



# INTERNATIONAL COMMUNITY SCHOOL OF ABIDJAN

## Admissions Procedures

Mission and Structure of the Admissions Office

Revised April 2021



It is the mission of the Admissions office to recruit, inform and admit new, qualified students to the International Community School of Abidjan in a professional and forthright manner, while maintaining the integrity of the school, the students and their families.

We aim to ensure that prospective families understand the ICSA mission, philosophy and community.

## 2. Admissions Procedures

### a. General

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received (except in exceptional circumstances). Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the school's website to learn more about the Lower and Upper School, and to upload all admission materials.

### b. Admissions Committee and decision-making process

The Admissions Committee is composed of the Director, the Admissions Coordinator and the Lower and/or Upper School Principal. When appropriate, additional members of staff will also be consulted.

Application files are reviewed by each member in turn and comments/recommendations are added to the file. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. If all requirements are met the family will be informed and at a later date, pending seat availability, a final decision will be communicated.

The final decision on all applications rests with the Director

### c. Required application materials

Before a student may be admitted to ICSA, **all of the following must be submitted:**

1. **Student Online Application Form.** This should be completed and uploaded online (digital signature is ok). All documentation requested must be uploaded.

2. **Two full years of school transcripts or reports** for Grades 4 and up. These should cover two complete years (the most recently completed academic year and the previous one) as well as the



year in progress, if applicable. School reports/transcripts must be in English, with official translations provided when originals are written in another language.

**3. A photocopy of the applicant's passport or birth certificate**

**4. Linguistic survey (in the online form)**

**5. Medical Form (online) & Medical certificate**

Parents complete all medical information online (including allergies and medication taken). A medical certification completed by a physician, stating the student is in general good health and can participate in sports must be supplied by parents of new students, before they begin at school.

**6. Confidential Reference** or Recommendation from previous Principal/Counselor/Head of School.

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a collective decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples, obligatory interview).

ICSA staff members wishing to enroll their children at the school must follow the usual application procedure.

**d. Personal Interviews and School Visits**

While it is not always possible for overseas families to arrange a visit to the school, it is always preferable to do so. The school reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before, has had a lengthy absence etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

**e. Criteria for admission**

Each candidate's application materials are carefully studied in order to assess suitability for admission. We look for candidates:

- who are motivated/determined
- whose academic performance is average to excellent
- whose conduct is good overall, and who are respectful to others
- who are, and whose parents are, committed to the ICSA vision, mission
- who are internationally-minded
- who would benefit from the ICSA curriculum
- whose qualities would enrich the ICSA community and be a positive contribution to it.



If a student broadly corresponds to ICESA's admissions criteria, but is currently having difficulty reaching his or her full potential, or if the student has a current IEP, the student may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a program of additional support. This may include, for example: Individualized Personal and Social Education, Counseling, Learning Mentoring, and/or other kinds of learning support as appropriate. In some cases this support will be at the parents' expense.

Such decisions remain, however, entirely at the discretion of the Admissions Committee.

Fluency in English is not a criterion for admission (with the exception of candidates applying for grades 10, 11 or 12, in which cases a minimum level of English is required).

The Admissions Committee has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.

#### f. Grade Placement

In general, students will be placed according to their age on October 31st of their year of entry. Where it is considered to be of benefit to the student, h/she may be placed in a lower grade than requested. Only under exceptional circumstances will a student be placed in a higher grade than his/her age group. In these cases, the cut-off date may be extended to December 31st. Factors to be considered for such a placement include:

- The cut-off date in the child's country of origin (ICESA aims to avoid situations in which children will be penalized on return to their home country, where possible);
- The child's successful completion of the equivalent grade elsewhere;
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

An evaluation of the social/emotional/maturity of the child, to ensure h/she is placed in the appropriate group.

If a student is placed in a grade higher than his/her age-group, the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of grade after the student's abilities have been thoroughly observed. Any change of grade would normally take place within the first two months after the student's entry into the school.



Age (by October 31)	ICSA Grade	US System	French System	British System
4	Pre-K	Pre-School	Maternelle	Reception
5	Kindergarten	Elementary School	Grand Maternelle	Class 1
6	1st Grade		CP1	Class 2
7	2nd Grade		CE1	Class 3
8	3rd Grade		CE2	Class 4
9	4th Grade		CM1	Class 5
10	5th Grade		CM2	Class 6
11	6th Grade	Middle School	Sixième	Grade 7
12	7th Grade		Cinquième	Grade 8
13	8th Grade		Quatrième	Grade 9
14	9th Grade	High School	Troisième	Grade 10
15	10th Grade		Deuxième	Grade 11 Gen. Cert. Sec. Ed. Exams
16	11th Grade		Première	6th Form 1 A Level
17	12th Grade (High School Diploma)		Terminale (Baccalaureat)	6th Form 2 A Level Exams
Age Requirement: October 31			Academic Year: August through June	

#### g. Requirements for specific grades

Certain specific requirements apply to three categories of students:

- All applicants who have not yet attended school - It is recommended that all candidates in this category meet with the appropriate Principal and the Director prior to registration. This can be a mandatory requirement when it is deemed necessary by the school.

- Pre K

- The applicant must be fully toilet-trained before commencing school at ICOSA.
- The applicant must be able to feed and dress him- or herself reasonably independently

- Grades 11 and 12

-To successfully transfer into Grade 11, students must coordinate their choice of subjects with the IB Coordinator and/or Secondary School Principal, as they have an overall picture of the courses offered and the space available in each class. Grade 12 students are only accepted under certain circumstances.



#### h. Applicants with specific needs

ICSA has a Learning Support program, although the number of students to whom it can be offered is limited by the resources available at any given time. Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological-educational reports or speech and language reports. Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted.

Students needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all students receiving learning support in that grade, with additional consultation from the Learning Support specialists and Counselors. As part of this process, the applicant will usually be interviewed, and the Admissions Committee reserves the right to request that a psycho-educational evaluation be conducted before a decision is made. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our capacity to address his/her needs.

Please note that additional fees or parents' expenses may be required in some cases.

#### i. Post-review procedure

When a decision has been taken on a candidate's application, parents will be notified of the decision by email within 48 hours. Subsequently, the action taken varies depending on the decision taken regarding the student:

**Meeting of requirements:** parents will be informed the child has met the requirements and that placement is pending on seat availability. (Available seats: Pre-K 18, KG-12 22, under special circumstances this can go up to 24)

**Acceptance:** If an applicant is accepted, this will be followed by a formal email of acceptance.

**Denial:** If an applicant is denied a place, a formal letter or email is sent to confirm this.

#### **Waiting lists:**

If an applicant meets requirements but no space is available in the appropriate class, s/he will be placed on a waiting list, and the parents will be sent a letter or email to confirm this. When a place



becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered the place include:

- Children of citizens employed by USA embassy in Cote d'Ivoire.
- Siblings of students already attending or accepted at school.
- Children of faculty
- Children of diplomatic and international organizations and businesses.
- Applicants transferring from other accredited English speaking schools
- Ivorian citizens
- Other citizens

A family's planned length of stay may also be taken into account in such cases, although we appreciate that this is difficult to predict accurately given the largely transient nature of our population.

The above criteria may also be applied in cases where several applicants are competing for a limited number of remaining spaces in a given grade.

#### **Deferrals and Re-entries:**

An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the school receives notification in due time and there are still spaces available.

Students who are enrolled in the school and then leave can re-enter the school at a later date without incurring a new Capital Development Fee. The school reserves the right to request new submissions of any of the usual application documents, before agreeing to a re-entry.

#### **j. Registration**

An accepted applicant's place in the school is guaranteed only after the Registration Deposit has been received by the school.

The Finance department then sends an invoice to the family for the remainder of the tuition fees. At this point, responsibility for maintaining and updating the student's records (changes of contact details, etc.) passes to the appropriate Lower or Upper School administrative assistant. It is the parents responsibility to inform the administrative assistants of any change in contact and other details as soon as possible.

#### **k. Re-registration process**

By the end of March school Principals will make any recommendation for non reenrollment. Every April the Admissions Department gathers preliminary information about parents' intentions for the following year through an electronic survey and, where appropriate, follow-up telephone calls.



This information is used as an initial basis for enrolment planning for the following year, but the answers provided during the survey are not binding on the part of the parents.

Formal re-registration takes place in early April, once the fees and calendar have been approved, and have been published. At this time, a re-Registration Contract and fee schedule are sent to all families. Parents intending to re-register their children at ICSA for the following academic year must sign and return the re-Registration Form, along with the re-Registration Deposit, by the given deadline (usually around the end of the month). Failure to do so may result in the place being given to another candidate. In certain cases, where there is a financial, academic or behavioral issue with a student, parents may not be invited to re-register their child(ren) until the situation has been resolved, and in some cases will be refused re-registration. The Principals and/or Finance department are responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.

As soon as the completed re-Registration Contract and Deposit are received by the Admissions Office, the student(s) are re-registered for the following academic year. The re-Registration Contract and Deposit, are then passed on to the Finance department who invoice for the remainder of the coming year's fees.

## I. Fees

### 1. General

The application, entry and tuition fees are set out in the Fee Schedule each year. Tuition fees are payable once or twice a year before the beginning of each semester or one month after enrollment. Under special circumstances special payment arrangements can be made with the Director.

### m. Follow-up procedures

*For new students at the start of the school year*

#### -General

Just prior to the start of the academic year, all new student files are handed over to the relevant Lower and Upper School administrative assistant(s). At that time, class teachers are invited to consult the files. The files of any new students with specific needs are discussed with the Learning Support department on an individual basis, as part of the admissions process.

#### -Lower and Upper School students

There will be an orientation session for new students (and parents) just prior to the start of classes. Each classroom teacher will continue to individually ensure a smooth transition for all new children





once the academic year begins. Students may also have testing in certain subjects (notably English and French) during this period.

*For new students arriving during the course of the year*

**-General**

The Admissions department informs Lower and Upper School staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date and any relevant background details.

**-Upper School students**

New students who arrive during the year will be given an orientation by the Upper School Principal and counselor.

**-Lower School students**

There is a specific orientation program for new Lower School students arriving mid-year. The LS Principal and LS Counselor meet all new parents and students and each classroom teacher ensures a smooth transition for all new children.