

ADMISSION POLICY

International Community School

Primary & High School
Accra & Kumasi campuses
May 2023



TITLE OF THE POLICY
ICS Admission Policy

EFFECTIVE DATE
May 2023

DATE OF NEXT REVIEW
The Management of ICS will review this policy every year or sooner if for operational reasons or whenever circumstances so require; or at the request of the Directors of the School.

APPLICATION AND SCOPE OF THE POLICY
This policy applies to Parent/Guardians, Teachers, Staff and the Management of this school.

IMPLEMENTATION:
The Admission Officer is responsible for the implementation of this policy according to the stated guidelines. A detailed admissions procedure defines the step-by-step implementation of the policy.

TABLE OF CONTENTS

SECTION 1: Definitions....3

SECTION 2: Responsibilities....6

Admission Officer....6
Heads of Schools....6
Home-room tutor....6
Key Stage Coordinator....6
Principal....7
Counselor....7
Parent....7

SECTION 3: Preamble....8

Objectives of this policy....9
Preconditions for admission....9
Class Size....10
Language of learning and teaching....10
Criteria for selection where slots are oversubscribes....11
Parental consent: Video/Photo release & out of school activities....11

SECTION 4: General Admission Process....12

Important days and deadlines in the admission process....13
Boarding admission....14
Transfers....15
Admission of non-citizens....15
Testimonials and results from previous school....16
Learners who are repeating....16

SECTION 5: Cambridge Primary /Prep School/ Key Stage 2 (Year 1 -Year 6)....17

SECTION 6: Cambridge Secondary 1/Lower Secondary / Key stage 3 (Year 7 -Year 9)....20

Cambridge Secondary 2/IGCSE /Key Stage 4 (Year 10 to Year 12)....23

SECTION 7: Cambridge Advanced/Key Stage 5/A-level....26

SECTION 8: Fees & Refund Policy....28

Tuition fee categories....29
ICS sibling discount....29
Exchange rate....30
Tuition policy....30
Payment of fees....30
Admission fee policy....30
Withdrawal and refund policy....30
Boarding fee....31
Lunch or cafeteria fee....31
School uniform and P.E. attire....32
Textbooks....32
Advanced payment of fees....32
Reservation fee....32

SECTION 9: Contact Admissions office....33

1. DEFINITIONS

TERM	DEFINITION
Admission period	The period between the commencement date and end date for admissions as determined by ICS Management.
Admission fee	The non-refundable fee set out in the tuition fees schedule payable by Parents upon accepting the offer of enrolment at ICS.
Admissions officer	School official designated to provide information and assistance to Parents to complete the admission process according to the ICS admission policy.
Admission interview	Official interview scheduled with applicants with their Parents/Guardians to get to know more about the applicant to assess if they are the right fit for the school.
Placement test	Compulsory test given to applicants according to the year applied to determine specific knowledge or proficiency in selected subjects for the purpose of assignment to appropriate courses or classes.
Tuition fee	The cost of educating an enrolled student, inclusive of any cost required as a condition for attending ICS.
Deferment	When an applicant who has been admitted decides to postpone their start date for school.
Principal	Academic Head of an International Community School campus.
Head of School	A school official responsible for running a section of the school. (i.e., Preschool, Primary, Secondary)
Administrative Manager	A school official who oversees non-academic operations of the school.
Homeroom tutor	Form tutor/Staff designated as being in charge of a certain form or class.

TERM	DEFINITION
Key Stage Coordinator	Person responsible for the day to day academic progress of students in their curriculum area.
School Counsellor/Guidance Counsellor	A professional who works to provide academic, career, college access and social-emotional competencies to all students through our school counselling program.
Curriculum	The central guide for all ICS teachers as to what is essential for teaching and learning, so that every student has access to thorough academic experiences.
Academic support	An intervention aimed at assisting learners/ students/scholars to succeed academically.
Boarding	Dormitory facilities where students may opt to live or board during the school year and comes at an extra cost to Parents.
Lunch service	Meals provided by the school at a cost to students who opt to eat from the school cafeteria.
School uniform	A standardized outfit worn by students who attend ICS.
Class size	The average number of students per class.
Co-curricular	Activities, programs, and learning experiences that complement what students are learning in school.

2. RESPONSIBILITIES

2.1 Admission officer

- To receive, respond to and co-ordinate all applications for admission.
- To meet prospective families if required.
- To make recommendations for year and section placement test.
- To liaise with the Principal, Heads of Schools and Counsellor to ensure a smooth application, admission and orientation process.
- To ensure that the ICS acceptance/undertaking contract is signed.
- To maintain a ranked waiting list.

2.2 Heads of Schools

- To ensure that the applicant meets the academic admission requirements of ICS.
- To participate in interviews and contribute to admissions decisions.
- To thoroughly evaluate required documents submitted by Parents.
- To liaise with their teachers to ensure placement tests are returned within required timeframe.
- To liaise with the Admissions Officer before the offer is finalized.
- To ensure smooth orientation of student on entry.

2.3 Home room tutors

- To ensure smooth start of school by new students.
- To monitor the progress and orientation of newly admitted students.

2.4 Key Stage Coordinator

- Works closely with home room tutor to ensure students are meeting the standards of their key stage and settling in academically and socially.

2.5 Principal

- To participate in panel interview of all candidates.
- To review special admission cases before the final offer is made.
- To ensure that the admission policy and procedures are reviewed and updated as necessary from time to time.

2.6 Counsellor

- To review copies of all medical, psychological or special needs education assessments or reports before entry to the school. Such materials are a prerequisite in enabling ICS provide the best education for the child. Failure of Parents to disclose any such information, including the deliberate withholding of information, may result in their child not making the expected progress in school.Ensure that the learner is fully supported and settles well in the new environment.
- To respond to requests for special needs assessment and to comment on application.
- To undertake assessments as required.
- To monitor the progress and orientation of newly admitted special needs students.

2.7 Parent

- To be fully responsible for the learners' needs.
- To attend orientation forum for new students.
- To sign and return undertaking/ acceptance letter.
- To read more about the school from the schools' website.
- Cooperate and provide the school with all needed documentation and information needed to admit their ward to the school.
- To read school messages sent from the school via Email, WhatsApp, and text message.
- Ensure they have the handbook with their ward upon acceptance of admission.

3. PREAMBLE

The International Community School (ICS) admission policy articulates the Schools' commitment to ensuring that all learners have access to quality, inclusive, holistic education without fear of discrimination. ICS aims to provide an environment where the race, language, culture, religion and socio-economic status of each learner do not act as unreasonable barriers to them accessing or advancing in any aspect of school life. The school is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the schools' admission process. To this effect, any learner who applies for admission to any grade at ICS will be given a fair and equitable admission process.



ICS is accredited by Cambridge Assessment International Examination (CAIE) to all four levels of CAIE. These four academic programs are the Cambridge Primary (years 1-6), the Cambridge Secondary 1 (years 7-9), the Cambridge Secondary 2 (years 10-11) and the Cambridge Advanced/A-LEVEL.

3.1 Objectives of this Policy

The objective of this policy is to:

1. Have a fair and transparent policy for all parents and the general public who have an interest in educating their wards at the school.
2. Provide general principles under which admission to the school are conducted;

    A. describing how admissions will be administered by ICS.
    B. clearly defining the admission age for learners.
    C. providing for the admission of learners who live outside Ghana.
    D. clearly identify documentation required for the admission process to be completed.
    E. explain the full cost of education at ICS to prospective parents.
    F. outline the payment and refund of fees.

3.2 Preconditions for admission

1. A complete admission application (being a complete set of all documentation and information requested) is submitted to the school.
2. Applicant fulfills the academic requirements of the school by taking the placement test.
3. Applicant fulfills a satisfactory interview requirement face to face with the school.
4. Applicant exhibits the required age and appropriate social and developmental skills.
5. Whether there are slots available given the capacity of the school.
6. Whether the learner has met the promotion requirements for the grade immediately below the grade to which the admission application relates.
7. Whether the School is able to meet the educational needs of

the learner (including but not limited to any special needs of the learner).
Whether the learner will benefit from the programme of the school given their proficiency in English, being the language of learning and teaching at the school. The inability of a learner to communicate effectively in English may place an unreasonable limitation on their academic progress at the school and could therefore result in the learner not being admitted to the school.

9. Parents of applicant have maintained a satisfactory payment history for siblings already admitted to ICS.
10. Parents agree to pay their ward's fees either in full or in part at the beginning of every term in accordance with the school's fees schedule.
11. Parent will agree that they will accept any disciplinary action, be it being sent home for violating any of our school rules or summary dismissal.
12. Parents will accept to repeat their wards in case of less than average academic performance or poor attendance record.
13. The admission officer will ONLY communicate with a Parent or legal guardian of the applicant. A letter of authorization will be required if a person who is not a legal Parent or Guardian has to act on their behalf.
14. In all cases, the school retains the right to determine, at its sole discretion, whether or not to select a student for admission or to reenroll a student.

3.3 Class size

PREPSCHOOL	SECONDARY	A-LEVEL
28	30	30

3.4 Language of learning and teaching

The Management of ICS has determined that all learning and teaching take place through the medium of English. Learning and teaching in a specific language subject may take place through the medium of that particular language and English *(whatever is appropriate and necessary to ensure that the curriculum is covered adequately)*.

ICS promotes multilingualism as far as this is possible and necessary by offering Spanish and French as additional language subjects.

3.5 Criteria for selection where there are limited slots

Where the number of applicants exceed the number of places available at the school or in a particular grade, applicants who meet the criteria for admission set out under the various grades will be considered and placed in the following order, unless admission to the school would not be in the best interests of the learner(s) concerned:

1. *Preference will be given to learners who are siblings of current learners at the school.*
2. *Preference will be given to children of staff.*
3. *Preference will be given to any learner who has received a scholarship or bursary of any kind that is recognized by the school and that is conditional upon them being in attendance at the school.*
4. *Preference will be given to children whose Parents frequently move from one country to the other.*

3.6 Parental consent: video/ video release and out of school activities.

After admission letters have been issued, Parents will be asked to accept or reject the "Photo/Video Release clause" which is stated within the admission acceptance/ undertaking contract. This provides consent for the school to use student photos or videos taken during the school year for promotional and educational purposes without any financial obligations.

Additionally, Parents are required to sign a release for out-of-school activities as and when it is scheduled as a class activity for their child/ ward.

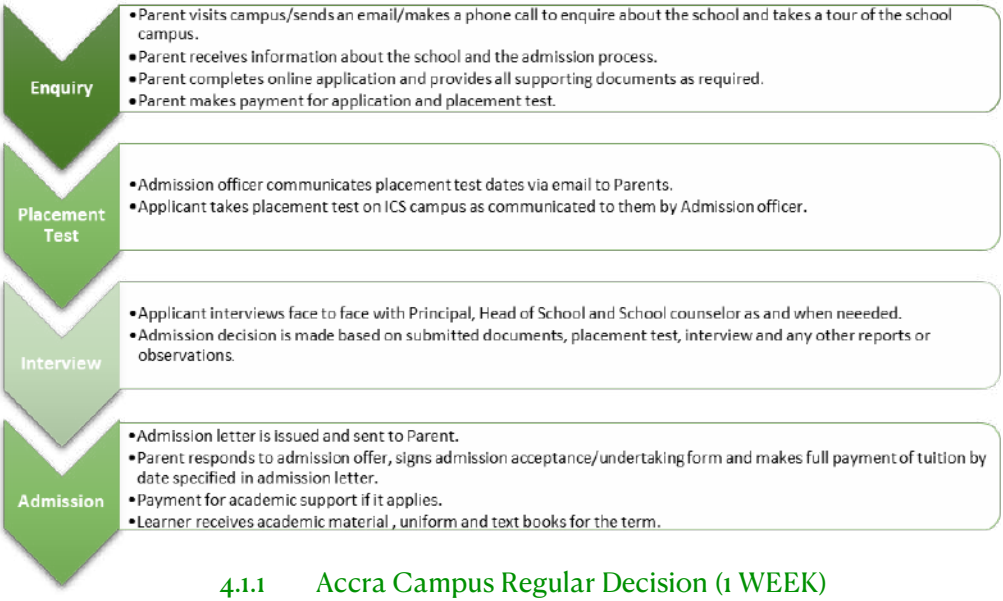


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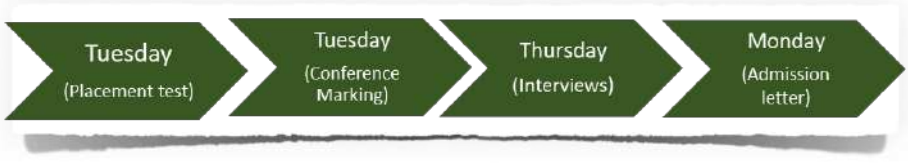
GENERAL ADMISSION PROCESS

4.1 Important days and deadlines in the admission process

Application dates will be published yearly on the school website and also made available at the front desks of our campuses.

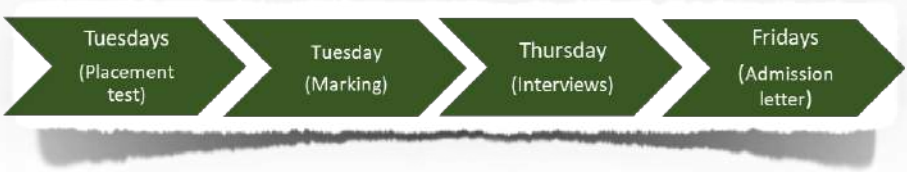


4.1.1 Accra Campus Regular Decision (1 WEEK)



PEAK ADMISSION DECISION: June, July, August (Two weeks)

4.1.2 Kumasi Campus Regular Decision (1 WEEK)



PEAK ADMISSION DECISION: June, July, August (Two weeks)

4.1.3 Admission deadlines

Term 1	Admission closed at midterm	Admission open till midterm
Term 2	Admission closed during the third week of school	Students admitted in term 2 who make 40% or less in the placement test for a given subject are given probational admission with academic support for 1 term.
Term 3	No admission	Wait till term 1

4.2 Boarding admission

Admitted learners whose Parents opt for them to lodge in the boarding facilities will pay the boarding fee and be provided the Parent and Student Handbook which includes a prospectus list, that is if there is space available at the facility. They will be introduced to the Head of Boarding through whom all communication will be concerning their wards boarding experience.

4.3 Transfers

4.3.1 Transfer from other Schools: Learners who are transferring to ICS from another school will be required to provide a comprehensive report and transcript from their previous school.

4.3.2 Campus to Campus transfers: Learners who will be transferring from one ICS campus to the other, will be required to submit a formal request via email to the principal of their current campus stating their reasons.

The final decision for acceptance of the transfer will be made by the Principal and Head of School of the campus where the student is being transferred to. The Principal and Head of School will make the transfer decision based on class and boarding space availability on their campus and testimonial of learner from the school counsellor.

The learner may be required to interview with a committee and should have been cleared of any financial obligations from their current campus.They will be required to sign a new undertaking/ acceptance letter upon transfer approval.

4.3.3 Home-School transfers: Students who have been home-schooled and seeking admission at ICS will be additionally required to submit a school report from any school they may have attended in addition to passing the placement tests.

4.4 Admission of Non-citizens

ICS encourages the enrollment of children from all over the world.

Non-Citizens are:

- Children with a parent or parents of citizenship other than Ghana.
- Children who were born in any other country other than Ghana.

Upon admission, non-citizens will be required to additionally submit:

- Non-citizen card
- Resident permit

4.5 Testimonials and results from previous school

Applicants are required to submit a testimonial from previous school; one from the Principal or Deputy Principal and School Counsellor.

4.6 Learners who are repeating

Learners applying to ICS may be repeating a grade at ICS If they do not pass the test for the grade that they have applied for and if the interview panel thinks repetition will be beneficial to the candidate



5. PRIMARY SCHOOL ADMISSION

5.1 PRIMARY /PREP SCHOOL/ KEY STAGE 2 (Year 1 -Year 6)

Cambridge Primary gives a curriculum framework to develop English, Mathematics, Global perspectives and Science skills. It provides knowledge and understanding in younger learners.

5.1.1 Age Requirement

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
5-6	6-7	7-8	8-9	9-10	10-11

5.1.2 Admission Requirement

Placement test:	A baseline score of 40% in the placement test (both Math (Numeracy) and English (Literacy)
Interview:	Observation during admission interview to confirm the students' readiness for school. Taking into account students challenges or strengths. The interview requires the presence of Parents or an adult on behalf of the applicants' parents.
Documentation:	Completed online application form 2 passport-sized photographs Copy of birth certificate or passport page (Photo identification page) Report card from previous school (1 year) Testimonial from previous school (Principal or Deputy Principal and School Counsellor) *This will include both academic (Including awards received from previous school) and behavioral (disciplinary reports). Special portfolios of student activities may be added.* Medical report

5.2 SUBJECTS (Year 1 -Year 6)

1. Numeracy
2. Literacy
3. Science
4. Global perspective
5. French
6. ICT
7. Art
8. Music
9. Physical Education(PE)



6.
SECONDARY SCHOOL ADMISSION

6.1 CAMBRIDGE SECONDARY 1/LOWER SECONDARY / KEY STAGE 3 (Year 7 -Year 9):

Provides a seamless progression from Cambridge Primary to develop learners' skills and confidence in English, Mathematics and Science. The Cambridge International curriculum gives the framework for the school to develop learners' knowledge, skills and understanding in the other subjects taught at this grade level.

6.1.1 Age Requirement

Year 7	Year 8	Year 9
11	12	13

6.1.2 Admission Requirement

Placement test:	A baseline score of 40% in the placement test (both Math and English)
Interview:	A mandatory interview involving the presence of parents or an adult on behalf of the applicants' parents.
Documentation:	Completed online application form 2 passport-sized photographs Copy of birth certificate or passport page (Photo identification page) Report card from previous school (1 year) Testimonial from previous school (Principal or Deputy Principal and School Counsellor) *This will include both academic (Including awards received from previous school) and behavioral (disciplinary reports). Special portfolios of student activities may be added.* Medical report

6.2 SUBJECTS (Year 7 -Year 9)

1. Art
2. Biology
3. Chemistry
4. English
5. French/Spanish

   (French is offered in year 7 and 8. In year 9, students can opt for french or Spanish at the Accra Campus)
6. History
7. ICT
8. Literature
9. Mathematics
10. P.E
11. Physics
12. Geography
13. Music *(Not offered in year 9)*
14. Global perspectives

Additional Subjects (Year 9 only)

Accounting
Business Studies
Economics

6.3 CAMBRIDGE SECONDARY 2/IGCSE / KEY STAGE 4 (Year 10 to Year 12):

We offer the Cambridge IGCSE which is the world's most popular international curriculum for 14–16-year-olds, leading to globally recognized and valued Cambridge IGCSE qualifications. Cambridge IGCSE encourages learner-centered and enquiry-based approaches to learning. It develops learners' skills in creative thinking, enquiry and problem solving, giving learners' excellent preparation for the next stage in their education.

6.3.1 Age Requirement

Year 10	Year 11	Year 12
14	15-16	16-17

6.3.2 Admission Requirement

Exam Results	BECE Results/equivalent
Placement test:	A baseline score of 40% in the placement test (English, Math and Science)
Interview:	Two interviews are conducted; a. With student b. A brief meeting with Parents (or an adult on behalf of applicant Parents)
Documentation:	Completed online application form 2 passport-sized photographs Copy of birth certificate or passport page (Photo identification page) Report card from previous school (1 year) Testimonial from previous school (Principal or Deputy Principal and School Counsellor) This will include both academic (Including awards received from previous school) and behavioral (disciplinary reports). Special portfolios of student activities may be added. Medical report
Subject Selection	Completion of subject selection form (Year 10 and 12)

6.4 COMPULSORY SUBJECTS (YEAR 10)

1. Mathematics
2. English Language
3. French
4. ICT
5. Additional Mathematics (Recommended)

- *Select only one subject from each block.*
- *Non-science students must select Biology from Block A or Chemistry from Block D.*
- *Science Students must select either Economics or History from Block C.*

BLOCK A	BLOCK B	BLOCK C	BLOCK D
Biology	Physics	Literature 2	Economics 2
Geography 1	Accounting	History	Business
Literature 1	Art	Economics 1	Chemistry
	Geography 2		

1. *The total number of subjects selected, together with the compulsory subjects should be 9 subjects.*
2. *A non-science student must have one science subject (Biology or Chemistry) and at least one humanity subject (Economics or History) as part of their subject selection.*
3. *Science students must select either Economics or History from block C*

6.5 SUBJECT SELECTION (Year 12)

Select only one subject from each block.

BLOCK A	BLOCK B	BLOCK C	BLOCK D
Physics	Chemistry	Math	Biology
Business 1	Accounting	History	Economics
Art	Geography		AIT
French	Literature		

- *Please select only three subjects.*
- *Only students with distinction at IG level may be considered for a fourth subject.*



7. A-LEVEL ADMISSION

7.1 CAMBRIDGE ADVANCED/KEY STAGE 5/A-level:

We offer the Cambridge A-Level, an internationally benchmarked qualification that provides excellent preparation for university education. It is part of the Cambridge Advanced stage. Cambridge International A-Level may be completed in two years. Our learners find Cambridge International A-Levels very flexible. Learners have the freedom to select the subjects that are right for them - they either follow a broad course of study, or specialize in a particular area.

7.1.1 Admission Requirement

Exam Results	IGCSE Results/equivalent
Interview:	Two interviews are conducted; a. With student b. A brief meeting with Parents (or an adult on behalf of applicant Parents)
Documentation:	Completed online application form 2 passport-sized photographs Copy of birth certificate or passport page (Photo identification page) Report card from previous school (1 year) Testimonial from previous school (Principal or Deputy Principal and School Counsellor) This will include both academic (Including awards received from previous school) and behavioral (disciplinary reports). Special portfolios of student activities may be added. Medical report
Subject Selection	A pass in 5 subjects including English and Maths (Passes in subjects to be offered should be better than a grade C. A pass at ICS is grade C) ** In all, a student should select and read a minimum of 3 and a maximum of 4 subjects. **Only distinction students will be allowed to offer 4 subjects.

8.

FEES & REFUND POLICY

The Management of ICS reserves the right to raise fees during the school year. Parents will be given advance notice to prepare.

In the admission packet, you will find our yearly tuition fees in three (3) main Categories

8.1 Tuition fee categories

Ghanaian	Ecowas	Expatriate
This refers to applicants who are citizens of Ghana or were born in Ghana. They must have a Ghanaian birth certificate as proof of evidence. Fees should be paid in transfer to our bank account as shared on the fees flyer. Fees can also be paid with VISA card at the account's office .	This refers to applicants who are citizens or nationals of ECOWAS countries. They must have a proof of nationality. Fees can be paid in the cedi equivalent or in dollars, by transfer into one of our bank accounts. Exchange rate should be obtained at accounts office. Fees can also be paid with VISA card at the account's office.	This refers to an applicant who has Parents who have moved from their native country to Ghana permanently or for an extended period of time. Fees can be paid at the cedi equivalent or in dollars by transfer into one of our bank accounts. Exchange rate should be obtained at accounts office. Fees can also be paid with VISA card at the account's office.

8.2 ICS Sibling Discount

Child	Admission Fee	Tuition Fee
First child	Full payment	Full payment
Second child	Full payment	Full payment
Third child (of three children	Full payment	25%off
Fourth child (of four children)	Full payment	50% off

8.3 Exchange rate

The exchange rate should always be obtained from the Accounts office.

8.4 Tuition policy

Tuition amounts and other fee information are included in the admission packet. Textbooks and supplies for the year are given to learners upon payment of at least 50% of tuition for continuing students and 100% of both tuition and admission fees for new students.

8.5 Payment of fees

Fees for newly enrolled learners must be paid in full before their first day of class. Fees must be paid strictly into the schools' bank account. Copies of foreign bank transfers should be sent to the Accounts office.

All transfer charges will be the responsibility of the Parent. Students will not be allowed to attend classes if tuition is not paid by stated deadlines, unless other acceptable arrangements have been made for payment.

8.6 Admission fee policy

Admission fee shall be paid only when a Parent receives an admission letter. A full term's fees must be paid regardless of the actual date of admission or re-entry.

8.7 Withdrawal and refund policy

8.7.1 Early Withdrawal of Students:

Unsatisfactory attendance and behavioral issues may lead to early withdrawal of a learner by the school. The school will provide ample information / warning to parents before a decision is made.

Parents who have the intention to withdraw their wards during the term to attend another school must give ICS a three-month written notice and sign a withdrawal form before the student registers at another

school. The parent must also pay any balance on the student's tuition fees and the student must return library books. The withdrawn student's records will not be forwarded to their new school until all financial obligations to ICS have been settled.

In the event of withdrawal of a learner after the admission fee has been paid and before the end of the school term, the following regulations apply: Fee refund is as follows and applies to the term in which they were admitted.

****All refund percentages are subject to change*

Time Frame	Tuition Fee	Admission Fee
If Learner does not report after admission given and payment has been made not more than 2 weeks.	100% REFUND	NO REFUND
If Learner attends class for more than two weeks	75% REFUND	NO REFUND
If Learner attends class for more than a month	50% REFUND	NO REFUND

**NOTE: If a child is expelled, all refund rights are forfeited.*

8.8 Boarding fee

Boarding fee is a cost to Parents who are interested in housing their wards in the schools' facilities. *In case of a withdrawal, fee is non-refundable irrespective of the time spent in boarding house.*

8.9 Lunch or cafeteria fee

Parents who would like their wards to eat from our cafeteria are required to pay for the lunch service termly. Learners who require special meal plans will have arrangements made by Student Support Services.

8.10 School uniform and P.E. attire

Parents can only buy school uniform and P.E attire from the school store. The school uniform will be required to be worn by every learner from the first day of school.

8.11 Text books

The cost of textbooks is included in the tuition fee. The school stores will supply learners with textbooks when they report to school and on condition that fees are fully paid.

8.13 Advance Payment of Fees

Advanced payments can be only made at the discretion of school

8.14 Reservation fee

reservation fee of a full terms fee will be required by Parents to reserve a place for one term. Parents will be expected to pay full fees when the child resumes school. A place cannot be reserved for more than one term except in exceptional cases which will be determined by school Management.



9. CONTACT ADMISSIONS OFFICE

Campus	Email	Phone Number
Accra	accra.admissions@icsghana.info	+233 54 853 8043
Kumasi	kumasi.admissions@icsghana.info	+233 24 267 4281

APPLY NOW!

www.icsghana.info