

Admissions Policy

Date of Approval	15 th August 2022
Last date of amendment	9 th August 2022
Approved by	Board
Implementation Date	16 th August 2022
Review Cycle	3 years
Next date of review	July 2025
Policy application	Whole School
Policy Under	Board

Policy Statement

Baobab College welcomes applications for admission from all sections of society. Children will be placed in an age appropriate year group unless in the school's opinion it would be of benefit to the child to join any other year group.

Admission is based on:

- A satisfactory report from the prospective pupil's previous school (s)/education provider (s) in the preceding 24 months prior to application.
- The satisfactory completion of entry assessments for all pupils entering from ELC and Reception to Year 13.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational, behavioural issues, mental health challenges, medical needs of a child or any other pertinent information of the prospective pupil concerned. Admission can be withdrawn without notice at any point for failure to fully disclose all truthful and accurate information.

Baobab College is committed to ensuring that the school Admissions Register is maintained in accordance with Ministry of Education regulations in Zambia. From the first day on which the school has received payment of fees an entry will be made in the school's Admissions Register.

Conditions of Acceptance

The Conditions of Acceptance is a separate policy document that is applied in conjunction with the Admissions Policy.

It includes that 'while Baobab College strongly respects and promotes the individuality, uniqueness and equality of each and every member of Baobab College, at the same time it upholds the principle of every individual's relationship with, responsibility for, and commitment to, all other members of the community. In that regard, no exceptions are made for community members with regard to school policies. Each policy pertains to each community member.'

Right of Admission Reserved

Baobab College reserves the right to refuse entry to the school at any time. This right of entry also extends to the right to refuse progress into any year. This includes but is not limited to progress from ELC to Reception and Reception to Year 13 if, in the opinion of the Principal, Head teachers, class and subject teachers, the school's structure, curriculum or facilities do not meet the educational, pastoral and social needs of the pupil concerned.

A conditional admission may be granted in some circumstances and is subject to the terms and conditions set by the Principal.

Parents may appeal a decision regarding entry and/or progress by contacting the Chair of the Board of Governors in writing. The Board Chair will then review the case with the Principal and the Board's decision will be final. The way in which Baobab College deals with pupil exclusion and removal is set out in the Suspension and Expulsion Policy which is part of the behaviour management policy. Therefore, this Admissions Policy should also be read in conjunction with the School's Behaviour and Discipline Policy.

The school may in some cases, provide a provisional offer based on certain conditions that need to be met before the place is confirmed. These are created on a case by case basis.

Application for admissions

All prospective pupils (day and boarding) must complete the School's application form and pay the applicable fees in order to be formally considered for a place at Baobab. Please note payment of the registration fee does not in itself guarantee a place at Baobab College.

We consider applications throughout the year, but prospective pupils are strongly advised to apply early.

Admissions procedure at a glance

- Step 1. Phone, email or walk-in enquiry, collect and complete application form
- Step 2. School visit, guided tour of the school
- Step 3. Return registration form and pay registration fee
- Step 4. Assessment test and interview (as required)
- Step 5. Letter of offer valid for 30 days from date of invoice subject to payment of school fees
- Step 6. Read school policies and sign to confirm acceptance
- Step 7. Pay school fees
- Step 8. Place in school confirmed
- Step 9. Purchase uniforms
- Step 10. Welcome to Baobab College!**

Admissions Register

On joining the school an entry is made in the Admissions Register. The Admissions Register is held in accordance with Ministry of Education regulations in Zambia.

The following items are recorded in the Register:

- Full Name
- Gender
- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Whether the pupil is a day pupil or boarding
- Name of Year Group on entry (e.g. Year 7) based on the child's age as of 31st July.

Progress from Year 11 to Year 12 and 13 (Sixth Form)

It is assumed that a pupil will continue into Year 12 and Year 13 (and parents must in every case give a term's notice if that is not the pupil's and their intention). All pupils progressing to Year 12 and Year 13 must also have demonstrated good work habits, a willingness and ability to contribute positively to the life of the School, and have been able to satisfy the IGCSE entry requirements (currently 5 C grades).

School Entry at 16+ (Year 12):

Places are offered subject to a minimum of 5 IGCSE passes (or equivalent) at Grade C or above. Additionally, pupils will be expected to meet the specific subject entry requirements for their AS and A Level subject choices. This may be a pass at grade B or above although C grades are considered on a case-by-case basis.

Boarding pupils:

Arrangements for boarding applicants are made on an individual basis through the Head of Boarding.

Scholarships and Bursaries

Baobab currently offers a variety of scholarships throughout the school that vary from year to year and are advertised.

Readmissions: Re-entry after disciplinary processes are as per Suspension and Expulsion Policy

Update of terms, conditions and school policies:

Parents and guardians of student acknowledge and accept that terms, conditions and school policies are periodically reviewed and updated from time to time, and that all prevailing terms, conditions and policies apply and are binding on all students, parents and guardians in all cases.

Linked Policies/documents:

Conditions of Acceptance
Behaviour and Discipline Policy
Suspension and Expulsion Policy