



Policy 1.31

Admission of Students

I POLICY

Morgan International Community School (MICS) is a private, co-educational boarding school open to students of ages 8 -18 interested in taking one of the following programme on offer:

- Primary International Programme- Grades 3-5
- Cambridge Secondary 1- Grades 6-8
- Cambridge Secondary 2 (IGCSE)- Grades 9-10
- IB Diploma -Grades 11-12
- Basic 1-6
- Junior Secondary School (JHS) 1-3 Grade 7-8
- Senior High Secondary School (SHS) 1-3- Grades 9-11

All students, regardless of origin, who apply for admission to MICS, must demonstrate through entrance assessments, and/or previous school records that they can benefit from the educational programmes offered. MICS may contact an applicant's previous school should further information be necessary in order to process admission. Admission to MICS shall be determined by professional staff, and the final authority for decisions on admission and grade placement rests with the Head of School.

In addition to meeting admission criteria in relation to suitability to benefit from the academic programmes offered, students must meet the English language requirements for the year level into which admission is sought. Where English is a second/additional/foreign language, the school must be sure that the student will be able, through available ESOL support, to access the curriculum.

Students enrolled in the national Senior Secondary High School (SHS) programme and who demonstrate academic excellence and can benefit and succeed in the IB Diploma programme will be considered for a scholarship by the Board of Directors of Morgan International Community School after completion of their first year of the SHS programme.

The Admission requirements for entry into the school shall be widely published and transparent for interested parents and students.



II GUIDELINES

Placement: Student placement in a year level is based on the age of the student on the 31st December of the preceding year (see table below). It is the position of the school that students are best placed with their peers of the same age. A student may only be considered for entry to an age group one year in advance of their year level when there is written evidence to suggest that the student has already successfully completed their designated year level in a recognized educational institution. A student may, exceptionally, be offered a place in a year group one year below his/her designated year level where entrance assessments indicate that this would be in the student’s best interests. In all cases, the decision for initial year-level placement resides with the school.

Age Criteria: The table below indicates the age criteria for grade placement at MICS.

| A ge | MICS Grade level | Programme |
|-------------|-------------------------|--|
| 6-7 | *Grade 1 | Lower Primary- International |
| 7-8 | *Grade 2 | Lower Primary- International |
| 8-9 | Grade 3 | Lower Primary- International |
| 9-10 | Grade 4 | Upper Primary- International |
| 10-11 | Grade 5 | Upper Primary- International |
| 11-12 | Grade 6 | Cambridge Secondary 1 |
| 12-13 | Grade 7 | Cambridge Secondary 1; JHS 1 |
| 13-14 | Grade 8 | Cambridge Secondary 1; JHS 2 |
| 14-15 | Grade 9 | Cambridge Secondary2 - IGCSE Year 1; SHS 1 |
| 15-16 | Grade 10 | Cambridge Secondary 2- IGCSE Year 2; SHS 2 |
| 16-17 | Grade 11 | IB DP – Year 1; SHS 3 |
| 17-18 | Grade 12 | IB DP- Year 2 |

*In special circumstances consideration may be given to admit a student below the age of 8. The school reserves the right to deny admittance to students they feel would not benefit from the residential experience.

Priorities for student admission: Students are admitted on a ‘first-come-first-serve’ basis, determined by the date on which required fees have been received. If a year level is full, applicants will be placed on a waiting list.

Admission of students with special learning needs: Where students have existing special needs, it is the responsibility of the parents/guardians to fully disclose the nature and extent of these needs at the time of admission, and to provide all relevant documentary evidence. The school reserves the right to determine, prior to admission, whether a student’s needs for additional support can be met by available Student Service Programmes. Where the school determines that it is not in a position to offer the required level or nature of support, admission will not be offered.



Conditional Placement may be offered in circumstances where the school deems this necessary. In such instances, regular, periodic reviews will be held to reassess the student's admission status.

Where a student has been admitted to the school with an identified need for additional support-learning support, English for Speakers of Other Languages (ESOL) support or guidance support-additional fees may be charged to the parent/guardian.

Admission Process: To seek admission to Morgan International Community School the parent/guardian must complete and provide for each child (an admission packet is provided):

- Application Fee
- Application for Admission Form
- Confidential School Report Form
- Copies of Student's last two (02) years report cards (translated into English where necessary)
- Medical Forms
- Enrolment Contract
- A copy of student's birth certificate or passport page

If a child has a special or specific need, documentation is required, such as:

- Specialist Report (e.g. occupational therapist reports, psychological reports; and doctor's evaluations, etc.)
- Report and/or assessment from Special Needs Teacher of former school

Additional Requirements for Secondary School Admission:

A student wishing to enrol in the secondary school [Cambridge 1, 2, IB DP or SHS] must meet the following additional requirements:

- The English language requirement as outlined
- Successful completion of the preceding year or its equivalent in another recognized educational institution
- A general fit within the recognized age-group for the intended year of student
- A previous school record free from behavioural or discipline problems

Where any of the above requirements are not fully met, the school may, at the Head of School's discretion, admit a student on a conditional placement, subject to review as outlined above.

Admission to the International Baccalaureate Diploma Programme is subject to previous examination results and/or school reports, as well as admission as stipulated by IBO.



A student who has received schooling equivalent to the highest year at MICS from another educational institution is not eligible for admission to MICS. A MICS student who has completed two years in the IB Diploma Programme may enrol for a further, final year in order to complete graduation requirements.

By applying for a place at MICS parents may authorize the school's Admission Office to contact the applicant's previous schools to clarify questions relating to academic achievement, behaviour and special needs, and to confirm that the applicant was in good financial standing at the time of departure.

The school will determine the optimal placement for the child taking into account age appropriateness.

Entering the International Primary Programme – Grades 3-5:

Students ages 8-11 are eligible to enrol in the international primary programme which places an emphasis on learning literacy and numeracy in an integrated fashion. The focus is on developing the whole child, thus there is opportunity to explore a variety of strands in a thematic approach to teaching and learning.

Students entering in the primary programme may be enrolled in a combination class/multi-grade classroom.

Entering the Cambridge Secondary 1- Grades 6-8:

Cambridge Secondary 1 is open to all students' ages 11-14 years of age. Cambridge Secondary 1 is a three-year programme. The main focus of the curriculum is to prepare students in English, Mathematics and Science, which helps to build the foundation for IGCSE and higher level courses at the IB diploma programme.

In addition to the core subjects, students are offered an introduction to subjects in the area of humanities, arts and ICT.

At the end of Cambridge Secondary 1 (Grade 8) students write the checkpoint examination. The diagnostic assessment provides clear external international benchmarks indicating strengths and weaknesses of the learner. The checkpoint assessment is useful in predicting success in IGCSE and in secondary course selection.

Entering Cambridge Secondary 2- Grades 9-10:

Cambridge Secondary 2 is open to all students' ages 14-16 years of age. This two-year programme enables students to take a variety of subjects which can satisfy the requirements for the IB Diploma higher level courses.



Students at MICS are required to take a minimum of eight (08) subjects. Students are required to take two languages, and a minimum of one from each of the remaining groups: humanities and social sciences, mathematics, and creative, technical and vocational studies. This enables students to be eligible to qualify for the Cambridge ICE which is a group award for taking seven of the above-mentioned subjects.

Entering the IB Diploma Programme – Grades 11-12:

The IB Programme is open to all students' ages 16-18 years of age. Students may elect to participate in the IB programme in one of two ways:

- As an IB Diploma candidate
- As an IB Course candidate

Generally, it is recommended for most students to elect the full IB Diploma, but the decision for which path and courses to take will be made in consultation with a student's parents, teachers, Head of languages, school counsellor and the DP Coordinator.

A student who decides to participate in the IB Programme, as a Diploma candidate or a course candidate can expect to:

- Work very hard
- Approach tasks with a sense of purpose
- Demonstrate self-discipline and responsibility
- Learn from fellow students as well as teachers
- Share with and contribute to, the community

The two year Diploma programme provides students with a breadth and depth of rigorous academic study which prepares them for university. Generally, higher level subjects reflect the student's area of special interest. Standard level subjects complement the higher level choices, but do not generally require the same degree of specialized knowledge and understanding. Three additional programme elements are Theory of Knowledge, Extended Essay, and participation in the CAS programme.

For students not pursuing the IB diploma, it is possible to register for individual IB subjects and complete courses of study, including the IB Exam. Individual IB Course qualifications are issued and may be used to help secure admission and advanced placement credit at certain colleges and universities.

Entering Senior Secondary High School- SHS 1-3



The three year secondary high school programme is open to students' ages 15-18 who have graduated from the national Junior High School programme and have successfully passed their Basic Education Exam Certificate (BECE).

Students are required to take the core subjects (English, integrated Science, Mathematics and Social Studies) and in addition to the core, a variety of electives are on offer.

At the end of the three year programme students write the West African Senior Secondary Certificate (WASSCE).

Students enrolled in the national Senior Secondary High School (SHS) programme and who demonstrate academic excellence and can benefit and succeed in the IB Diploma programme will be considered for a scholarship by the Board of Directors of Morgan International Community School after completion of their first year of the SHS programme.

Accessing the Language Programme: The language programme is open to French speaking secondary and gap year students looking to develop their English before furthering their studies. Students attend classes to improve their English language speaking and writing skills and assist the French Teacher with tutoring and monitoring in the French Language classes offered at the school. Students wishing to enter the language programme may apply for a 3, 6 or 9 month programme. Students attending the language will receive a certificate of attendance.

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| Adopted | 10 April, 2015 |
| Amended | August 2019 |
| Modified | August 2021 |