ISL Admissions Guidelines

Purpose

To inform stakeholders and put in place protocols and procedures for admitting students.

Overview

The ISL admissions guidelines are based on the school's Board of Governor's policy manual. Applications for admission are accepted throughout the year. The application forms are found on the following link https://islzambia.openapply.com/ . All applications must be completed online.

General Information

The Students are a core constituency of the School.

The school's mission is to provide education to the children of the international community, foreign residents, and Zambian nationals and to prepare students to communicate effectively as citizens of the world who will cherish life-long learning.

Student admissions and records

Admission shall be based on the completion of an online application and the submission of any previous school and examination data as may be required by the school to determine both the suitability and the correct placement of any applicant to be admitted to the School.

Admission Criteria

It is the policy of the Board of Governors that no child shall be denied admission to the School based on their race, color, creed, religion, sex, or national origin. Notwithstanding the generality of the admissions criteria, the school administration shall ensure that the international character of the student body is promoted and maintained.

The primary criteria for admission are the availability of a place and the potential of the applicant to benefit from the educational services available at the School. The capacity of the school to meet the educational needs of the applicant is also to be considered.

Whenever it is not possible to accommodate all qualified applicants, 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 a "first come, first served" basis as space becomes available. The sibling of a student currently enrolled shall be given priority on the waiting list for admissions.

Children should be five years of age on or before September 1st of the year of entry into Year One.

Children who have attained the age of four years by September 1st of the year of entry may be admitted to Reception. They must furnish a physician's certificate of vaccination and proof of age.

Children may at any time be admitted to such classes as they are qualified and of the appropriate age to join. Acceptance in Reception does not imply promotion into Year 1. Promotion from one year group to the next depends on academic attainment and social maturity.

International School of Lusaka

Tuition and Fee Discounts

Full payment of tuition for the year prior to the start of school	2.5 %
Full payment of tuition for the semester prior to the start of the semester	2.0 %
Tuition discount for the third sibling and each subsequent sibling thereafter	5 %
Discount on capital levy for each subsequent sibling	50%

Any other discounts in operation as per instruction of the Board

Acceptance of Records from Other Schools

The School will accept educational records of student progress from educational institutions in any country, which are recognized by the Ministry of Education, or equivalent, in that country. ISL places special value on records coming from schools that have international accreditation.

These records will form a partial basis for decisions on acceptance into ISL.

Previous grades will not form the basis of any calculation by the School of the grades attained during the student's time in the School.

Placement of Students

The relevant class teachers (Primary)/English and Math HoDs'(Middle School)/Curriculum Coordinators' (IGCSE and IBDP) shall organize assessments for the placement of students.

Students will be offered placement in the appropriate grade at the school, as determined by the section Principal. Parents will be advised as to the grade level which is considered to be appropriate for the applicant's age and level of ability.

An applicant who does not have sufficient English to follow the regular program will be further assessed by the Student Support Services Department and will be placed in an ESOL program appropriate to the student's needs.

Students who leave ISL before the close of a term shall, before entering again, submit to an assessment for determination of the class into which they may be entitled to enter.

Student Records

Student records are defined to be all official records, files, and data directly related to students, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school; specifically including, but not necessary limited to: identifying date, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counsellor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The intent of this policy is to establish procedures for granting requests of parents for access to their child's records, use of those data, and procedures for their transmittal.

Access to Records

General Procedures

1. The parent or legal guardian of a student will have access to records upon a written request to the section Principals and to review them in his/her presence.

2. The parent, legal guardian or student, will, upon written request to the section Principals maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by School policy will be followed.

Release of Information outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents or legal guardian and the student if he/she is 18 or over, must be notified of the transfer and the kinds of information being released. They will receive a copy of transcripts and standardized test scores if requested in writing and shall have the opportunity to challenge that record as described above.

2. Those data may be released to education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

3. To release student records to other persons or agencies, written consent shall be given by the parent or legal guardian, and the student if he/she is 18 or older. This consent form will state which records shall be released, to whom they shall be released and the reason for the release. A copy of the transcript and standardized test scores will be made available to the person signing the release forms if he/she so desires.

4. All authorizations for release of information will be filed in the student cumulative folder.

Student Attendance and Absences

Regular attendance is important for the student to obtain maximum benefit from the education programme.

Whenever a student is avoidably absent, parents are requested to notify the section Principals in writing of the reason for the absence. High School students are required to attend a minimum of 85% of classes in a subject in order to gain credit towards the ISL High School Diploma. Failure to meet the attendance requirements may lead to students needing to repeat the course/subject in order to meet the ISL High School Graduation requirements.