



Purpose

The American Academy Larnaca seeks to ensure that all children admitted are able both to benefit from the rounded education provided and to be happy in the school community. It recognises its duty to embrace diversity and to work to overcome prejudice. It will not discriminate on the grounds of disability, gender, race or religion. The School will not discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils, provision of pupil access to any benefit, facility or service or by excluding a pupil or subjecting them to any other detriment.

All pupils at the American Academy Larnaca are expected to co-operate with the teaching and support staff to promote the greater good. The American Academy Larnaca also wishes to establish a full partnership with parents in order to promote the interests of the pupil body. This partnership must be based on mutual honesty and respect. The American Academy Larnaca has the right to expect full disclosure of any Learning Support requirements or medical circumstances known to parents at the point of entry, and thereafter.

We cannot offer places at the American Academy Larnaca to those whom we cannot safeguard or uphold within our own pastoral and learning support systems.

Where appropriate, the school administers entrance tests that are designed specifically for the age group in question. The American Academy Larnaca will seek parental disclosure of any relevant previous educational report: this should include formal proof of prior testing and examination grades. The school reserves the right to make direct contact with any other previous school or educational establishment. Progression from one part of the school to another is expected but cannot be guaranteed: there are occasions when such progression is not in the interests of the child or of a wider community. In such circumstances the American Academy Larnaca will inform parents of relevant circumstances well in advance and offer guidance as to future options for schooling.

All those joining the American Academy Larnaca must sign the school contract and agree to abide by its terms and conditions.

Scope

This policy and procedures are applicable to:

1. Student Entrance to Year 1 in the Senior School
2. Student Placement to other Years in the Senior School

Responsibilities

1. The BOD and Chief Executive Officer are responsible to approve the incoming cohort.
2. The Senior School Principal and SMT are responsible to organise the relevant events, oversee the procedures and maintain confidentiality of the paper and results.
3. HOFs English, Greek and Maths are responsible to prepare the relevant examination papers and submit them to the Principal. On the day of the Entrance Exams they organise and oversee the marking of the paper. They also take part in the Admissions Committee in determining the examination results
4. Teachers are responsible to organise and attend Open Day
5. Teachers are required to either invigilate or mark exams on the Entrance Exams day as directed by the relevant HOFs and SMT.
6. Office staff are responsible to receive applications and maintain the relevant records of applicants and later registered students.

Admission to Year 1

Applications for Year 1

The American Academy Larnaca seeks to take 5 or 6 classes of maximum 25 students, while maintaining the high academic standards expected in joining the American Academy Larnaca.

Entrance is by examination with the date set by the Ministry of Education. By tradition the American Academy Larnaca has its examinations on a Saturday. The actual examination tends to be in March with the date and the time published on the School website, once confirmed by the Ministry of Education.

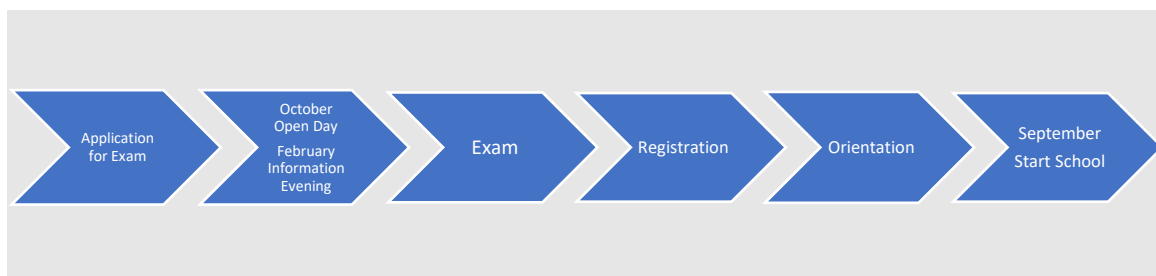


Figure 1: AAAF admission process

Parents of potential entrants:

1. Collect an Entrance Examination Application Form from the School Office or download it from the website. The form is available both in English (Appendix A) and Greek (Appendix B).
2. Submit the completed application form together with a copy of the child's birth certificate to the office.
3. Pay €75 for the examination place, either in cash at the treasury or online to the school bank accounts and submit the receipt together with the application form.
4. Receive a copy of their application form and a booklet of past papers.

There are three potential groups of new entrants:

- Greek speaking students mainly from the public Junior Schools
- English or International students from the American Academy Junior School
- English or International students from other schools in Cyprus or abroad

Entrance Examinations are based on different but group specific criteria:

- Greek speaking students will sit papers in Greek and Maths
- Students from the American Academy Junior School will take two Maths and one English diagnostic test throughout the year, set by the relevant Senior School HOF. Further relevant academic information will be provided by the Junior School Headteacher in terms of diagnostic, interview and academic profile
- English or International students from other schools will sit papers in English and Maths

Applicants then sit the entrance examinations on the set date. On the day of the examination:

1. Teachers invigilate the exams and oversee the students at all times.
2. Students are asked to write their name and candidate number on the paper and cover it with a special gold adhesive paper to ensure anonymity during marking.
3. The examination papers are marked by appropriate staff, led by the English, Greek and Maths HOFs, who return their findings to the SMT and Academic Counsellor who record the results.
4. The Admissions Committee comprises the Principal, SMT, Academic Counsellor, HOF Maths, HOF Greek/English. The Panel's decision shall be final. All records of results are kept by the Principal in a safe place.

Acceptance of Year 1 students

The Admissions Committee will notify the successful candidates via the school's website on the evening of the examination. This is followed by a confirmation letter on the following Monday together with the admissions pack that includes all the required documents and guidelines for registration. Results are communicated as pass/fail and details of the grades are kept confidential.

The date of registration is set by the Ministry of Education. On this day, those wishing to accept a place:

1. Complete a Registration form (Appendix C). The form also and importantly includes sections on 'disabilities, learning needs and medical issues', followed by a clear statement on data protection.
2. Complete and sign the necessary consent forms (e.g. photo, email etc)
3. Pay a €1,000 deposit online and submit the receipt with the registration form. This forms part of the yearly account and will be deducted from the overall annual fee.
4. Sign the school contract (Appendix D). The Treasury will save a copy for its records.

The School Office then enters the student's information in SIMS and the Treasury transfers the necessary information on E-SOFT.

In June, the students are invited and attend Orientation the day after the last day of school of the Public Junior Schools.

In July/August the parent of the student receives a further communication from the American Academy Larnaca which contains all the necessary information from academic, financial, management and governance perspectives to begin school in September.

Placement of students into other Year groups

The dates of the placement examinations (June and August) are announced on the website and also conveyed to the parents directly.

If there are available places, students will be considered for application into other year groups. This will almost exclusively be for the beginning of the school year in September. Students will only be considered at other times if their academic profiles prove no obstacle to their assimilation and they come with an explicit recommendation in terms of conduct and educational record from their previous school.

Students will be placed in the age group and stage they would normally occupy based on their previous completed education and chronological age. Any deviation from this arrangement must be due to agreed

and exceptional circumstances and in line with MOEC requirements that a student is not allowed to skip an academic year.

Applications will not be accepted for Year 5 or Year 7 except if the student has covered the minimum necessary work within GCSE and A Level to make them a viable candidate, without the school having to make extra provision.

Students seeking to enter in Years 2-7 must fill in the Placement Examination Application Form (Appendix E) and provide copies of the child's birth certificate, the latest school report, other external exams results and a recommendation letter from the previous school. The Application form is available from the School's Office and on the school website.

On payment of €75 a student will be entered for placement examinations.

Students take placement exams in Mathematics and English. Additionally, depending on the student's option choices, each Head of Faculty may also require a test to be taken in that subject. Students may enter Year 6 on the basis of GCSE results and/or placement exams depending on their option choices.

The Admissions Committee will assess the candidates results and report back to the parent at the earliest opportunity. Results are communicated as pass/fail and details of the grades are kept confidential.

From this point the acceptance process will follow the same procedures as 4.2 above. Those students who may enter mid-year will receive joining instructions and information as soon as possible to enable a smooth transfer into the School.

Open Days and Visits of Prospective Parents/Students

Open Days for Year 1 prospective students normally occur in October and February each year.

The October Open Day is for all students and parents who may be interested in finding out about the school. This will comprise of various activities for students and parents to learn more about our school in terms of academics and extra-curricular activities.

The February Open Day is normally for students who have already shown an interest in the entrance examinations. It is split into two sessions, the first in English and the second in Greek.

Both sessions comprise of:

- A welcome by the Principal
- An introduction to the Year 1 Academic and Extra-curricular programmes
- Presentations by relevant departments involved in the entrance exams

- A tour of the school led by students

The School welcomes other potential students for private visits to meet the Principal/Deputy Principals and tour the school. In essence 'every day should be open day'.

Record keeping

The admissions process requires the following records:

1. List of applicants' data in excel which is used to record and mailmerge the results as well as for data analysis. The contents are confidential and treated as per GDPR policy.
2. The application form, registration form and supporting admissions documents are placed in the student's file.
3. A copy of the signed contract is kept in file at the Treasury.
4. Student's examination papers are locked securely for 12 months after which they are shredded as per GDPR policy.

Monitoring and Evaluation

Entrance Examination data summary is reported to the BOD by the Principal including number of applicants, number of places given, number of accepted applicants who registered.

September 2022