



Woodland Star International School: Admission Policy **(Revised June 2018)**

Woodland Star International School is a small, progressive international school in Kenya, located in the emerald tea fields of Tigoni, a short drive from Nairobi. It is a place of respect for the individual and value for diversity in the midst of dynamic cultural and interpersonal exchange.

Currently, WSS provides education to children aged two to thirteen, though we do not have rigid age groupings due to each child's unique giftings. In accepting students, we do not discriminate on the basis of race, gender, culture, religion/faith, or other singular labels. As part of our educational philosophy, we gladly consider and welcome students with *special educational needs*, including gifted students with special learning needs. Since we have limited capacity in this regard, these are considered on a case-by-case basis. Woodland Star International School reserves the right to accept or deny admission of all students according to the best needs of the school and its current students. We offer rolling admissions throughout the year, provided space is available in the appropriate classroom.

Selection will be based on the following criteria:

1. Learners must demonstrate school-readiness.
2. Available number of places in a particular class (given the maximum class size determined in accordance with the school's commitment to providing a quality education).
3. Whether the amount of support a learner might require can be met.
4. Whether the parent/guardian is able to pay the fees (with or without financial assistance).
5. Whether the learner can cope with the medium of instruction.

Procedure

1. The "application" form must be completed (available online) and submitted to the school.
2. Other documents required for submission include (for primary and middle year students):
 - a. Completed (by previous school) school character and reference form (provided by WSS on application)
 - b. Previous school reports from the last academic year
 - c. Standard examination and assessment results (if available)
 - d. If applicable, further documentation and/or reports, e.g. IEP, educational psychological assessments, reports from specialists such as occupational therapist, speech therapist, etc

3. Should the school deem that further academic assessments may be necessary, the school may request testing/evaluations be completed by an external evaluator at the parents' expense.
4. A credit reference check may be undertaken including contacting the current school.
5. The application is screened for eligibility in terms of the criteria (above) by the school leadership.
6. If necessary the learner and the parent(s)/guardian(s) are interviewed.
7. Where an application is successful, the parent(s)/guardian(s) will be asked to sign a financial agreement, and pay a registration deposit of \$1,000 (which is rolled over and applied to the school tuition fees of the last term of the academic year)
8. Sign agreement to uphold the "WSS Village Rules" and the school's policies and procedures
9. The principal will inform the parent(s)/guardian(s) of the student(s) admission status. (Reasons for non-admission will be given on request.)