



**CANADIAN
INTERNATIONAL
SCHOOL OF
PHNOM PENH**

SECTION F. 3.1

Admission of Students

Board Approval Date
October 5, 2016

POLICY

The Principal will determine which students are eligible for admission.

GUIDELINES

1. The Canadian International School of Phnom Penh offers a rigorous program using English as the language of instruction. CIS uses the Alberta Programs of Study and is accredited by the provincial authorities. Alberta requires that CIS maintain high academic standards and achievements in its students. To maintain these high academic standards, CIS realizes that not all students would benefit from, or be successful in, the program that we offer. For the benefit of students in the School and in the interests of prospective students, CIS must be selective in its admission and placement of students.

2. In determining a student's admission and placement at CIS, the Principal will consider the following:

- the student's CAT (Canadian Achievement Test) scores and/or Admissions Test results;
- the student's past educational performance and experiences;
- the potential for the student to be successful in his/her future studies at CIS; and
- the grade in which the student is applying to enter.

3. Students will not be accepted into a grade beyond 1 year above/below their age-appropriate level unless reports from an educational psychologist can support that this is in the best interest of the child.

4. A student's acceptance may be conditional in that the student may be required to get ESL support for a determined period of time. The parent(s) will be responsible for all associated costs for these services.

5. The decision regarding admission and placement of students can be appealed to the Directors of the School.

PROCEDURES

1. Interested students wishing to apply to CIS will complete and submit an Application Form. These forms can be picked up at the office or downloaded from the CIS website.

2. The application/test fee should accompany this form.

3. All applicants must attend an admission interview and/or write an admission test. Further details are provided on the Application for Admission form.

4. Parents will be notified of the test results and admission status by mail.

5. Overseas applicants may be granted conditional acceptance based upon previous student progress reports but an admission test will be required once the pupil reaches Phnom Penh.

6. Parents needing further information are encouraged to contact the School office.

7. Students may apply a maximum of 2 times per school year with a minimum of 3 months between applications. During this time, it is expected that the parents will seek tutorial assistance for their child in order to increase his/her competencies and thus, the likelihood of success on admission re-testing.

8. Parents and students should also become familiar with the CIS policy on Student Placement and Promotion.