

## ADMISSION POLICY

For school year 2019-2020  
Date of approval: June 2019

### 1. Purpose

At Avenor College, we value diversity and we rely on a partnership between school and parents so that students get the most out of our educational offer. In order to ensure a transparent and complete process, this policy describes the necessary steps starting from the admission phase to the integration of new families into the Avenor community. Our admissions process is selective, and we enrol students who we can provide the opportunity to discover their potential and harness it to maximum capacity.

### 2. Principles

At Avenor College we recognise the value of each member and the benefits of a diverse community. We ensure equal opportunities through a clear admissions process that allows all candidates to enter the application process regardless of ethnicity, gender, culture or religious affiliation. We consider a broad range of achievement, recognising that excellence comes in many forms.

### 3. Specifications

Trust is important in a long-term partnership and that is why our pursuit is to strengthen the relations within the Avenor community. In the admissions process, our current students' siblings and the children from Avenor Nursery have priority.

### 4. Who is in charge with the admissions process:

POSITION IN SCHOOL
Head of School
Head of Nursery
Director of Learning
Admissions and Communication Manager
Lower Primary Coordinator Primary English Coordinator
Upper Primary Coordinator
Middle School Coordinator
English Coordinator grades 3-5
English Coordinator grades 6-8
High School Coordinator
Compliance Director
Board of directors (Consiliul de administratie)

## 5. Overview and Admissions criteria

In order to fulfil our educational mission, Avenor College seeks students who meet and exceed standards and have the potential to be leaders in their chosen fields upon graduation. When a student applies to Avenor, his or her application for admission is subject to a rigorous, careful, thoughtful, and complete review. When reading an application, we use a holistic approach by combining the criteria being evaluated.

**These criteria, along with the academic criteria set for our students are subject to a revision every year.**

- Compatibility of values and vision between school and family;
- Psychological, intellectual and physical development of the child that allows for the attendance of school under normal conditions;
- The quality of the school-family partnership;
- Compliance with financial, legal and usual terms;
- Involvement of parents in school life;
- Quality of communication with teaching staff, administrative staff and management representatives;
- Compliance with school rules and procedures;
- The potential of the child to benefit from our educational offer;
- The ability to harmoniously integrate the child and the family into Avenor College;
- Very good academic results (not applicable for Nursery and Pregătitoare classes);
- Level of English compatible with the level of the classroom (not applicable to Nursery and Pregătitoare classes);
- Exemplary behaviour.

## **Admissions criteria for Avenor Nursery**

### **Entry to Nursery Groups**

- Children must be 2 to 4 years old on or before September 1st;
- We accept children that turn 2 years old by December 31st in the same academic year only if places are still available in Nursery Green group.
- Children younger than 2 years old by December 31st will be enrolled in the following school year.

### **Entry to Reception Groups:**

- Children must be 4 to 5 years old on or before September 1st

### **Entry to Year One Groups:**

- Children must be 5 to 6 years old on or before September 1st

## **Avenor College admissions criteria for new students in grades Pregătitoare – 4**

- Minimum “GOOD” in the tests they take in the admissions process (Mathematics, English, Romanian)
- Exemplary behaviour (average 10 in behaviour at the current school)

## **Avenor College admissions criteria for new students in grades 5 – 8**

- Minimum score 8.5 in the tests they take in the admissions process (Mathematics, English, Romanian and French / German / Spanish - only students in grades 7 and 8 are tested in the second language of study);
- Exemplary behaviour (average 10 in behaviour at the current school)

## **Avenor College admission criteria for High School**

### **Grade 9:**

- Minimum 8.9 in admission tests (Mathematics, English and French/German/Spanish)
- Successfully passing an admission interview in English
- Minimum 8.9 at National Evaluation or Minimum 5 at Checkpoint Cambridge Exams
- Exemplary behaviour (average 10 in behaviour at the current school)

### **Grade 10:**

Admission to Grade 10 is based on the evaluation of the academic achievements of the child until the time of application:

- Evaluation of previous results (school records/ transcripts)
- Admission tests (depending on the students' options at IGCSE)
- Successfully passing an admission interview in English
- Exemplary behaviour (average 10 in behaviour at the current school)

**Grade 11:**

- Results at IGCSE (minimum 8 IGCSE exams)
- Minimum 5 Cs in the IGCSE exams
- Minimum grade B for IGCSE subjects that the student wants to continue at A level
- Exemplary behaviour (average 10 in behaviour at the current school)

**Grade 12:**

Admission to Grade 12 is based on the evaluation of the academic achievements of the child until the time of application:

- Evaluation of previous results (school records/ transcripts/ Cambridge certificate)
- Admission tests (depending on the students' A level choices)
- Successfully passing an admission interview in English
- Exemplary behaviour (average 10 in behaviour at the current school)

**Avenor College International High School admissions criteria for students from Avenor Community. The admission is not implicit for the students in the community but conditioned by the following criteria:**

- 8.9 for National Evaluation (in Grade 8)
- 5.00 at Checkpoint exams (Maths, English)
- Exemplary behaviour (Maximum of 3 warnings recorded in the Engage Portal)

**6. Avenor College enrolment policy**

- Completing the application documents:
  - Enrolment form;
  - Enrolment request;
  - Copy of birth certificate;
  - The medical record, accompanied by a vaccination certificate;
- Signing the parent-school contract;
- Payment of the registration fee;
- Payment of the fee for 3 months of school;
- Transfer of student from another school;
- Payment of the supplies fee;
- Payment for transportation (if applicable);

- If the student joins during the school year - the form tutor orders the school supplies and the student planner, the Office Manager provides the sport bag for the student and notifies the kitchen about the new students joining our school;
- The Compliance Director supervises the transfer/enrolment (all the students must be enrolled in SIIIR – the data base of the Romanian Ministry of Education).

## 7. Waiting lists

Our goal is to form classes of 15 students that will learn by following the Avenor Curriculum. The admissions process opens in two stages: first for the children from Avenor Nursery (for Pregătitoare class) and for the siblings of the children in the school; in the second stage, subject to the limits of the available places, we open the admissions process for students outside the Avenor community. Based on the waiting lists created, when a place becomes available, the next student on the list can enter the admissions process.

## 8. Timeline of the admissions process

**September, October** – Writing the educational offer for the following year: updating information about costs, programme, clubs, and curriculum.

**November** - Group meetings with parents from Avenor Nursery and parents from outside our community.

**November** - Official opening of the admissions process for the Pregătitoare class for the next year. This will happen in two stages: first for families from Avenor Community and then for all others candidates.

**March-April** – Re-enrolment of existing students for the next year.

**Ongoing** – Admissions for all years, based on ‘place availability’.

**June** - Classroom formation. Classroom communication.

**August** – Pregătitoare grade names and form tutors are selected by drawing lots.

## 8. How classes are formed at Avenor College

**Pregătitoare class** - Students will be assigned to one of the three Pregătitoare classes by a committee made up of members of the school management team. Criteria will be used which include (but are not limited to) group dynamics, child psychological profile and previous relationships between children. Parents and children will then be invited to school to draw the class name and the teacher's name.

**Grades 9** - Students will be assigned to one of the High School classes by a committee made up of members of the school's management team. Criteria will be used which include (but are not limited to) group dynamics, child psychological profile and previous relationships between children.

**Grades 1 – 11** - The student will be assigned to one of the classes of his generation on the basis of certain criteria, including (but not limited to) place availability, group dynamics, child's psychological profile, and previous relationships between children.

## **9. Induction for new families**

**In August** - The Admissions and Communication Manager send a welcome message to parents, informing them about the class their child will be in and who the teacher / form tutor will be. (Except Pregătitoare Class. The formation of this class is explained in point 8.)

**The second week of school** - *Welcome Coffee* for new students' parents. This event will be attended by the teachers and form tutors from the classes that have new students, the Education Director, the school founders, the Clubs Coordinator, the PSHE representatives, the primary and secondary school coordinators, as well as older member parents of the respective groups. The invitation is sent by the Admissions and Communication Manager.

**In the following months**, the new parents will receive the same feedback as the older members of our community, according to our Assessment Recording and Reporting Policy.