offered to Non-Gambians and on a case by case basis to families with children in the school and staff members.

### **Procedures Relating to Admission**

Offers for Nursery places starting in September are made in late May or early June. Offers for other year group places for September entry, where available, are usually made from June.

Admission may be made throughout the school year, subject to admission criteria and procedures.

Parents receiving an offer must accept by completing and returning the relevant acceptance form to the Administration Office by the date specified in their offer letter.

Failure to return a fully completed acceptance form by the specified date may result in the place being withdrawn and offered to a pupil on the waiting list.

On receipt of the acceptance of offer, you will be issued with an invoice for payment of all due amounts by a set date. Failure to make payment on or by the date specified **may** result in the place being withdrawn and offered to a pupil on the waiting list.

Settling-in Period - the first weeks of Nursery

Children are divided into two groups. Group One start on the first day of term, Group two join 3 days later. This allows children, parents, and teachers to manage the first days of nursery. Parents may spend some time with unsettled children until they are comfortable with their new situation.

### **Transfers into the Junior School**

Movement of children to new classes is made at the end of the school year. Any available place from Reception to Year 6 will be given to children on the waiting list in line with the selection criteria outlined in this policy. These children will be tested in English to determine their reading, comprehension and writing skills.

### **Admission into the High School**

The High School career begins at Year 7 and ends at Year 13. Children from Year 6 in the Junior School move to Year 7 in the High School provided they have met the prevailing progression criteria set by the school.

Students seeking admission to the High School, subject to admission criteria outlined above, will be take the entrance assessment.

### **Entry into Year 11 and 13 is made only in very exceptional circumstances**

#### **Readmission**

If a student leaves the school while owing school fees or the school withdraws their place for nonpayment of school fees, they may reapply to be admitted back to the school. Such a student will have to go through the prevailing admissions procedure and will have to pay a term's fees as a refundable security deposit if admission is offered. The deposit will be refunded when the child leaves the school and all financial obligations have been settled.