
THE RIVERBANK SCHOOL



Admissions Policy



1. Aims

The aims of this policy are to:

- Ensure the school follows due process in admitting new pupils to the school and also to ensure due process is followed when rendering a child's space vacant.
- Match the objectives of the school with the goals and abilities of each student.
- Have a transparent process without discrimination to any student.
- Set a standard to ensure that families of our students conform to the ethos of the school.
- Support a mission-driven admissions process, designed to recruit and retain students eligible for admission.

2. Scope

- This policy applies to all active members of the RiverBank School community. This includes all students, staff and parents, as well as all prospective and future members of the RiverBank School community.
- The **Admissions Committee** comprises the Admissions Officer, SEN Coordinator, Senior leadership in the appropriate sections of the school (EYFS, Primary, or Secondary) and the Head of School as required. The final decision on all applications rests with the Head of School.

Our Admission Policy Statement

Through the admissions process we aim to support recruitment, enrolment and retention in a professional and forthright manner, and to ensure that prospective and returning families understand the Mission, Vision and Guiding Statements of the RiverBank school community. We aim to:

- Give each family a thorough initial understanding of the school and to respond to individual enquiries for additional information.
- Invite prospective families to make individual appointments with the Admissions Officer to visit the school during school hours when school is in session.
- Encourage prospective families to familiarize themselves with the school through the school's website.
- Advise prospective families to apply as early as possible at the start of the admissions season in order to mitigate against the possibility of classes filling up.



Admission to the RiverBank school is through an application process and the submission of application documentation implies acceptance of the general terms and conditions of the school mission, vision and admissions policy.

All application materials can be obtained from the school's office or by email to admissions@riverbankschools.org.

Grade placement is based on assessment outcome and the student age as of the school cut-off date of **31st August** (please see Grade Placement chart below).

Grade Placement Chart

Age on 31st August		Class at the RiverBank School		
1	NURSERY	Playgroup	EYFS	Butterfly
				Ladybird
2		Pre-Nursery		Daisy
		Rose		
3	Nursery	Periwinkle		
	Teal			
4	Reception	Emerald		
		Topaz		
5	PRIMARY	Year 1	KS1	Amber
				Ruby
6		Year 2		Coral
				Pearl
7		Year 3		Onyx
				Opal
8	Year 4	KS2	Crystal	
			Diamond	



9	SECONDARY	Year 5	KS 3	Garnet
				Jade
10		Year 6		Amethyst
				Sapphire
11		Year 7		Dalton
				Wesley
12		Year 8		Darwin
				Newton
13		Year 9		Mendel
14		Year 9		Fleming
	Year 10	Pascal		
	Year 10	Volta		
	Year 11	Faraday		
			KS 4	

The RiverBank school believes in a virtuous cycle of transparency, support and constructive collaboration amongst its staff, students and parents. The admissions process is an opportunity to share accurate and meaningful information with our staff in order to support student academic, social and emotional well-being. On the rare occasion where key information is knowingly withheld or obscured, the school reserves the right to refuse admission or withdraw a place already offered. The school also has the right to rescind admission given on compassionate ground if it affects the psychological welfare of the other children.

In the event that student or parent behaviour directly violates the values of the community as stated in our Parents' Handbook, which is part of the welcome documents received after admission confirmation, the school reserves the right to request the withdrawal of the individual(s) or family(ies) concerned.



Entrance Assessments - The school adopts an assessment of the pupil prior to admission in order to decide on appropriate learning or behavioural support. For admission into the Early years and Foundation Stage the assessment may be either informal or formal, or a combination of both. The school may also require further educational or psychological evaluations if a need is observed or communicated during the assessment process. The purpose of such an evaluation will be to obtain further information to support individual learners.

Admission into the Primary and Secondary schools is based on an assessment of the ability of applicants.

This is evaluated through an assessment process which involves:

- **Written evaluation** - Applicants are required to take a written entrance assessment in English, Mathematics and Science (For Primary) and for Secondary an online CAT4 Assessment comprising assessments in Verbal, Non-verbal, Spatial and Quantitative Reasoning. The time and venue of the entrance assessment is communicated to all applicants.
- **Face to face interview** - This is conducted by the Head of school. It is mandatory for the parents or guardians to be present together with the child at the interview.
- **Confidential report from the previous school** - The Admissions Officer will write to the previous school attended by the child, requesting for a confidential report on the applicant.
- **Report history from the previous school** - This is separate from the confidential reference and must be submitted by the applicant alongside the application pack.
- **Educational Psychologist Evaluation Report / IEPs**- This will be required in the event that a specific need had been indicated on the admission registration form or has been observed during the entry assessment.

The route to registration for the prospective parent:

Enrolment is conducted on a rolling admissions basis over the course of the academic year and is subject to space availability. Applications will be reviewed by the Admissions Officer on an ongoing basis and in order of completion. Once an application has been received an assessment will be arranged for the applicant. This may be on a date which has been scheduled in the school calendar or may, subject to the approval of the Head of School, be individually arranged. The Head of School will decide whether to accept, deny the application, or place the applicant on a waiting list, and this will be communicated to the applicant within 10 working days from the date of the assessment.



- No student will be refused admission on the grounds of race, gender, culture, or religious belief.
- All students admitted to the school will take part in the total school programme, academic, sporting, social and cultural.
- Selection will be based on the following criteria:
 - Students must demonstrate a definite school-readiness before being accepted to the RiverBank school.
 - Each student must be age appropriate for the year group he or she is applying to on or before the 31st of August in the year of acceptance to be eligible for admission.
 - The availability of places in a particular class, given the maximum class size determined from time to time in accordance with the school's commitment to providing a high quality education.
 - Whether the amount of support or special needs that a learner might require, based on the school's assessment results, can be met.
 - Whether the parent/guardian is able to pay the fees.

PRE-ADMISSION PROCEDURE (Year Group - Creche to Year 10)

Step 1 - The first point of contact is the Admissions officer. The Admission Officer's role is to receive prospective parents, answer enquires and give general information about the school.

Step 2 - Should the parents wish to proceed with the Admission, they need to purchase an application pack for ₦10,000 from the Admissions Office. This must be completed and submitted along with the following documents:

- A copy of the student's birth certificate plus the original for sighting. (The original will be returned immediately after verification).
- A copy of the immunization record plus the original for sighting. (The original will be returned immediately after verification).
- 3 recent passport photographs
- A copy of the current school report
- A recent medical report which **MUST** be duly certified by the issuing physician
- Existing Educational Psychologist Evaluation Report / IEPs



Prospective parents may be given an informal tour with permission from the Head of School at this point if he/she so desires.

Step 3 - Admissions Officer reviews to ensure it is a complete application and schedules an assessment date with the AEN Department.

The Admission Assessment is for Students seeking admission to Nursery 1 class and above. For pupils from Creche to Pre-Nursery, no formal assessment is done. Assessments for the Secondary school takes place in January. Other assessments take place all year round depending on available openings.

Step 4 - The Admission Officer sends a message to successful candidates and informs them of scheduled interview dates as determined by the Head of School. In the event a student's application is denied, the application fee will **not** be refunded.

Stage 5 - The Admissions Officer sends messages to all candidates informing them of the outcome of the interview and a provisional offer of admission is made.

A Student will only be admitted when:

- I. Admission forms are duly completed.
- I. Reference forms are submitted by transfer candidates (Primary & Secondary).
- II. All requested historical documentation has been submitted
- III. Child's assessment has taken place and both parents and child have met with the Head of School.
- IV. The Head of School issues a letter, offering admission.
- V. The Joining Fee is paid (within two weeks of offer) and a receipt issued.
- VI. Note that a child can only start school after the full payment of the school fees is made. At this point (i.e. once joining fee is paid) the Admissions Officer opens a file for the student (both as a hard copy and on the database/network) enters all information on database/network, updates class and school list, informs the Head of school, other Heads and the assigned Teacher.
- VII. A refundable deposit is paid when joining the School and when transitioning from one school to another. It shall be refunded if the school is given a terms notice before exit or upon graduation in Reception, Year 6 or Year 11.



Stage 6 - As soon as school fees are paid, accountant registers payment as per invoice and issues receipts accordingly. Parents will receive an Admission Confirmation E-mail from the school. This will inform them about further formalities, to be completed, if any.

Parents need to inform the school of the joining date of their ward. This is mandatory because Staff needs to be informed to expect a new student on a particular day and need to make preparations accordingly. A new student is assigned a class on the day of admission.

Stage 7 - The Admissions Officer informs the Head of School and teacher of new arrival and gives them a copy of the student's basic particulars. The teacher confirms that all books, materials, desk, etc. are ready for the student. The time table is handed over to him/her by the Class Teacher. Resumption during the term will be on Mondays.

NB: There is an induction ceremony for new students at the beginning of the academic year

Stage 8 - Admissions officer, Sectional Heads and Pastoral Team keeps checking on each new student for the 1st half of the term or until the child settles in, implementing various on boarding approaches for ease of transition.

Waiting List - If there are no openings available, the applications will be placed on a waiting list. Parents will be contacted as soon as a space becomes available and will have to pay joining fee and fees as soon as possible.

When otherwise demand may outweigh space availability, resulting in some successful candidates being placed in a waiting pool, the school may take into consideration various factors in space attribution, such as siblings of students already enrolled at RiverBank, church members wards, staff children as well as returning students are given a priority.

A student's space will be rendered vacant when:

1. A parent writes the school formally of their intention to withdraw their child.
2. A parent formally requests for a transcript and that transcript is prepared and signed by the Head of School.
3. A child fails to resume one week after resumption without communication with the school.



4. Failure to re-enrol a student - Re-enrolment at the RiverBank school is an annual process, and families must inform the school during the re-registration period of their intention to re-enrol their child(ren) for the upcoming academic year. Re-enrolment requires the parent to send an email to the admissions office or submit a response to an online survey that goes out annually indicating their interest to return to the school in the upcoming academic year.

Re-enrolment is contingent upon:

- the school being able to continue to adequately address a student’s needs;
- student behaviour in accordance with the school values and guidelines found in the parents Handbook; and
- all financial accounts current and in good standing.

Should a family not inform the school of their intention to re-enrol a student by the deadline for the re-registration period, the school reserves the right to offer the space to a prospective family seeking enrolment.

1V. A child who has withdrawn from the school and wants to return should write formally to the school and will be accepted only if there is available space.

Contract

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the RiverBank School.

Name of the Student:

Name of the Parent:

Signature of the Parent: Date: