

Admissions Policy:

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Review period | Annual

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Responsible person: Mrs Ahimie

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ADMISSIONS POLICY

1. Introduction

This policy should be read in conjunction with the following:

- Behaviour Management Policy

Banana Island School is a co-educational EYFS and Preparatory School that caters for families living within the Banana Island estate and the surrounding areas of Lekki and Ikoyi in Lagos.

Banana Island School accepts pupils for admission into any class or Year Group, providing that there is space to do so. If a place is not immediately available, then the child may be placed on a waiting list. The school will continue to communicate with parents of children on the waiting list until such time as a place becomes available or the family withdraws their interest in the school.

The Early Years Foundation Stage

The Creche accepts children from the age of 3 months up to 15 months old.

The Toddlers class accepts children from the age of 15 months to 24 months.

The Playgroup accepts children from the age of 2 years to 3 years – on a child's third birthday they automatically move up to the Nursery Class.

Nursery Class is subdivided into groups based on age and developmental progress, due to the restrictions regarding age for entry into Reception the Nursery class has children who are just 3 up to those who may already be 4 but have their birthdays after September 1st in a year.

Entry into the Reception Class is only possible once a child has turned four years old before the 1st September of that academic year. It is common for Reception children to have their fifth birthday whilst in the class. This is in line with the Statutory Requirements as directed by the Department for Education (UK).

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The Prep School is divided into three sections:

Key Stage One

This is the start of primary school and it runs for two academic years as the children pass through Year 1 and into Year 2. During this time the pupils follow the British National Curriculum and are prepared for the Standardised Assessment Tests (SATs) that take place at the end of Year 2.

Key Stage 2

Pupils who successfully reach the required standard in their Year 2 SATs can then be promoted into Year 3 which is the start of Key Stage 2. This is a four-year program of study culminating in SATs at the end of Year 6.

Promotion to the next Year group occurs each new academic year providing that the child has achieved the specified learning objectives across the curriculum. Children may still be promoted if they have failed to meet the Learning Objectives but they will have to receive Intervention assistance until those objectives are fully met.

A child may be asked to repeat an academic year if their progress is deemed too far below the Learning Objectives in the Core Subjects.

Key Stage 3

Key Stage 3 starts with the Year 7 class, and this is a unique opportunity for Year 6 pupils to enter this Year group without having to move up to a secondary school at the tender age of 11 years old. Pupils now build on their ISEB Common Entrance 11+ knowledge to prepare for the ISEB Common Entrance examinations at 13+ taken in June of Year 8.

2. The Admissions Process

Children may be admitted to the school into any of the classes explained above provided that there is space available within that class. At present there is only one single class for each Year group and so places are relatively limited.

Usually, the Admission process follows the following sequence of events:

- Enquiry by parents or guardians
- School visit and tour
- Receive and complete application forms online– usually sent by email*.
- Return all forms with supporting documentation and registration fee
- Play Date / Assessment for the child (depending on age)
- Offer of Admission is made if above are successful
- Request of reference/Safeguarding information from previous school

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- Payment of fees (Joining fee, School fees, Uniforms and any optional extra)
- Completion and return of Parent Consent / Family ID forms
- Collect Uniforms
- Resumption

*Forms included = Application Form & Child Information Form (online), Prospectus, Copy of current academic year term dates, copy of current academic year fee sheets.

The Play Date is an opportunity for the appropriate EYFS staff to observe the child and make sure that they are at the correct level of development to join the desired class – this observation will take into account physical factors, social factors and an overall appraisal of the child's suitability to join the school.

Older children will be assessed using the end of year or end of term assessment for the class they wish to join to ensure they are at the required level of attainment to fit in with the existing pupils in that class. If a child is seen to be below that standard in some areas then a place may still be offered provided the parents agree that extra lessons and interventions may be necessary and there may be a cost implication for them.

3. Enrollment

- **Enrollment Confirmation:**
 - Pay the joining fee to secure the child's place. Tuition fees are due before the term/session resumes.
- **Consent/Orientation information**
 - Consent and information documents are shared before the start date.
- **Start Date:**
 - Children typically start at the beginning of the academic year in September. Flexible resumptions throughout the academic year are considered based on the availability of space.

4. Fees

- **Tuition Fees:**
 - Detailed fee structure is provided upon enquiry.
- **Payment Schedule:**
 - Fees are payable termly or annually. Payment plans may be available upon request.
- **Additional Fees:**
 - Uniform, extracurricular activities, and school trips may incur additional costs.

5. Withdrawal

- **Notice Period:**
 - A term's notice in writing is required for withdrawal.
- **Refund Policy:**

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- The enrollment joining fee is non-refundable. Tuition fee refunds are subject to the school's refund policy.

6. Non-Discrimination Policy

- The school admits students of any race, colour, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

7. Special Educational Needs (SEN)

- The school strives to accommodate students with SEN, within the scope of available resources. An SEN assessment may be required.

8. Flexible Admission

- **Rolling Admissions:** Applications are accepted throughout the year and students can join at any time, subject to space availability.
- **Mid-Year Enrollment:** For mid-year enrollments, the school will assess the child's needs and integrate them into the appropriate class.

Due to restrictions in the current buildings and general accommodation, we are unable to offer admission to children with physical disabilities like wheelchair users or those who cannot cope with climbing stairs.

These policies ensure a transparent and fair admission process, fostering a diverse and inclusive school community.

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