

IV – ADMISSIONS

401 Preamble

ISO admits only students who are equipped to benefit from its regular academic program. Admission is in each case subject to the school's assessment of the candidate's application form, previous academic records, and results in an entrance examination set by ISO with a view to determining the potential of the applicant to benefit from the educational services available, and the capacity of the school to meet the educational, behavioral and emotional needs of the applicant.

402 Applications

402.1 Advance applications for the next school year (normal procedure)

Applications for the next school year (starting in August) are accepted from January 1. With the exception of applications for assisted places (502), in order to be considered under the normal enrollment procedure, applications must be received by the school no later than April 30. Applications received after that date shall be considered under section 402.2. In the event that enrollment demand exceeds classroom capacity (405), all other factors being equal, applications shall be prioritized by date of formal application, defined as the date on which the school is in receipt of all, duly completed, application documents and related fees.

402.2 Applications for the ongoing school year

Applications received after April 30 shall be assessed as soon as possible, but may not be processed until August, and shall be considered as applications for the ongoing school year, on a first come, first served basis, and subject to classroom capacity constraints (405).

403 Placement

403.1 General

The Director shall decide on placement on the basis of the recommendations of the relevant Principal. Returning students shall be placed in accordance with their performance in the previous grade level. With the exception of pre-school students (403.2), new applicants shall be placed on the basis of analysis of their school records and the results of an entrance examination set by the school; the Director may also conduct interviews for this purpose.

403.2 Pre-school (Grades Pre-K and K)

Together with the results of any entrance examination the school may set, age shall be a key criterion in determining placement for newcomers in Grades Pre-K and K, who shall in principle be placed on the basis of their age on October 1st of the relevant school year: Pre-K students must be at least four years old by that date, Kindergarten students at least five. At the discretion of the Director, the October 1st cut-off may be extended to December 31st.

403.3 Elementary School (Grades 1 - 5)

Students entering Elementary School will first and foremost be placed in accordance with their most recent successfully completed grade level, or equivalent, together with evidence from interviews and tests conducted by ISO that the student is equipped to succeed at the next grade level. Age may also be a consideration in these grades, for example in the case of new applicants who lack detailed or reliable school records.

403.4 Upper School (Grades 6-12)

Students enrolling in Upper School, Grades 6 to 12, at the start of an academic year shall be placed in accordance with their most recent successfully completed grade level, or equivalent. Completed credits fulfilling ISO curriculum requirements may also be taken into account in determining placement. Students enrolling in Upper School *after* the start of the academic year may receive full or partial credit for classes commenced or recently completed at their previous school.

404 Special considerations

404.1 Non-native English speakers: English for Speakers of Other Languages (ESOL)

Non-native English speakers enrolling in Grade 2 or higher shall be required to take an English language test, as a result of which the student may be placed in an ESOL course. ESOL is offered up to Grade 10. However, students entering Grades 9 and 10 must have demonstrated that they are sufficiently proficient in English to follow the academic program successfully in those grades.

404.2 Transfer applicants

Students are placed in accordance with their most recent *completed* grade level. Under no circumstances may a student skip a semester: students must complete the full grade before proceeding to the next level. This particularly concerns students arriving from countries following the southern hemisphere academic calendar, who will usually have to repeat part of the year.

404.3 Special needs students

ISO's capacity to accommodate students with special needs is limited. Admission shall be subject to ISO's ability to meet the needs of the student concerned.

405 Class size limits

405.1 Pre-School and Elementary School (Pre-Kindergarten to Grade 5)

Class size in Pre-School and Elementary School is capped at 20 students but may, in exceptional circumstances and at the Director's discretion, be increased to up to 22 to accommodate applicants from categories 1-3 (406.1). Waiting lists shall be started for applicants in categories 4-8 when enrollment demand for the next year reaches 15.

405.2 Upper School (Grades 6 to 12)

Class size in Upper School is capped at 22 students but may, in exceptional circumstances and at the Director's discretion, be increased to up to 24 to accommodate applicants from categories 1-3 (406.1). Waiting lists shall be started for applicants in categories 4-8 when enrollment demand for the next year reaches 17.

405.3 Combined classes

If, on April 30, enrollment demand for a given grade level is 40% or less of classroom capacity, the Director may request Board approval to combine the grade concerned with a contiguous grade level for the school year starting in August, provided the size of the resulting combined class does not exceed the limits established in 405.1 and 405.2. No more than two contiguous grade levels may be so combined, and classes may not be combined after September 1 except in cases of *force majeure*.

405.4 Re-separating previously combined classes

If, on April 30, enrollment demand for two hitherto combined grade levels separately and jointly exceeds 40% of their capacity, the Director shall seek the Board's approval to separate the two classes concerned again for the school year starting in August. To that end the Director shall present the Board with a plan identifying the additional facilities, equipment and teaching resources required, together with a detailed analysis of the short-term and long-term budgetary implications.

405.5 Splitting classes

If, on April 30, the number of applicants reserve listed (406.5) for a given grade stands at five or more the Director may seek the Board's approval to split the existing class into two for the school year starting in August. To that end the Director shall present the Board with a plan identifying the additional facilities, equipment and teaching resources required, together with a detailed analysis of the short-term and long-term budgetary implications. Classes may not be so split after September 1 except in cases of *force majeure*.

406 Waiting and reserve lists

406.1 Categories

When the number of applications for enrollment in a given grade for the school year commencing in August reaches 75% of maximum classroom capacity (405), applications subsequently received from candidates in categories 4 to 8 below shall be waitlisted. If the total number of eligible applications received by April 30 exceeds classroom capacity, in allocating the available places, subject to compliance with other relevant Board policies, ISO shall favor students that have hitherto been educated primarily in English, in line with the following priority categories:

1. Children of teachers hired overseas and children accepted into the scholarship program
2. Returning students of good standing who meet minimum readiness criteria
3. Children of expatriate diplomatic passport and LP holders
4. Children of expatriate staff of international agencies and companies
5. Children with siblings already enrolled at ISO
6. Children of other foreign passport holders
7. Children transferring from other US/international curriculum based schools
8. All other students with an appropriate academic level (401).

406.2 Large families

All other considerations being equal, priority shall where possible be given to families with the greatest number of children applying for admission.

406.3 Notification

Waitlisted applicants shall be notified if they have a place or not by May 10 at the latest.

406.4 Category 8 applicants

This category notably comprises applicants who typically have more academic options open to them in Burkina Faso than those in the other categories. However, in acknowledgement of the prospect of long-term stability that applicants in this category represent, category 8 candidates completing their application by the end of January shall automatically be considered as category 7.

406.5 Reserve list

Applicants who are eligible for enrollment but cannot be accommodated owing to capacity constraints in the class concerned shall be placed on a reserve list and notified accordingly by May 10 at the latest. Places that subsequently become available owing to the withdrawal or early departure of students initially enrolled in the class concerned shall be offered to reserve listed applicants by order of priority as determined by policy.

407 Key dates

January 1: applications for the school year starting in August are accepted from this date.

January 31: category 8 applicants submitting duly completed applications by this date shall be considered as category 7.

March 31: final date for submission of applications for assisted places in the next school year (502).

April 30: final date for submission of all other applications for the next school year (normal procedure, 402.1); returning students must pay a deposit not exceeding 5% of total tuition fees due by this date to hold a place. (501.5).

May 10: waitlisted, reserve listed and Article 502 applicants are informed if they have a place or not by this date.

June 30: tuition and capital levy fee payments are due by this date, either in full, or in accordance with payment instalment plans approved by the Director. Late payment penalties shall be incurred as per Board policy 501.8.