

Admission Policy

Version 2023.08.23

1. Introduction

This Admission Policy complies with the requirements of the Education Act. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Enko Maputo admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual enrolment document notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Admission Statement

Enko Maputo will not discriminate in its admission of a student to the school on any of the following:

- a) The gender of the student or the applicant in respect of the student concerned;
- b) The civil status of the student or the applicant in respect of the student concerned;
- c) The family status of the student or the applicant in respect of the student concerned;
- d) The sexual orientation of the student or the applicant in respect of the student concerned;
- e) The religion of the student or the applicant in respect of the student concerned;
- f) The disability of the student or the applicant in respect of the student in compliance with the school's SEN policy;
- g) The race of the student or the applicant in respect of the student concerned;
- h) The origin of the students' community or candidate in question;
- i) The background of the student or candidate in question with regard to their special educational needs.

3. Categories of Special Educational Needs to be catered for in the school/special class

Students coming from schools other than any curriculum and didn't have the background knowledge for Cambridge or IB curriculum should have extra lessons in English and Mathematics at a fee.

4. Admission of Students

This school shall admit each student seeking admission except where a parent of a student, when required by the principal, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code of Conduct of ERIS students.

a) Admission of IB students and continuation to IBDP 2

- New students are not allowed to join DP2 if they aren't transferring from another IB school and present sufficient evidence.
- Students who wish to study any HL subject should show high achievements on that subject from the previous grade.
- DP1 students may start classes when results are published.
- Candidates should submit the transcript/report card of their previous education and the proof of completion of sufficient years at the secondary school and take entrance tests in English and Mathematics.
- Students must provide a recommendation letter from their previous school.
- For students to continue to IBDP 2, they must write 2000 words of the EE in their IBDP 1 year.
- Students should also have 24 points by the end of their DP 1 in order to continue to DP 2 or they drop to certificate.

b) Admission of IG & Foundation students

- New students are not allowed to join IG2 after March.
- Students coming from a Cambridge school must produce checkpoint results to start IG1. The students with good results may be admitted without writing the entrance exams, while those with low results must provide a report card showing their performance in the last two years and write Maths and English entrance tests.
- Students must produce a recommendation letter from their previous school.

c) Entrance test

- Students must write Maths and English tests.
- Students must score at least 50% above to be admitted.
- Students have only two attempts to write the exam.

5. Decisions on applications

All decisions on applications for admission to Enko Maputo will be based on the following:

- a) Our school's admission policy

- b) The school's annual enrolment document
- c) The information provided by the applicant in the school's official application form received during the period specified in our annual enrolment document for receiving applications
- d) Admission test results for English and Mathematics

Selection criteria that are not included in our school admission policy may be used to make a decision on an application for a place in our school.

6. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual enrolment document.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision

7. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Enko Maputo School, you must indicate-

- a) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned.
- b) Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

8. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Enko Maputo when:

- a) It is established that information contained in the application is false or misleading;
- b) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual enrolment document of the school;
- c) The parent of a student, when required by the principal in fails to confirm in writing that the code of behavior of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student;
- d) The applicant doesn't to comply with the requirements of 'acceptance of an offer;
- e) Failure to pay registration fee as stipulated in the enrolment document.

9. Late Applications

All applications for admission received after the closing date as outlined in the annual enrolment document will be considered and decided upon in accordance with our school's admissions policy.

10. Declaration in relation to the non-charging of fees

The board of Enko Maputo or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- a) An application for admission of a student to the school;
- b) The admission or continued enrolment of a student in the school.

11. Reviews/appeals

The parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, can request the board to review a decision to refuse admission.



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