

### Admissions Policy and Procedures

The American International School of Mozambique is an IB world school, providing a rigorous education program culminating in a US High School Diploma and, optionally, an International Baccalaureate Diploma. The curriculum is taught in the English language for eligible students of all nationalities. Admissions and curriculum requirements are similar to those of private U.S. educational institutions.

The Board of Directors has established school admissions procedures which are implemented by the administration. The Board seeks to ensure a high standard of education within the capacity of the School's facilities and teaching resources. Criteria for enrollment eligibility include age, previous schooling, English language proficiency, learning achievement, parents' and/or organizations' capacity to pay registration and school fees, consideration for a parent's temporary assignment in the school community and a child's requirement for an education at an American-oriented school.

Accepted students will be placed according to the following recommended age guidelines:

Grade Level	Minimum Age: September 1st
ELC 3	3
ELC 4	4
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17

Records: Students seeking admission to grades 2-12 must present documented evidence of past academic achievements. It is the parents' responsibility to provide all academic and health records to the School's administration. Required documentation includes:

- Admission forms (*available online*)
- Health history form (*available online*)
- Immunization form (*available online*)
- Report cards from previous schools
- Transcripts (grades 9-12 only)

Where applicable:

- Standardized test scores
- Assessments conducted by specialists that indicate evidence of learning difficulties or behavioral problems.

Students with incomplete previous school records will not be admitted until all requirements are met.

Placement Assessment: Students must demonstrate evidence of their ability to benefit from and contribute to the AISM academic program. Students in ELC 3 or 4 will be observed at play (where applicable). Students in K-3 grades will be administered a school-based assessment in English and Mathematics. An age appropriate admission test in English and Mathematics is administered to all students entering grades 4 through 12. Students who do not score at or above grade level may not be eligible for admission.

The School is not obligated to admit a student who does not meet acceptable academic or behavioral standards. The final decision for admission to AISM rests with the Admissions Committee, comprising the Director, administrators and teachers.

Students who are admitted to School but later exhibit learning difficulties or behaviors which seriously impede academic progress of themselves or others will be required to undergo diagnostic testing administered by an educational specialist recommended or approved by the School. The cost of the testing will be at the parents' expense. If a student's learning difficulties or behavioral needs cannot be met by the School's resources, the School reserves the right to recommend alternative placement.

### **Admissions Procedures**

#### Admissions Priority

In keeping with AISM's origins and the support that the School receives from the US Government, children of the official U.S. Government employees to Mozambique, who otherwise qualify for admission, are guaranteed a place at the School. Thereafter, the children of private U.S. citizens have priority.

All other completed applications will be placed in an admissions' pool and will be subject to appraisal by the Admissions Committee. Admissions are undertaken cognizant that the School aims to provide the best education for a diversity of children, including the international community residing in Mozambique as well as other interested Mozambican residents and nationals. Further admissions are subject to place availability and to the following, not mutually exclusive criteria:

- Children of parents with expatriate status who are employed by diplomatic missions, multi- or bilateral organizations, international non-governmental organizations or international corporations;
- A demonstrable need or desire for the curriculum provided by the School (i.e. students transferring from other international schools or schools with an English-speaking U.S./international curriculum);
- Whether or not a child already has a sibling enrolled at the School.

In addition, the School's Admissions Committee reserves the right to prioritize the admission of a child or children in special, compelling circumstances where there is a significant perceived benefit to the School.

AISM does not provide special education programs for students who have been diagnosed as students with learning disabilities, emotional/behavioral disabilities, moderate/severe intellectual disabilities or severe auditory or visual impairment. AISM reserves the right to deny admission to students

- who have demonstrable special learning, behavioral and/or emotional needs.
- who do not achieve an acceptable score on the admissions exam and/or whose academic records do not reflect continuous academic achievement.

Parents of children who require support services of any kind should contact the School for further information prior to relocation to Mozambique. According to State Department regulations, U.S. Government employees whose children have been identified with special learning needs must obtain authorization from the School prior to their assignment in Mozambique.

All returning students who have demonstrated successful academic performance and do not require special learning assistance beyond the resources of the School shall be guaranteed space for continued enrollment and will not be eliminated to accommodate any new students.

#### Class size

Class size determines final admission availability. Class size is determined by physical space, resources and other educational factors.

Once a student has been admitted to the School, continued enrollment is contingent upon academic and behavioral performance and timely payment of tuition as specified by AISM Fees Policy #5000.

#### Placement of Students in an Admissions Pool

Once classes are operating at maximum capacity, all future applicants are placed in an admissions 'pool'. Admissions will be made according to the admissions priority described above. The admissions pool is maintained in a priority manner according to the date of application. All required documents – admissions form, health records and academic records - must be completed and submitted to the Admissions Office before a student will be placed in the admissions pool.

It is the responsibility of parents/guardians of students placed in the admissions pool to reconfirm their interest in AISM with the Admissions Office at least every eight (8) weeks. Failure to do so may result in the removal of a child's name from the active list.

#### Admission Requirements/Student Placement

Grade placement is based on age, education needs and social/emotional maturity. Students should be no more than one year older or younger than the average for their grade level placement.

An entrance exam measuring skills in English and mathematics will be administered to all students applying for grades 4 through 12. Students applying for Early Childhood programs through grade 3 will be assessed by the primary school principal, literacy and mathematics specialists and school counselor.

Students transferring from accredited U.S. schools or other accredited American international schools will be placed at the grade level indicated on official school records from the previous school if all expectations have been met at such grade level. Students whose records provide insufficient information or reflect areas of concern may be required to sit for further admissions screening to determine the most appropriate grade level assignment. *The School reserves the right to make the final decision in all grade level placements.*

#### Admission of Non-Native Speakers of English

Students with little or no acquisition of English language skills may be admitted in ELC 3 through grade 5; students with limited acquisition of English language skills may be admitted conditionally in grades 6 through 10. Such students will receive added support through "pull-

out” and inclusionary methods. It may be necessary for administration to request parents to provide additional private lessons as well.

Students applying for grades 11 and 12 must demonstrate sufficient acquisition of English language skills appropriate to grade level placement prior to admission due to the rigorous demands of the IB Diploma Program.

#### Grade Level Placement of Students from Schools with Different Academic Calendars

Students who transfer from a school which uses a January – December academic calendar year will be required to repeat one semester of their current grade level (August - December) or one semester of their previous grade level (January - June) prior to their admission to AISM.

#### Admission to Early Learning Center 3 & 4

Admission to the Early Childhood Learning programs (ELC 3&4) is determined by age and through assessment of the applicant’s readiness to benefit from AISM’s ELC program. To meet the age requirement, applicants must be 3 or 4 years of age respectively on or before 01 September of the school year in which they wish to enroll. Students will be assessed by the primary school principal, counselor, literacy and mathematics specialists, classroom teacher and other appropriate personnel.

#### Admission to Kindergarten

Admission to Kindergarten is determined by age and through assessment of the applicant’s readiness to benefit from AISM’s Kindergarten program. To meet the age requirement, applicants must be five years of age on or before 01 September of the school year in which they wish to enroll. Students will be assessed by the primary school principal, counselor, literacy and mathematics specialists, classroom teacher and other appropriate personnel.

#### Admission to Grade 1 - 3

Admission to grades 1 - 3 is determined by age, previous school records and assessment by the primary school principal, counselor, literacy and mathematics specialists, classroom teacher and other appropriate personnel. To meet the age requirement, applicants must be six, seven or eight years of age respectively on or before 01 September of the school year in which they wish to enroll.

#### Admission to Grades 4– 5

Admission to grades 4 and 5 is based on age, previous school records and the AISM entrance exam. Students with limited English language skills will be exempt from the entrance exam, but other means of assessment will be used to ensure students’ ability to meet with success. For students who have attended schools with an American or similar curriculum, AISM grade level placement generally corresponds with the previous school placement. AISM reserves the right to place students at grade levels deemed most appropriate to meet students’ needs based on previous school records, age and assessment results.

#### Admission to Middle School (Grades 6 – 8)

Admission to Middle School in grades 6, 7 and 8 is based on age, previous school records and the AISM entrance exam. Students must score at or above grade level in English and mathematics on the entrance exam. For students who have attended schools with an American or similar curriculum, AISM grade level placement generally corresponds with the previous school placement. AISM reserves the right to place students at grade levels deemed most appropriate to meet students’ needs based on previous school records, age and assessment results.

### Admission to High School (Grades 9 – 10)

Admission to grades 9 & 10 is based on age, previous school records and the AISM entrance exam. Students must score at or above grade level in English and mathematics on the entrance exam. Students applying for grade 10 must have successfully completed year-long courses in English, Science, Mathematics, Humanities and a Foreign Language in grade 9.

For students who have attended schools with an American or similar curriculum, AISM grade level placement generally corresponds with the previous school placement. AISM reserves the right to place students at grade levels deemed most appropriate to meet students' needs based on previous school records, age and assessment results.

### Admission to High School (Grades 11 – 12)

Admission to grades 11 & 12 is based on official transcripts from previous schools. An entrance exam will be administered to assist in placement for the IB Diploma Program. Students must be able to earn a total of 25 credits and complete community service hours to meet graduation requirements within 1 to 2 years. Students applying at these grade levels must have successfully completed all coursework in grades 9, 10 and where appropriate, grade 11.

The secondary school principal and secondary counselor will determine credit allocation and appropriate grade level placement.

### Application Requirements

#### *Forms*

- Completed Admissions Form
- Health History Form
- Proof of all required vaccinations
- Academic records from previous school(s)\*
- Standardized achievement test scores\*\*
- Psychological and educational evaluation/records where appropriate\*\*
- Photocopy of child's passport (vital information page)
- Photocopy of both parents' passports (vital information page)
- Passport-size photo of student
- Contract of Enrollment

\*A *minimum* of two (2) years of the most recent school records (where a student is old enough), reflecting courses studied and results is required to initiate the application process. Students applying in grades 10 – 12 *must* provide official transcripts from completed semesters/trimesters as well as all work in progress at the time of application. School reports in languages other than English must be *officially* translated into English.

\*\*Standardized achievement tests and/or psychological and educational evaluations must be submitted at the time of application to ensure appropriate grade level placement and provide support services where necessary. Administration may cancel a student's matriculation if parents fail to disclose pertinent school records.

### **The Application Process**

#### Review of Application

The Admissions Officer will review the application and will contact parents if any further information is required. After a review of all documents by the Admissions Committee, parents will be notified if there is a vacancy at the applicant's appropriate grade level.

### Student Assessment

Applicants for grade 4 – 10 will be asked to sit for an on-line admissions test. The exam can be administered at AISM or at the applicant's current school. Such arrangements will be made through school counselors or admissions directors. Students are expected to score at or above grade level to be granted admission. Students with limited English language skills may be provided an alternative form of assessment. Parents and students will also be required to meet with the appropriate school principal prior to enrollment.

### Timeline

AISM's school year begins in August and ends in June. Applicants for admission to AISM are strongly encouraged to apply as early as possible because many classes operate at maximum capacity. An application for admission will not be processed until the Admissions Office receives all required documents as outlined in Application Requirements. Admissions will be made according to the priority status, not the date of application.

### Key Information When Applying to AISM

1. Applicants must submit records from two most recent school years. If no school records are available for ELC, Kindergarten or grade 1 students, parents should request the previous school to supply a letter indicating the year(s) that the student attended the school and his/her progress.
2. If school records are not in English, all documents must be officially translated (certified by notary public).
3. Students transferring from schools with a January – December school calendar year will continue at the same grade level for one semester upon entry to AISM.
4. Applicants for grades 10 -12 must submit official transcripts from the previous school(s) to transfer credits, to determine equivalency and to meet AISM graduation requirements.

### Application Status

#### *Offer of Placement*

If an opening occurs and a student meets all admissions criteria, parents will be contacted by the Admissions Office either by phone or by email.

#### *Placement in an Admissions Pool*

If an applicant meets admission requirements but is applying for a grade level placement that is operating at full capacity, the applicant will be placed in an admissions pool. An applicant's position may change regardless of the date of application if there are subsequent applications from families in other priority categories.

#### *Denied Admission*

An applicant may be denied admission if he/she has academic, social or emotional problems that require support services not offered by the School, but deemed necessary to meet the student's learning needs. The final decision for admission to AISM rests with the Admissions Committee.