



CANADIAN INTERNATIONAL SCHOOL OF PHNOM PENH

Admission of Students

Board Approval Date
October 5, 2016

Revision Date
October 15, 2019

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 with Alberta Education. Alberta Education requires that CIS maintain high academic standards and achievement 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.

Students joining our Senior Kindergarten classes must reach the age of 5 by 31 December of the year of entry.

Placements for all other grades are based on age and/or their level of educational attainment.

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

- the age of the student
- the student's past educational performance and experiences
- the potential for the student to be successful in his/her future studies at CIS
- the student Admissions Test results
- the grade in which the student is applying to enter

3. Only under exceptional circumstances would a student be accepted into a grade beyond 1 year above/below their age appropriate level.

4. A student's acceptance may be conditional in that the student may be required to get additional support (scheduled within the school or privately outside of the school) to support learning. A student may also be required to undergo outside testing or assessments as a

condition for admission into CIS. The parents will be responsible for all associated costs for these services. A conditional acceptance may also be offered with conditions linked to academic performance, behaviour, or school attendance among other possible requirements.

5. The decision regarding admission and placement of students can be appealed to the Head of 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 from links on the CIS website.

2. The application fee should accompany this form and is non-refundable.

3. All applicants must attend an admission interview and 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.

5. Parents needing further information are encouraged to contact the school office.

6. Students may apply a maximum of two times per school year with a minimum of one month 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 retesting.

7. Arrangements can be made for overseas applicants to be assessed through their current school.