
Elementary School Admissions Policy for S.Y. 2023-2024

1. Statement of Purpose

- ASU is a private educational facility that seeks to provide a world-class international education to students in an English speaking learning environment.
- ASU is a non-discriminatory body and as such does not discriminate against parents or students on the basis of gender, ethnicity, religion or race.
- ASU strives to present a balanced learning environment in which students are able to access their full potential and engage in opportunities to grow academically, emotionally, socially and culturally.

2. Admissions Practices and Policies Overview

- The final admission decision is made by the Principal and Elementary Coordinator.
- ASU is an English language speaking school and all lessons, with the exception of Mongolian and Modern Foreign Languages, are delivered in English
- ASU limits the number of students in each classroom to maximum of 24
- ASU does not permit ‘skipping’ a grade based on parent requests. Students are placed based on age requirements
- Current ASU students reserve priority standing for re-enrolment. Without re-registration payment and the signed School Agreement for the upcoming school year, a place cannot be held for the current student. Additionally, siblings of current students are eligible for early admission as long as they meet admission requirements
- No application will be considered until the completed admissions documentation, as per the checklist, is received. No exceptions will be granted
- Should it come to the School’s attention that full disclosure has not been made on the application forms as required; the student’s place at ASU may be terminated
- Students may only attend school once all required fees have been paid
- No parent requests for class placement will be accepted
- For families applying with children at both elementary and secondary schools, a joint decision will be made by Administration.
- Upon attending classes, should School Administration determine that a student is unable to meet the existing criteria, his or her registration will be withdrawn and unused tuition will be reimbursed

3. Admissions Process

- The application documentation must be completed in full and returned to the Student Services Office at ASU.
- Once the completed documentation has been received, including the payment of the required application fee, Student Services Office will contact the prospective parents and set up a time for testing

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- Every student must complete a language proficiency test, regardless of where the student has studied previously.
 - An admissions interview with the Elementary Coordinator or designate will be scheduled and must be attended by the prospective student. The admission decision is reached based upon age appropriateness, past academic results, a face to face interview, and the results of the admissions testing
 - Once the student has been accepted into ASU, the Elementary School Coordinator/ Principal will sign the admissions approval forms and assign the homeroom teacher and house color.
 - The Student Services Office will contact the prospective family following the Administration's decision and inform the family as to the status of their child(ren) within 1-3 working days.
 - Should the prospective parents accept the offer of a place at ASU; the Student Services Office will inform the Finance Office. The Finance Office will generate an invoice for payment and forward the invoice to the responsible party.
 - Student Services will inform the appropriate teaching staff of the admission of the new student(s).

4. Language Policy

- ASU believes that in order to be successful, students must meet the Language Proficiency Benchmarks.
- Kindergarten and Grade 1 students with little or no English will be considered for acceptance
- ESL support will be provided to students who require additional language support.

5. Testing and Resource Policy

- ASU tests new entrants in English Proficiency, Math and other subject areas as deemed necessary
- Every child for whom English is not their mother tongue, or who is listed on their admissions form as bilingual, must complete a language competency test. This test will be administered regardless of the number of years that a non-native speaker may have studied in an English language environment

6. Age and Mid-year Enrollment Policy

- Prospective students seeking a place at ASU will only be considered for a spot in a grade that is appropriate for their current age or the grade after the successfully completed grade
- Students who enter ASU from schools with a different academic year (such as January to November) will be placed in the grade they are currently attending if they join ASU at the start of the ASU school year.
- Students admitted at any point during the semester will be required to pay the full amount for that semester.
- Should the student wish to enter ASU midway through the ASU school year, the student will be placed in the grade following the one which they have fully completed.

7. Students with Special Needs

- Students with special learning needs will only be granted a place at ASU after consideration from the Principal that ASU is able to meet all of the student's needs.
- Should the Principal determine that ASU is unable to meet the needs of the student, entry to ASU will be denied

8. Wait listing

- Prospective students may be waitlisted if there is no place available in the grade level providing the student meets the required criteria for admission
- Students who cannot be offered a place in the appropriate grade will not be considered for the grade above or below
- Should the prospective student be waitlisted, the parents will be informed of this once the required completed application materials have been received
- Priority on the waitlist will be generally given to students in the order in which their applications were received.

9. Probationary Period

- Any student placed on probation for the academic year will be assessed to determine whether the student is able to cope academically, linguistically, and behaviorally as well as benefiting from and contributing to the ASU learning program

10. Tuition Fee Payment Structure

- 1st semester tuition fee deadline is August 14, 2023
- 2nd semester tuition fee deadline is January 22, 2024
- Any student with unpaid tuition after 10 days from the start of the semester will be withdrawn from the school.

11. Age Appropriate Chart

Criteria for Grade Level Eligibility for the 2023-2024 School Year

Grade level	Birth date:
Kindergarten	Oct 2017, Nov 2017, Dec 2017, Jan 2018, Feb 2018, March 2018, April 2018, May 2018, June 2018, July 2018, Aug 2018, September 30, 2018
1st Grade	Oct 2016, Nov 2016, Dec 2016, Jan 2017, Feb 2017, March 2017, April 2017, May 2017, June 2017, July 2017, Aug 2017, September 30, 2017
2nd Grade	Oct 2015, Nov 2015, Dec 2015, Jan 2016, Feb 2016, March 2016, April 2016, May 2016, June 2016, July 2016, Aug 2016, September 30, 2016
3rd Grade	Oct 2014, Nov 2014, Dec 2014, Jan 2015, Feb 2015, March 2015, April 2015, May 2015, June 2015, July 2015, Aug 2015, September 30, 2015
4th Grade	Oct 2013, Nov 2013, Dec 2013, Jan 2014, Feb 2014, March 2014, April 2014, May 2014, June 2014, July 2014, Aug 2014, September 30, 2014
5th Grade	Oct 2012, Nov 2012, Dec 2012, Jan 2013, Feb 2013, March 2013, April 2013, May 2013, June 2013, July 2013, Aug 2013, September 30, 2013