



Edopia

A School for the Changing World

# Admissions Policy

## **When are students admitted?**

The admissions are open from mid-Feb till end of July subject to enrolment. The term commences in the second half of August.

Edopia admits students at the start of the academic year. Mid-term admissions are accommodated only if there is a visible commitment from the student and the family to catch up independently.

An academic year is divided into two semesters, starting September and January.

## **What are the criteria that lead to a successful admission?**

Edopia admits students whose academic and personal needs can be met by the programs and student support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to students whom we determine will not benefit educationally from attending Edopia or contribute positively to the school community. The objective of Edopia's Admissions team is to establish a clear understanding of the learning needs of its applicants prior to making placement decisions.

The school's Student Study Team composed of School Head, Student Support Coordinator, and Admissions Coordinator will meet on the third Wednesday of each month to discuss and review referrals.

## **Conditions for probational placement**

Edopia presents a nurturing and inspiring learning environment for a great many students, but not for all of them. If we are unsure that a candidate will thrive as a learner in our unique school setting, a Probational Placement offer may be given in response to an application. The Probational Placement offer allows candidates an opportunity to prove themselves, and also to determine if Edopia is an appropriate learning environment for the individual applicant. Students admitted on Probational Placement status are reviewed for a month by the Admissions Team. If the Team determines that the student on Probational Placement is not thriving as a learner at Edopia, a recommendation will be made to withdraw the student at that time.

## **Conditions for admissions refusal**

Edopia reserves the right to refuse admission to applicants based on the following considerations:

- There are negative elements in the applicant's scholastic or behavioural record presented via interview or on paper that could potentially have a negative impact on Edopia's community.

- The projected ethos, values and expectations of the family are not in line with values, practices, and pedagogy at Edopia.
- The class size is at capacity for the grade being applied for.
- Required documentation as per admissions procedures is not provided.

### **Conditions for prioritising admissions**

Edopia prioritises placement of students who:

- express a commitment to being a positive and contributing member of our school community.
- are a child of a Edopia's member or employee
- have a sibling/kin at Edopia who has been registered for a period of at least one full semester

### **Waiting List**

If an application is received for a grade that is already at its enrolment capacity, the student will be placed on a waiting list. In case space becomes available, a member of the Admissions Team will get in touch with the Parents based on their number in priority sequence.

### **Successful Placement and Registration**

Placement and registration are complete after the following has occurred:

- The application has been received along with all required documentation.
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- Registration fees and deposit are paid in full.
- The application is reviewed and approved by the Head of Admissions.
- Parents receive a formal acceptance letter from Admissions to confirm the successful placement and registration of their child.

### **Withdrawal Notice**

To help the school to manage our enrolments efficiently, it is absolutely necessary that parents provide the Admissions Team at least one semester's written notice of withdrawal. Should one full semester's notice to withdraw not be received by the Admissions Team, the deposit refund may not be granted.

Edopia reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- o the student's learning needs cannot be met given available resources
- o the student's presence in the class has an ongoing negative impact on his/her classmates
- o the student's behaviour is determined to have a detrimental impact on Edopia's community
- o the student misuses the facilities and the independence provided
- o the student's attendance record is unacceptable (missing 10% or more of classes in a given semester)

In the event that a student is required to withdraw from Edopia due to any of the above reasons, no tuition fee refund will be granted for the balance of the semester that the student is not in attendance.