

ABERDEEN HALL PREPARATORY SCHOOL



# Aberdeen Hall Admissions Policy 2017-2018

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## Admissions Policy

Aberdeen Hall School will not discriminate in ways that contravene the *Human Rights Code of British Columbia*.

The school's mission is for all students to achieve academic excellence and realize their potential in a progressive educational environment. To equip students with the knowledge, skills and attitudes necessary to have success at University, and to lead meaningful lives as compassionate and contributing citizens. The admissions decision is based on the child's assessed potential to achieve

### ***Mission appropriate student:***

A student meeting or exceeding BC grade expectations, that behaves in a manner that contributes to the school community and has the potential for academic success. Students with special educational needs are assessed on a case by case basis.

Admissions are the responsibility of the Head of School, Director of Junior School, Director of Middle Years, Director of Senior School, and Director of Admissions.

### **Application and Admission**

Applicants will be considered for admission and entry to the school when the application form has been completed and returned to us with the non-refundable application fee paid. Admission will be subject to the availability of a place and the parents and student satisfying the evaluation criteria.

Evaluation criteria includes, but is not limited to:

- Will the candidate benefit from and contribute to our school
- Aberdeen Hall teacher observations during the child's visit
- The results of standardized assessment tests
- Applicant's previous school records (2 years of past report cards requested)
- Teacher/Head of School reference letter
- The students demonstrated potential to be successful in our academic programme

- If applicable, copies of School Based Learning Plans, Individualized Educational Plans, and Educational Psychological Assessments may also be requested

It is desirable to keep siblings together. Therefore, admissions decisions will take into consideration the following:

- Where there are siblings already in the school
- Where more than one member of a family is applying for admission
- If a sibling meets the entry requirements, he or she will be considered for admission before non-siblings are considered.

### **Disclosure**

Parents must, as soon as possible, disclose to the school in confidence any known medical condition, health problem or allergy affecting the student, any history of learning disability on the part of the student or any member of his/her immediate family or any family circumstance or court order which might affect the students welfare or happiness or any concerns about the student's safety.

### **Gift Policy**

It is school policy that during the Admissions process, faculty and staff members cannot accept gifts from prospective families. Thank you for your consideration.

### **Offer of a place and deposit**

A non-refundable deposit will be payable when parents accept the offer of a placement. Upon receipt of the deposit it is understood that the student is enrolled for the entire year with the parents and guardians responsible for the payment of the full tuition fees. It is understood that students must attend a minimum of 105 days between July 1 and May 15 to qualify for the provincial grant, those who do not qualify will be expected to pay the difference. The deposit amount will be deducted from the first tuition invoice.

### **Cancelling Acceptance**

The cancellation of a place which has been accepted will result in the loss of the non-refundable deposit.

### **Code of Conduct**

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Our Code of Conduct outlines our behavior and discipline policies. In accepting a placement at Aberdeen Hall, parents and students are agreeing to the Code of Conduct and will be asked to sign the registration document stating they understand that the students and their

families are expected to abide by the School's Code of Conduct. The Code of Conduct can be found on our website at [www.aberdeenhall.com](http://www.aberdeenhall.com) (Parent Resources-School Policies).

### **Withdrawal or dismissal**

No portion of fees will be refunded and all unpaid balances are due immediately in the event of the student's withdrawal or dismissal from the school.

In the case of students in our family boarding programme, a portion of Homestay fees may be returned.

The school will not accept student re-registrations for any upcoming school year if there are any unpaid amounts owing to the school by the family of the student or their siblings from the current or prior years (either tuition fees, or fees for other school services).

### **Policy on admissions of students with special educational needs**

Aberdeen Hall welcomes students with special needs provided the students meet all of the following conditions:

- The student has met all of the admission requirements
- The student does not require special services that may interfere with the class or the school's normal operations.
- The student can participate in all aspects of the Aberdeen Hall program.
- The student does not require an assistant working with them at all times.

### **Financial Assistance**

#### **Bursaries (K-12)**

We offer means-tested financial assistance to Canadian citizens who cannot afford the full tuition. Awards to both new and returning students are based on demonstrated need. Returning students applying, or reapplying, for financial assistance must be in good academic and social standing. Financial Assistance applications are available through the office of the Director of Finance. Final decisions rest with the Financial Assistance Committee. Requests should only be made after a student has been accepted and registered.

#### **Scholarships (G6-12)**

It remains the school's ambition, consistent with our vision of a diverse student body, to broaden our intake to include students of families less able to afford our tuition. To meet the admissions goal, scholarships are limited each year to certain grades. Scholarships will be honoured until graduation unless there is a change in the family's financial situation, the student does not maintain excellent academics, the parents are not supportive of an Aberdeen Hall education (see Expectation of Parents).

## **Scholarship criteria**

- Excellent Academic Achievement
- Strength in Character & Leadership accomplishments
- Athletics and Arts accomplishments
- Students new to Aberdeen Hall Preparatory School
- Qualification for Financial Assistance

## **Application Process:**

- Entrance Assessment (90 minutes) and school visit
- Student's Letter of Interest (500-1000 words)
- Report cards from the last 2 years of study
- Family application form, and student and parent interviews
- Letter(s) of recommendation
- Copies of awards, certificates and/or medals (optional)

**Selection Process:** Selection Committee is comprised of school administration and may include executive members of the school's Board of Directors.

## **Guardians or Third Party Tuition Payments**

Grandparents or any third party paying tuition will not be given information about the child's/children's progress etc unless prior authorization is given by parents or legal guardian.

## **International Students**

We welcome a limited number of international students into our community each year. We accept applications directly from interested families and work with reputable agents to help ensure successful placements into our programme.

Applicants will be considered for admission and entry to the school when the application form has been completed and returned to us with the non-refundable application fee paid. Admission will be subject to the availability of a place and the parents and student satisfying the evaluation criteria. Specific arrangements and fees for international students are detailed on our website, [www.aberdeenhall.com](http://www.aberdeenhall.com) (Admissions-International Students).

Note:

- Students who enrol for one semester will pay 60% of fixed fees (Tuition, Out of Province, Custodianship, Medical).
- Students whose parents do not reside in Kelowna will pay international fees, regardless of citizenship.
- International students whose accompanying family members choose to reside in Kelowna will not be placed with a host family.

- Students will live with a host family in the Family Boarding programme unless approval has been made for alternate living arrangements. Under no condition will a student be permitted to enrol in the school if living independently.

## **Expectations of Parents**

Partnership with parents is one of the key components to our students' successful educational experience. Aberdeen Hall recognizes and supports that parents are responsible for their child's education and will always make every effort to assist them in this critical endeavour.

Parents play an essential and positive role in the life of Aberdeen Hall. They act as advocates for their children, and support the faculty and administration through extensive volunteering, fundraising and school activities and events. When enrolling their child, parents agree to believe in and adhere to the school's mission, follow its rules and regulations and accept its decisions, including those relating to conduct and discipline.

Parents can best support our family-like school climate of trust and respect by communicating any concerns openly and constructively to the teacher or administrator closest to the problem. However, if parents wish to discuss an issue they should do so by making an appointment with the teacher or administrator, so as not to disrupt classes. Concerns should not be aired in front of children. Respect and dignity should be shown to all members of the community at all times. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.

We hope that while parents may not agree with every decision made by the school, the parent and the school will find enough common ground to continue a mutually respectful relationship.

## **Appeals Policy**

In the event that parents do not agree with the admissions decision made by the administration and wish to make an appeal the grievance should be put in writing and mailed to the Executive Committee (the Board Chair, Vice Chair, Treasurer and Head of School). A response, in writing will be given, within two weeks. Contact information can be obtained at the school office.

## **Payment of fees by a third party**

An agreement with a third party (such as a grandparent) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults.

## **Installment Arrangements**

The school offers parents the ability to pay the school fees in three installments. Please refer to the current tuition agreement available for download on the website for details.

## **Fee increases**

Fees are normally reviewed once per year and are subject to increase from time to time. Any increase in fees will usually be on term's notice.

## **Consultation**

It is not practicable to consult with parents and students over every change during the time your child is at the school. For example, there may be changes in the staff, and in the premises,

facilities and their use, in the curriculum and the size and composition of classes, and in the school's rules, disciplinary framework. Whenever possible parents will be consulted and given notice of a change in policy or a change in the physical aspect of the school which would have a significant effect on their child's education or care.

### **Representation**

Our prospectus and website describe the broad principles on which the school is based. Although believed correct at the time of publication the prospectus is not part of the agreement between the parents and the school. Parents who wish to place specific reliance on a matter contained in the prospectus or on the website or a statement made by a member of staff or student during a conducted tour of the school or related meeting should seek written confirmation of the matter before entering an agreement with the school.

### **Special Educational Needs**

Students who are admitted to the school on an Individual Educational Plan must review Special Educational Needs policies and procedures.

## *Admissions Evaluation*

Admissions are the responsibility of the Head of School, Director of Junior School, Director of Middle Years, Director of Senior School, and Director of Admissions.

### **Preschool**

Aberdeen Hall provides a secure environment which fosters children's natural curiosities and encourages them to become independent learners. Through an emergent curriculum and in close collaboration with parents, Preschool celebrates each child's unique contributions. Children applying for Preschool are invited for a 20 minute readiness assessment with the Preschool teachers. The teachers are assessing the children for the ability to separate comfortably from the parent, and the ability to socialize with other children.

Preschool students, in their assessment, who demonstrate the ability to follow instructions from the teachers, and are able to interact with other students, are offered a place in the Preschool program.

### **Kindergarten**

Aberdeen Hall Kindergarten philosophy is to provide a safe, comfortable and enriching environment in which to develop lifelong learners who are confident and secure in their own abilities both academically and socially.

Applicants for Kindergarten and their parents are invited for a Preschool to Kindergarten information session. During this session parents are invited to a presentation by school administration and the Director of Admissions, and students spend an hour with the Kindergarten teachers enjoying a basic phonics and math lesson. Assessments are carried out during this time

to ensure students are on track for Kindergarten readiness. The teachers are assessing for readiness of the child to separate comfortably from the parent and the ability to socialize with other children. Kindergarten students that are successful in listening, following instructions and cooperating with fellow students are offered a place in our Kindergarten program.

The Kindergarten faculty and the Director of Admissions meet after the assessment to review each student. The decision to accept or not accept a student into Kindergarten is based on the assessment.

A number of students apply after the information session. The Director of Admissions meets with the parent and the child. If possible the child spends time in the Preschool programme and is assessed for Kindergarten readiness by the Preschool faculty.

## **Grades 1 to 6**

Children in Grades 1 to 6 are nurtured to become independent thinkers while building on and expanding the basic skills acquired in previous grades. Participation in public speaking, school plays, team sports and community involvement provides a path towards the next level in the educational environment, the Senior School.

Students applying for Grades 1 to 6 are invited to attend the school for an assessment visit. The purpose of the assessment is to compare the applicant's abilities to those of current students. This may include a formal academic assessment which may include reading, writing, and mathematical components. Aberdeen Hall is looking for students who have a strong desire to learn and embrace the four components of our curriculum; academics, arts, athletics and development of character. A formal interview is not part of the Junior School admissions process, however, the Director of Admissions does meet with the student during the assessment period. The decision to accept or decline a student is based on; the assessment/school visit, meeting with the family, review of two most recent report cards and for students in grades 4 to 6 a reference from a previous teacher.

Students who are unable to visit for the day will be considered. Assessment may involve an online interview and a formal academic assessment.

## **Grades 7 to 12**

Aberdeen Hall's Senior School is a safe, supportive and innovative environment in which students can gain the knowledge and confidence that will help them excel as they grow into young adults. Our low student-to-teacher ratio ensures that each student forges a healthy personal connection with their classmates and the School faculty. The resulting partnership helps students meet our rigorous academic goals as they prepare for our Advanced Placement courses, and eventual post-secondary success. This rich academic programme is balanced with proactive career planning, community outreach and experiential learning.

Students who graduate from Aberdeen Hall will have learned the value of integrity and responsibility; the virtue of fairness and respect; and the benefit of excellence and perseverance.



Students applying for Grades 7 to 12 are invited to attend the school for a day for an assessment visit. This may include a formal academic assessment which may include reading, writing, and mathematical components. The purpose of the assessment is to compare the applicant's abilities to those of current students. Aberdeen Hall is looking for students who have a strong desire to learn and embrace the four components of our curriculum; academics, arts, athletics and development of character. A formal interview is part of the Senior School admissions process, the Director of Admissions, Deputy Head and Head of School meets with the student during the assessment period.

The decision to accept or decline a student is based on; the assessments/school visit, meeting with the family, the review of two most recent report cards, and a reference from a previous teacher.

Please note, the school's Code of Conduct applies at all times and grade promotion decisions are made annually.

### *Promotion Requirements*

- Meeting the prescribed grade level outcomes of the curriculum;
- behavior that contributes to the Aberdeen Hall community;
- a willingness to get involved in the extracurricular programs offered at his/her grade level. (It is noted that not all children qualify for all of the programmes, but making a valid attempt is required).

Parents will be notified well in advance if their child is not meeting the promotion requirements. Every effort will be made by the school to assist the child, however if they are unable to meet the requirements for promotion the school administration is committed to working in good faith with the student and his/her families to find an alternative environment for their child.

### **Waitpools**

Aberdeen Hall has waitpools at a number of grades. Students accepted by the school and placed on the waitpool will be contacted when an appropriate space becomes available.