

## ADMISSION REQUIREMENTS AND PROCEDURE

The school exists primarily to serve the educational needs of the local and international communities. Admission to the school is open on a continuous basis to all students who belong to these communities and who meet the set of criteria.

Admission:

- A. Admission to the International School Dhaka shall be determined by the professional staff.
- B. Admission shall be based on data submitted as required by the professional staff to determine the:
  1. potential of the applicant to benefit from the educational services available;
  2. and the capacity of the International School Dhaka to meet the educational needs of the applicant.
- C. Admission shall not be denied because of nationality, race, or creed. Student applicants shall be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the School.
- D. The School wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrolment. Whenever all qualified applicants cannot be accommodated, all students enrolled as of the end of the previous school year shall automatically be enrolled for the following year; new applicants shall then be considered for admission on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on *first-come/first-served* basis as space becomes available.
- E. When a student is formerly enrolled at the International School Dhaka applies for admission to the International School Dhaka, the following procedure will be followed:
  1. The School from which the student is transferring will be called to make sure the School can give clearance for a transfer (e.g. bills are paid).
  2. If the response is *yes*, the student will be admitted if he/she meets all other admission criteria at the International School Dhaka.
  3. If the response is *no*, the student will be denied admission until such time as clearance can be given by the former school (e.g., bill is paid and/or other related problems have resolved to the satisfaction of the International School Dhaka).

- F. The procedure for admission shall be as follows:
1. The Admission Coordinator of the School shall be designated the admissions officer for the School.
  2. The CEO may involve other professional staff in reviewing admission data.
  3. When there is any concern about the qualification of the applicant, the potential of the applicant shall be judged in terms of the following kinds of data:
    - a. Grade point average and specific course grades
    - b. Continuity of previous education
    - c. Kind of educational experience
    - d. Evidence of emotional stability or maturity
    - e. Test scores from previous tests or International School Dhaka placement tests
    - f. Former teacher and/or administrator comments
    - g. References
  4. The capacity of the International School Dhaka to meet the needs of the applicant shall be judged in relation to:
    - a. breadth of curriculum
    - b. depth of curriculum
    - c. extent of student services available
    - d. limitation of School facilities
  5. Students who do not speak English shall be evaluated in the following ways:
    - a. All primary and middle school students who do not speak English will be admitted once they have been evaluated as prescribed in previous sections of this policy.
    - b. All high school students will be evaluated by the admissions committee and the ESL department to determine whether the International School Dhaka is the proper placement. Students will be enrolled who have reached a level of English proficiency, which enables them to work in an academic setting.
  6. Students with special needs may apply for enrolment but parents of these students should be aware that the International School Dhaka does not have a special needs programme and/or department.

a. Admission for special needs students will be limited to mild needs only.

b. All special needs students will be required to furnish previous I.E.Ps (Individual Educational Plans), formal medical evaluations and all previous records to be reviewed by the admissions committee.

c. All special needs students will be placed on a conditional enrolment for one tri-semester. At the end of the first tri-semester, the admissions committee will reassess the enrolment for the second semester.

### Ages of Attendance

A. Playgroup is available for students who are two plus (2) years old on or before 1st. September of the year of entry subject to:

1. Total enrolment in Nursery should be limited to 15 students per section.
2. Students being accepted on the basis of a trial period, not to exceed one month.
3. Students are able to use the bathrooms properly and are able to eat solid food.
4. Recognition by prospective parents that subsequent entry into Nursery is based on age requirements and not upon time spent in Playgroup.

B. Nursery is a normal prerequisite for entry into Pre-Kindergarten and Pre-Kindergarten is a normal prerequisite to Kindergarten. For entry into:

Nursery	3 on or before 1 September
Pre-Kindergarten	4 on or before 1 September
Kindergarten	5 on or before 1 September

C. In general, students should be six (6) on or before September 1 of the year of entry into first grade. Exceptions may be made at the discretion of the professional staff.