

IRIS School Admissions Policy

Effective Date: Sep 2025

Review Date: Sep 2026

1. Purpose

The purpose of this Admissions Policy is to outline the process for admitting students into IRIS School. This policy aims to promote transparency, fairness, and inclusion in the admissions process while ensuring compliance with relevant laws and educational regulations.

2. Scope

This policy applies to all prospective students applying for admission to IRIS School for the academic year 2024- 2025. It includes guidelines for both new students and, where relevant, those transferring from other educational institutions.

3. Admission Criteria

Admission to IRIS School is based on the following criteria:

- **Age Requirements:** Students must meet the minimum age criteria for the grade level they are applying for as of the start of the academic year.
- **Academic Records:** Previous academic performance, including report cards and transcripts, may be considered.
- **Behavioural Records:** Conduct and behavioural history from previous schools may also be reviewed.
- **Entrance Assessments:** Students may be required to undergo an entrance assessment to determine their readiness for the academic program.

4. Application Process

1. Application Form:

- Parents/guardians must complete an application form, available on the school's website or from the admissions office.

2. Submission of Documents:

- The following documents must be submitted with the application:
 - A copy of the student's birth certificate or relevant identification.
 - Recent academic records and report cards.
 - Letters of recommendation (if applicable).
 - Any required assessment results (if applicable).

3. Interviews:

- Selected applicants may be invited for an interview as part of the admissions process. This is an opportunity for the school to meet the student and for parents/guardians to ask questions.

4. Admissions Decisions:

- Admissions decisions will be communicated to parents/guardians within 4 to 6 weeks of the application deadline.

5. Enrolment Procedures

Once a student is accepted:

- **Acceptance Confirmation:** Parents/guardians must confirm acceptance in writing and complete the enrolment process.
- **Registration Fees:** Payment of any applicable registration or enrolment fees will be required to secure the student's place.
- **Health and Immunization Records:** Parents/guardians must provide health and immunization records.

6. Non-Discrimination Policy

IRIS School is committed to providing equal opportunities for all students. Admission decisions will be made without regard to race, colour, religion, gender, sexual orientation, national origin, disability, or any other characteristic protected by law.

7. Priority Admission

There may be priority consideration for:

- Siblings of current students.
- Children of staff members.
- Students demonstrating exceptional talents in academics, arts, or sports.

8. Waiting List

If a class is full, students may be placed on a waiting list. Parents/guardians will be notified if a spot becomes available.

9. Appeals Process

Parents/guardians may appeal an admission decision by submitting a written request to the Admissions Committee within 10 days of receiving the decision. The committee will review the appeal and provide a written response.

10. Policy Review

This Admissions Policy will be reviewed annually or as necessary to ensure compliance with educational regulations and standards. Any changes will be communicated to the school community.

11. Contact Information

For further information regarding the admissions process, please contact: irischool@gmail.com

