



NETWORK  
INTERNATIONAL SCHOOL

*Kindle the fire, brighten your future*

# Admissions Policy

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## 1.0 Introduction

Admission to Network School is determined by a number of factors. Applicants are admitted based on the student's ability to succeed socially and academically at Network School. Students will need to demonstrate an excellent work ethic, a history of school-appropriate behaviour and a desire to attend Network School. To be successful at Network, students must be willing to work hard and be committed to our academic and personal curriculum. Teachers provide the support necessary for students to become confident, independent learners and we expect parents to fully support and be involved in their children's education.

Network School expects students and parents to understand and support the school's aim to serve a diverse population. Our students come from a variety of racial, ethnic, cultural and socioeconomic backgrounds. The administration, teachers, students and parents are always working to maintain an environment that is welcoming for all students.

Admission will be based on one or more of the following; academic evaluations and assessments, English proficiency, past school records, student interviews, observation of the student in the classroom or play session. The assessment will be relevant to the Nursery, Foundation, Primary or Secondary Phase for which the student is applying. The academic year is from 01 August to 31 July but Network is a British curriculum school and the age cut-off date for enrolment is 31st August.

The School Director and Principal will make the decision as to whom to admit to the school. The admission policy has been drawn up in order to ensure that students are admitted to the school in a systematic and efficient manner.

## 2.0 Admission Principles

1. Network International School is the admissions authority.
2. All students seeking admission into Network School are subject to the enrolment criteria.
3. It is not the policy of Network School to place students in year levels above or below their chronological age.
4. The admissions policy specifies that there will be a balance, where possible, between Myanmar students and International students on a 50/50 basis.
5. The maximum number of students per class is 22 except in Nursery where it is 17. These numbers are adhered to in order to ensure small group teaching as part of the Network vision. Once this number has been reached Network School will operate a waiting list for each year group. The waiting list will have a maximum of six students on the waiting list.
6. When a place becomes available in a year group Network School will offer the place to the first student on the waiting list providing they meet all the entry criteria for the phase they are applying for.
7. Special arrangements can be made for overseas candidates who are not able to take assessments or be interviewed. The applicant may be offered a provisional place. The offer of admission can be withdrawn if the school later determines it cannot meet the child's needs. Students who are applying from abroad can only reserve a place by paying the full registration fee of \$2000 for a Primary place and/or \$1500 for a Secondary place. This registration fee is non-returnable if the student does not take up the place.
8. Students who require additional learning provisions to access the Network curriculum successfully will be assessed to determine if Network School can provide a suitable

education. In order to determine whether the school can meet a student's individual learning needs to ensure successful personal and academic development, his/her needs will be carefully considered against the current levels of staffing, expertise and resources within the school. This means that students with additional learning needs are accepted into the school on a case-by-case basis. A potential student's learning needs are identified via the student background section on the student application form; submission of their previous school reports; interview and any admissions assessments. Once the needs are identified, the Principal will then review the application.

9. The School Director and Principal will consider any extenuating circumstances such as the admission of siblings where one would be denied a place because their year group is full whereas there is a space for their sibling in another year group.
10. If students leave during the term and it is before the mid-term point half of the fees will be repaid. If they leave after the mid-term point then no fees are returnable.

### **3.0 Admissions Procedure**

1. The Principal and Network Schools Admissions Officer will coordinate all admissions.
2. All admission enquiries by email must be sent to [admissions@networkintlschool.com](mailto:admissions@networkintlschool.com)
3. On initial contact from the parent (either online, by telephone or in person), the Admissions Officer will advise the parent if there is a space available or if there is a waiting list in operation and the number on that year group's waiting list. The parent will have the option of then putting their child's name on the waiting list if there is space on the list.
4. If there is space available or if parents want their child to go on the waiting list, and there is space on the list, parents are invited to fill in an application form either on line or they can download it, complete it and either email the form or bring it to reception at either 7 Mile or Bahan Campus. The application form must be accompanied by the following documentation appropriate to the phase for which the student is applying or it will not be considered;
  - A copy of the child's birth certificate.
  - A copy of the child's passport.
  - A copy of the child's last school report.
  - A copy of the child's latest assessment/test data.
  - A copy of the child's health/immunisation record.
5. If the student is academically suitable for a place at Network School they will be offered a place or added to the waiting list.
6. If the child is accepted, fees are paid. The registration fee must be paid before the student joins a class.

### **4.0 Secondary Admission**

1. The student will be invited in to sit the Network Secondary Entrance Exam and have a tour of the school.
2. If there is a place available there will be a one-week period after the offer of a place before the student officially starts at Network School. This will allow time for;
  - The parent to purchase the Network uniform. It is compulsory for all students admitted to Network School to wear the school uniform; Girls black skirt and white

polo shirt with Network logo; Boys Black shorts (purchased from Network School and not sports branded shorts) and white polo shirt with Network logo.

- Ensuring the teacher is prepared for the new student
  - Identifying a student mentor to show them round for the first few days.
3. Network School operates a house system in the Primary and Secondary Phases and students will be allocated to one of the four Houses with siblings being in the same House.
  4. Candidates applying for entry into Year 11 must be able to demonstrate that they are capable of being entered for Cambridge IGCSE examinations, which students sit at the end of Year 11. Admission into Year 11 either at the beginning of the academic year or during the academic year will be at the discretion of the Principal.

## 5.0 Primary Admission

1. If or when a space becomes available the student will be invited to have an observation period in the appropriate class. The class teacher will carry out an observation of the student and more formal age related activities for literacy and numeracy. Feedback to the Principal will be given in writing and a place offered to the student if Network School is appropriate for their education.
2. There will be a one-week period after the offer of a place before the student officially starts at Network School. This will allow time for;
  - The parent to purchase the Network uniform. It is compulsory for all students admitted to Network School to wear the school uniform; Primary students are expected to wear school uniform at all times when they are at school. The everyday uniform consists of a buttoned shirt in the Primary colours. Boys are expected to wear shorts. Girls are expected to wear 'skorts'. Students must wear shoes when they are outside, including when they arrive at school and dismissed. Elevated soles or heels are not acceptable.

The Primary colours are yellow, green, pink, orange and white.

The Primary PE uniform expectations are the Kukri branded shirt and shorts with the Network logo together with proper training/sport shoes.

- Ensuring the teacher is prepared for the new student
- Identifying a student mentor to show them round for the first few days.

## 6.0 EYFS Foundation F2 & 3 Admission

1. If or when a space becomes available the student will be invited to have an observation period in the appropriate class. The class teacher will carry out an observation of the student and more formal age related activities where appropriate. Feedback to the Principal will be given in writing and a place offered to the student if Network School is appropriate for their education.
2. If the student is accepted they can start the next day providing they have the Foundation uniform;
  - Foundation Stages 1 and 2 students are expected to wear full school uniform which is either a yellow or green t-shirt with the Network logo together with black shorts and supportive shoes.

## **7.0 EYFS Foundation F1 (Nursery) Admission**

1. Applications for the waiting list are welcomed from children of all nationalities for the academic year starting after the child has or will have turned 2 years of age. Children that are or will be 3 years of age at the start of the academic year will need to apply to the Foundation School.
2. There are 3 waiting lists:
  - Siblings Waiting List
  - Myanmar Nationals Waiting List
  - International Passport Holders Waiting List

Your child will be placed on a list in accordance with the description below:

### **7.1 Siblings Waiting List**

A child whose mother and father have another child currently attending Network School or who has graduated from the school (having completed all available years) will be added to the Siblings Waiting List.

### **7.2 Myanmar Nationals**

A child (not being a child that has been added to the Siblings Waiting List) that does not hold a non-Myanmar passport will be added to the Myanmar Nationals Waiting List. Note that a child does not need to hold a Myanmar passport to be added to the Myanmar Nationals Waiting List

### **7.3 International Passport Holders**

A child (not being a child that has been added to the Siblings Waiting List) who holds a non-Myanmar passport will be added to the International Passport Holders Waiting List if the parents produce the original non-Myanmar passport in the name of the child at the time of submitting the application. If no non-Myanmar passport in the child's name is produced upon submitting the application the child will be added to the Myanmar Nationals Waiting List.

### **7.4 Priority and Allocation of Available Places**

Places will only be offered and allocated to those children on the Siblings Waiting List, the Myanmar Nationals Waiting List and the International Passport Holders Waiting List.

Places will be offered to those on the Siblings Waiting List first (i.e. children on the Siblings Waiting List will be given priority over children on the Myanmar Nationals Waiting List or the International Passport Holders Waiting List).

In line with our original founding mission and the ethos of Network International Schools founder, Network Nursery aims to offer 50% of its places to Myanmar Nationals and 50% of its places to International Passport Holders regardless of which waiting list children are taken from, therefore whether children on the Siblings Waiting List would have otherwise been on the Myanmar Nationals Waiting List or the International Passport Holders Waiting

List will be taken into account before offering the remaining places. This means that, if the Siblings Waiting List consists of a majority of children who would otherwise be on the International Passport Holders Waiting List, more children from the Myanmar Nationals Waiting List will be offered places than children from the International Passport Holders Waiting List and vice versa such that as close as practicable, 50% of places are offered to Myanmar Nationals and 50% of places are offered to International Passport Holders.

Children will be selected from the relevant waiting list in the order in which they made their application.

## 7.5 Exceptions

This policy is a guideline only and does not create any right to a place at Network Nursery or Network International School. We reserve the right to offer or refuse to offer places to any child at any time in our absolute discretion without offering any reasons or giving any explanation.

If at any time we discover that a child has been placed on a waiting list through deliberate, reckless or negligent misinformation provided to us we will remove the child from all waiting lists and any deposit paid will not be refunded.

## 8.0 Appendix 1 Network School Ages and Years

Phase/Year	Age of Children
Foundation 1 (Nursery)	2 to 3
Foundation 2	3 to 4
Foundation 3	4 to 5
Year 1	5 to 6
Year 2	6 to 7
Year 3	7 to 8
Year 4	8 to 9
Year 5	9 to 10
Year 6	10 to 11
Year 7	11 to 12
Year 8	12 to 13
Year 9	13 to 14
Year 10	14 to 15
Year 11	15 to 16
Year 12	16 to 17
Year 13	17 to 18