



CHARTERHOUSE LAGOS

Policy Name	C2.1
Policy Number	Admissions
Link to Group Policy Area	
Effective Date	01 August 2022
Title of Staff Responsible	School Leadership Team
Review Frequency	Annual
Review Date	01 July 2023

Admission to Charterhouse Lagos

Admission to Charterhouse Lagos is determined by a number of factors. Applicants are admitted based on the student's ability to succeed socially and academically in our dynamic learning environment as well as demonstrating a good work ethic, a history of school-appropriate behaviour, and a desire to attend the School. To be successful at Charterhouse Lagos, students must be willing to work hard and be committed to our programme. Teachers provide the support necessary for students to become confident, independent learners. Additionally, we expect parents to be supportive of and involved in their child's education. It is the student, however, who is responsible for putting forth the effort to meet the school's academic expectations.

Charterhouse Lagos expects students and parents to understand and support the school's aim to serve a diverse population. Our students come from a variety of racial, ethnic, cultural and socioeconomic backgrounds. The administration, teachers, students and parents are always working to maintain an environment that is welcoming for all students.

The decision to offer a place to a prospective student is taken by the individual Heads of Schools to whom the student has applied. The Head of school is supported by the Head, and the Admissions Team. Admission is based on academic evaluations and assessments, English proficiency, past school records, student interviews, teacher recommendations, and any diagnostic testing that will help the Head of School to understand any special learning needs an applicant may have. Year level placement will be determined by the birth date of the applicant.

Year Placement Guidelines

AGE AS OF 1 ST AUGUST	CHARTERHOUSE YEAR LEVEL	GRADE EQUIVALENT	CHARTERHOUSE/ UK KEY STAGE	CURRICULUM
5	Year 1	Kindergarten	Primary School Key Stage 1 / 2	International Primary Curriculum / National Curriculum for England
6	Year 2	Grade 1		
7	Year 3	Grade 2		
8	Year 4	Grade 3		
9	Year 5	Grade 4		
10	Year 6	Grade 5		
11	Year 7	Grade 6	Middle School Key Stage 3	International Middle Years Curriculum / National Curriculum for England
12	Year 8	Grade 7		
13	Year 9	Grade 8		
14	Year 10	Grade 9	Senior School Key Stages 4 & 5	International General Certificate of Secondary Education (IGCSE)
15	Year 11	Grade 10		Advanced (A) Level
16	Year 12	Grade 11		
17	Year 13	Grade 12		

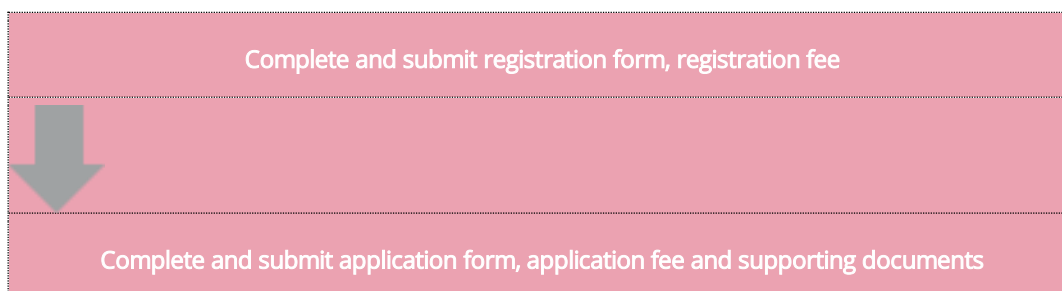
Class Sizes

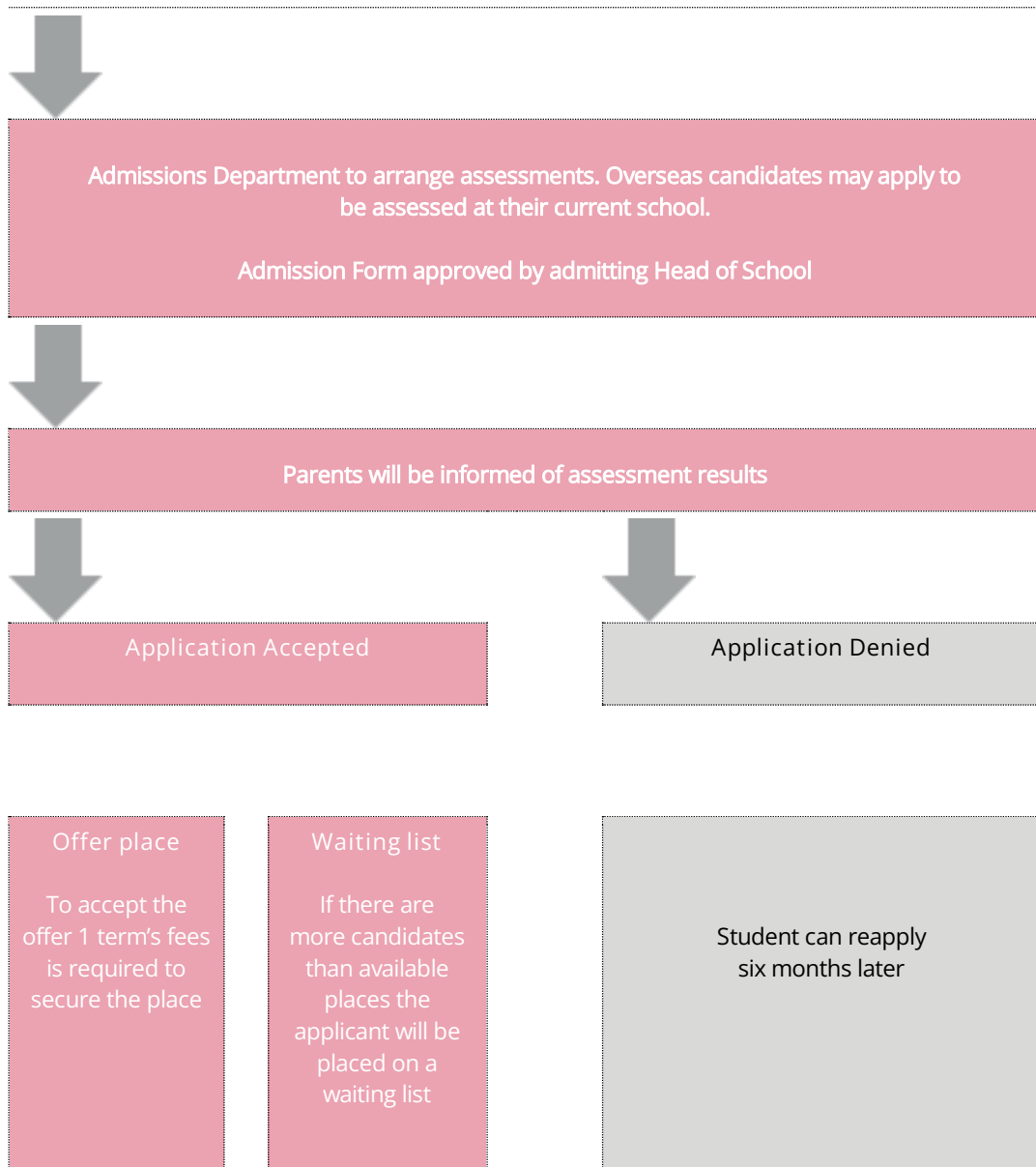
The maximum number of students in each class is as follows:

Year 1 – Year 6	- 25
Year 7 – Year 11	- 25
Year 12 – Year 13	- 16

The School reserves the right to increase the maximum number of students in each class under special circumstances with approval from the Head.

Admissions Process





Registration Documents

Documents necessary for registration are:

- Duly completed and signed online registration form
- Birth certificate of the child
- Recent passport sized colour photograph
- Copy of receipt of payment made for application (or direct online payment)
- Bio data page of international passport
- An immunization card/record
- Last term report from the immediate previous school (where appropriate)
- Examination certificates (for Y12 entry)

Admissions Criteria

All students wishing to enrol into Charterhouse Lagos are subject to the admissions criteria set up below and students enter the School at their appropriate year level. It is the policy of the School to place students in age-appropriate year groups as per schedule (See Appendix B). *Exceptions may only be made by the Head.*

- **Students applying for Primary School (Years 1 - 6)**
 - Students applying for admission to the Primary School undertake assessments to ensure they can access the curriculum. Students are required to take an English and Mathematics assessment. Children applying for Year 1 and Year 2 will also meet with a teacher and may be asked to undertake a more informal assessment process. All students will meet the Head of Primary (or similar) for an in person assessment.
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 - The Admissions Officer will arrange a time for the student to sit the assessments and communicate this to parents.

- **Students applying for Middle School (Years 7 - 9)**
 - Students applying for admission to the Middle School undertake assessments to ensure they can access the curriculum. Students are required to take an English and Mathematics assessment. All students will be interviewed by the Head of Middle School (or similar).

- **Students applying for High School (Years 10 - 12)**
 - Students applying for admission to the High School undertake assessments to ensure they can access the curriculum. Students are required to take an English and Mathematics assessment. All students will be interviewed by the Head of High School, the IGCSE Coordinator, or the A Level Coordinator. Candidates applying for a place in Year 12 or 13 may be interviewed by subject specific staff.

Overseas Candidates

Special arrangements can be made for the assessments to be administered in an applicant's current school.

Waiting Lists

Placement on a waiting list is determined by the date the application and fee are received, except in cases where priority is given. Priority will be given to:

- a child of a full-time faculty member
- a qualified sibling of a current student who has completed the application process
- children transferring from another Charterhouse School
- children of alumni

If an applicant does not obtain a place during the term for which they have applied, the applicant will be automatically transferred to the relevant waiting list for the following term. At the end of the academic year an applicant's name will be transferred to the appropriate year level for the new academic year. Waiting list positions are not disclosed to parents.

Special Circumstances

We understand that the performance of a student may be affected by specific circumstances. If there is an issue, please talk to us and it may be better to delay the admissions process for a short time if that is possible.

Other issues may include:

- the child is not well when undertaking the assessment, or there are specific individual circumstances
- the child has been away from school for a significant period
- the child has been educated in a different system
- the child has additional educational needs
- the child does not have English as their first or native language

It is always helpful if you can support your application with specific documentation which could include medical evidence, a report from their current (or former) school, or from an educational psychologist.

Acceptance and Placement Deposit

Applicants accepted for admission will receive an invoice following the acceptance letter. Upon notification of acceptance, parents are invited to confirm their intention and pay a seat guarantee deposit of Naira XXX deductible from the first term's fees. If payment is not made by the date specified on the invoice, the applicant's place will be forfeited and may be given to another applicant. No student will be allowed to attend class until his or her tuition, seat guarantee and placement deposit has been paid.

The Placement Deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to The School after a student leaves The School. Until credited, it will form part of the general funds of The School.

Admission Appeals

If we do not offer a student a place at The School, this will be because the student has shown through The School assessment procedure that the student is unable to meet the standards required to access the curriculum. Students are permitted to re-sit the assessment tests after 6 months have passed. The School is not under any obligation to release the results of the assessment tests.

Appendix A

The following document is meant as a guideline to assist the Heads of School in making the final decision on whether to offer a student a place at The School or not.

It is a guideline and not binding. Heads of School are free to base their decisions upon other factors such as the desire to readdress ethnicity or gender imbalance.

Primary School (Years 1 - 6)

Children entering the Primary School undertake baseline assessments to ensure that they can access the National Curriculum for England and Wales with reasonable ease. Children who cannot access the curriculum can become demotivated and demoralised. As a result they do not make the progress of which they would be capable in a school better suited to their needs.

We use age appropriate assessments. Where possible, we consider any reports from previous schools and assessment materials / data provided by these schools.

Additional Educational Needs

Our facilities for children with Additional Educational Needs are limited, and we will do all that is reasonable to ensure that the school is accessible to children with disabilities. When Additional Educational Needs are made known to us, we will discuss the specific issue with you (and your child if possible) and make a determination if the child is able to reasonably access our curriculum. Children with Additional Educational Needs will be considered on an individual basis.

Middle School

YEARS 7 - 9

Children entering the Middle School undertake baseline assessments to ensure that they can access the National Curriculum for England and Wales with reasonable ease. Children who cannot access the curriculum can become demotivated and demoralised. As a result they do not make the progress of which they would be capable in a school better suited to their needs.

We use age appropriate assessments. Where possible, we consider any reports from previous schools and assessment materials / data provided by these schools.

High School

YEARS 10 - 12

Children entering the High School undertake baseline assessments to ensure that they can access the National Curriculum for England and Wales with reasonable ease. Children who cannot access the curriculum can become demotivated and demoralised. As a result they do not make the progress of which they would be capable in a school better suited to their needs.

We use age appropriate assessments. Where possible, we consider any reports from previous schools and assessment materials / data provided by these schools.

We do not normally admit children into the examination classes, that is Year 11 or Year 13,

Students entering Y12 may be assessed based on previous examination results or may be asked to sit papers in their A level subject choices.

Applications for students to study outside their designated year group

Any applications for a student to join a year group outside that designated by their age will be assessed on an individual basis by the Head of School and subject to review and agreement by the Head. The primary motivator will be the specific learning and social needs of the individual student.

Heads of School will review individual applications based on:

- Evidence submitted by parents (eg reports or work samples)
- Testing done by Charterhouse Lagos
- Personal interviews with the student

For promotion, evidence should demonstrate social maturity alongside academic capability of at least above average in the desired year group.

For admissions to a lower year group, evidence should demonstrate attainment significantly below the average for the year group and / or a level of social maturity well below the average.

Other issues that may be taken into account for moving a child ahead of their age or to a class below the expected age range are:

- Placement in previous school or national education system
- Students coming from schools using a southern hemisphere calendar
- Learning or developmental delays

Parents should be aware that repeating a school year rarely leads to significant academic improvement.

Any change in year group is subject to regular review and throughout the process parents should be fully consulted.

In all such applications, the professional opinion of the Head of School and the Head will be the determining factor.

Overseas candidates

Special arrangements can be made for candidates to take assessment examinations in their home country. If a candidate cannot be interviewed in person or online, the application will be processed. However, the letter of acceptance will state that, as the child has not been interviewed, the offer of enrolment is provisional and can be withdrawn if the school determines it cannot meet the child's needs.

Appendix B

YEAR LEVEL (2024)	DATE OF BIRTH	AGE
Year 1	2018.08.01 - 2019.07.31	5
Year 2	2017.08.01 - 2018.07.31	6
Year 3	2016.08.01 - 2017.07.31	7
Year 4	2015.08.01 - 2016.07.31	8
Year 5	2014.08.01 - 2015.07.31	9
Year 6	2013.08.01 - 2014.07.31	10
Year 7	2012.08.01 - 2013.07.31	11
Year 8	2011.08.01 - 2012.07.31	12
Year 9	2010.08.01 - 2011.07.31	13
Year 10	2009.08.01 - 2010.07.31	14
Year 12	2007.08.01 - 2008.07.31	16