

# Aberdeen Hall Admissions Policy



Updated January 2020

# 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. The Director of Junior Resource or Senior Resource may also be involved, should a student have an existing IEP or past/current resource support requirements.

## **Application and Admission**

Applicants will be considered for admission and entry to the school when the application has been completed in full and returned with the non-refundable application fee paid. Admission will be subject to the availability of an available placement and the student/family satisfying the evaluation criteria.

Evaluation criteria includes, but is not limited to:

- The Applicant's demonstrated potential to be successful in Aberdeen Hall's academic programming
- The Applicant's demonstrated potential to benefit from and contribute to the Aberdeen Hall school community
- A Parent Tour/Meeting with the Division Principal & the Director of Admissions
- Aberdeen Hall teacher observations during the student visit, assessment or interview
- The results of standardized assessment tests
- The Applicant's previous school records (last 2 years of report cards)
- The Applicant's teacher reference letter

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

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

- o Where there are siblings already registered at Aberdeen Hall
- o Where more than one member of a family is applying for admission to Aberdeen Hall
- o 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 conditions, health problems or allergies 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 circumstances or court orders which might affect the students welfare or happiness or any concerns about the student's safety. Please note copies of legal documentation may be required (ie: doctor's reports/custody agreement for example).

### **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, manners, 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, students and parents are agreeing

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).

### **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-G12)**

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 at Aberdeen Hall.

#### **Scholarships (G9-12)**

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 new Senior School students (Grades 9-12) who demonstrate a highly advanced extra curricular pursuit

such as provincial or national citizenship or community service recognition or provincial or national competition in sports/arts in addition to being a top academic achiever. Furthermore, qualification for financial assistance (income tested annually) is required. Please note Canadian Citizenship is also a requirement. Scholarships will be honoured until graduation unless there is a change in the family's financial situation, the student does not maintain excellent academics, or the students/parents do not abide by the Student/Parent Handbooks.

### **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 program.

Applicants will be considered for admission and entry to the school when the application has been received in full and returned to us with the non-refundable application fee paid. Admission will be subject to the availability of an available placement and the student/family satisfying the evaluation criteria. Specific arrangements and fees for international students are detailed on our website.

- o *Students whose parents do not reside in Kelowna will pay international fees, regardless of citizenship.*
- o *International students whose accompanying family members choose to reside in Kelowna will not be placed with a host family.*
- o *Students will live with a host family in the Family Boarding Program unless approval has been made for alternate living arrangements. Under no condition will a student be permitted to enroll 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***

### **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 to Preschool are invited for a 45 minute preschool readiness assessment with the Preschool teachers. The teachers are assessing the children for the ability to separate comfortably from the parent, follow basic instructions, participate actively in age-appropriate activities and play co-operatively with peers. Please note potty training is also a requirement of entrance into Aberdeen Hall's Preschool Program. Students must be 3 years old by December 31 of the year in which they start the 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.

Children applying to Kindergarten are invited for a 45 minute preschool readiness assessment with the Kindergarten teachers. The teachers are assessing the children for the ability to separate comfortably from the parent, follow basic instructions, participate actively in age-appropriate activities and play co-operatively with peers. The purpose of this visit is to ensure students show readiness to enter Aberdeen Hall's enriched, academic Kindergarten program.

## **Grades 1 to 5 (Junior School)**

Children in Grades 1 to 5 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 Middle School.

Students applying for Grades 1 to 5 are invited to attend the school for an assessment visit. The purpose of the assessment is to ensure that the student is meeting grade level expectations and will meet with success at Aberdeen Hall. This visit 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. The student will be observed by the assigned homeroom teacher, Director of Admissions and Division Principal to ensure a good fit socially and emotionally in addition to the academic evaluation.

Students who are unable to visit for the day may be considered. Assessment may involve an online interview.

## **Grades 6 to 12 (Senior School)**

Aberdeen Hall's Middle and 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 program 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 6 to 8 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. This visit 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. The student will be observed by the assigned homeroom teacher, Director of Admissions and Division Principal to ensure a good fit socially and emotionally in addition to the academic evaluation.

Students applying for Grades 9 to 12 may be invited to attend the school for a day for an assessment visit or a student interview by the Division Principal. This may include a formal academic assessment which may include reading, writing, and mathematical components and/or in addition to a 30 minute student interview. 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. The student will be observed by the assigned homeroom advisor, Director of Admissions and Division Principal to ensure a good fit socially and emotionally in addition to the academic evaluation.

### ***Promotion Requirements***

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

- 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 programs, 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.