



OAKLAND INTERNATIONAL SCHOOL

15 Tennessee Crescent off Panama Street, Ministers Hill, Maitama, Abuja.

☎ 0909 998 9643, 0905 623 8659

ADMISSION POLICY

We understand that you have a number of choices of schools for your children. We are very happy that you have chosen **Oakland International School** and hope that you will be a supportive member of our community.

AIMS OF THE POLICY:

The aims of this policy is:

- To regulate the age criteria for entrance to the school at a particular year level.
- To place the pupils in the relevant year groups.
- To make sure that pupils enrolled at the school are placed in a class where their social, emotional, cognitive and psychological needs are effectively catered for.
- To ensure that pupils' potential is maximized.

MINIMUM AND MAXIMUM AGE REQUIREMENTS:

CLASS GROUP	AGE AS AT 1ST SEPTEMBER	
	MINIMUM	MAXIMUM
Toddler	From 3 months	
Playgroup	2	3
Nursery	3	4
Reception	4	5
Year 1	5	7
Year 2	6	8
Year 3	7	9
Year 4	8	10
Year 5	9	11
Year 6	10	12

ENROLMENT POLICY:

Oakland International School is a pure British Curriculum School with a niche of a special International Primary Curriculum and follows the National Curriculum of England (Revised 2014) in the foundation and exploratory subjects. The language of instruction is English. The school is international and global in character and consequently conforms to the norms and standards of all international schools that follow purely, the British Curriculum.



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Being a school that provides **inclusive** education, Oakland International School understands that many children will seek enrolment at the school having been exposed to different curriculum with different approaches to teaching and learning focusing on citizenship; collaboration and communication; creativity and imagination; critical thinking and problem solving; digital literacy and leadership and personal development. We give **richness and depth** across a wide range of subjects.

The school is confident that the curriculum it follows and the norms and standards that are set in terms of its placement and entry requirements, is a well-researched approach to education and the most relevant for pupils in the international context.

Enrolment Procedure:

STAGE 1	PROCEDURE	RESPONSIBILITY
1. A prospective parent makes an enquiry telephonically	1. The name, telephone and email address of the enquirer should be recorded. 2. Offer to send on online prospectus. 3. Offer to send on online schedule of school fees.	Head of Admin
STAGE 2	PROCEDURE	RESPONSIBILITY
2. A prospective parent makes an enquiry by email	1. Reply to the parent and attach an online prospectus and a schedule of school fees. 2. Follow-up after a period of two days	Head of Admin
3. A prospective parent makes an enquiry in person	1. Record the person's email address and telephone number. 2. Offer to send them the online prospectus. 3. Offer them the school fee schedule. 4. Follow-up after a period of two days	Head of Admin



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<p>4. A prospective parent shows an interest in the school</p>	<ol style="list-style-type: none"> 1. Take the person to the School Head of Admin. 2. Take down the personal details. 3. Offer them a school prospectus and a schedule of school fees. 4. Show them around the school. 5. Introduce them casually (if appropriate) to Senior Members of the staff and Head Teacher. 	<p>Head of Admin</p>
<p>5. A prospective parent is serious about enrolling their child at the school</p>	<ol style="list-style-type: none"> 1. The prospective parent must be taken to the Head of Admin. 2. All documentation is given to the parent. 3. The assessment fee is paid and form paid for. 4. A date for the assessment is set. 5. A date and time is set for an interview with the Head Teacher. 	<p>Head Teacher</p>
<p>6. The pupils' assessment</p>	<ol style="list-style-type: none"> 1. The parent is informed that the prospective pupil will be required to attend school for the day. 2. The prospective pupil is allocated a class for the day. 3. The teacher is given at least a day's notice (if possible) that the child will be attending the class. 4. The teacher assesses the child and writes a report and makes recommendations whether the child can be accepted. 	<p>Head Teacher, Heads of Department, Class Teacher</p>
<p>7. The parents' interview with the Head Teacher</p>	<ol style="list-style-type: none"> 1. Where possible interviews should not be agreed to without their being notice. 2. The parent is taken to the Head Teacher's office and introduced to the Head Teacher. 3. The interview often is the deciding factor in accepting the pupil. 	<p>Head Teacher, Head Of Admin</p>



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<p>8. The acceptance/ declining of the child into the school</p>	<ol style="list-style-type: none">1. Once the child has been accepted, a letter of acceptance is given to the parent.2. If the child's application is declined, then the parents are informed of this.3. The parent will then take the letter to the Bursar who will give the parent an invoice for the fees.4. Once all the fees have been paid, the child is deemed to be enrolled.5. The administration department will issue uniforms and the pupil will be allocated a class.	<p>Head Teacher, Administrative Officer, Heads Of Department</p>
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[PLEASE NOTE: *Places at the school will only be allocated once the fees have been paid. If a child has an acceptance letter but the fees are not paid and the class is full, that child will be placed on a waiting list until such time as a place becomes available.* **]**

