



Admission Policy

Mission Statement

Pestalozzi Education Centre aims to develop children into well-balanced and responsible adults through holistic approach of “Head, Heart and Hands”. We prepare our students to become the architects of their own future, make a significant impact to the world through our international curriculums.

Our Ethos

Educating the Head

With a high academic achievement, Pestalozzi is always positioned in the top 10 private schools for ECZ examinations. With specialized and developed laboratories, an equipped library and computer lab, Pestalozzi Education Center promotes excellence through the introduction of the International Baccalaureate (IB) and the Cambridge IGCSE.

Educating the Heart

We are training the future citizens of the world who grow their passion by being caring and creating a safe and sustainable environment. Through our diversity, we develop great relationships and understanding of cultures and perspectives in the world.

Educating the Hands

We offer diverse options for sports, clubs and other extracurricular activities that teach life skills and promote students’ engagement. Our students are constantly engaging with meaningful matters that affect both their community and the world.

Our Values

Integrity

We are trustworthy. We are reliable, authentic, and loyal. We do what we say we will do. We have the courage to do the right thing and always act in the best interests of the children.

Results Focused

We focus on achieving measurable results to ensure the mission is successful.

Family/Team

We work as a team and a family, achieving more collectively than individually.

Unity from Diversity

We respect and value people from all backgrounds and believe differences should be celebrated as we focus on our shared mission and how much we have in common.

Creativity

We are open to new ideas and take considered risks to develop sustainable solutions.

Accountability

We are careful stewards of our resources, being sure they are used responsibly and efficiently, and hold ourselves accountable to our supporters and partners, especially the children.

Compassion

We empathize with, help and care for those around us.

Philosophy

Pestalozzi Education Centre is part of Enko Education, a network of African International Schools. The Admissions Policy is in accordance with Enko Education standards and practices, and embodies Enko Education values

The Enko Education Vision statement states “We will empower more and more people across the continent”. Our aim is built firmly on giving access to quality education to as many young people as possible.

Across the Enko network, the primary aims of the Admissions Policy and Procedures are to identify students who have the potential to benefit from an Enko education and to check the extent to which the school can meet their educational needs.

Obviously, no applicant should be refused admission on the grounds of race, gender, culture, religious belief, etc. The Enko Scholarship programme is available to support talented students without the financial background to afford the standard fees.

Based on the curriculum on offer, the language of instruction and other school specificities, each Enko school will have some specific admission criteria. But, there are also consistencies across the network in terms of the admission processes. Guidance on these is included in the Enko Standards & Practices.

As Enko schools are established in locations where alternative quality education is rarely available, it is inevitable that there will commonly be significant gaps between the educational experiences of incoming students and the standards of Enko education. The admissions processes should attempt to gauge whether each student can bridge that gap in a timely manner.

For this reason, admissions criteria to the earlier years (e.g. middle school) should be more relaxed than those to the senior years (e.g. IB DP).

Curriculum on offer

Pestalozzi Education Centre offers the following programmes:

- Zambia National Curriculum (ECZ) – Grades 1-12
- CAIE IGCSE- Grades 9-10
- Foundation Year – Grade 10
- IB Diploma Programme – Grades 11 and 12 (Candidate school)

Students will only be admitted to DP2 (Grade 12) if they have previously completed DP1 in another school and their subject combination suggests that they can be assimilated into the subjects on offer at Pestalozzi Education Centre. Students who may have completed DP1 and DP2 at another school may be admitted to Pestalozzi Education Centre if this will support them in obtaining suitable grades for entry to university.

Admission requirements

(a) Language requirements and evaluation:

- Most of the curriculum at Pestalozzi Education Centre is accessed through English tuition. Students deemed unlikely to be able to access the curriculum will not be accepted.
- The school offers French as the second language. Students applying to join the earliest years do not need to have demonstrable ability French.
- The student's ability to operate in English will be assessed by a combination of testing (written and/or oral) and evaluating how much of the student's previous schooling has been in English.
- Those applying for access to the senior years will be assessed for ability in French through testing (written and/or oral).
- Also see the [school Language Policy](#).

(b) Academic requirements and evaluation:

- The table below indicates the minimal local grade that students will normally have had to complete before admission to the specified grade in Pestalozzi Education Centre:

To enter..	Student to have completed..
Grades K-1	None
Grades 2-5	Grades 1-4 with minimum 50% in Mathematics, English and Science
Grade 6	Grade 5 with minimum 50% in Mathematics, English and Science
Grade 7	Grade 6 with minimum 50% in Mathematics, English and Science
Grade 8	Grade 7 with minimum 50% in Mathematics, English and Science
Grade 9	Grade 8 with minimum 50% in Mathematics, English and Science
IGCSE	Grade 9 with minimum 50% in Mathematics, English and Science
Grade 10 Foundation	Grade 10 with minimum 50% in Mathematics, English and Science
IBDP	Grade 10 Foundation or IGCSE with minimum 60%

- In addition, applicants must be able to demonstrate that they have achieved minimal grades of 50% in their last year. This will be assessed through examination of the two previous year's report cards.

- Applicants who are unable to demonstrate appropriate abilities for joining a specific grade may be offered a place in the grade below.
- In order to gain admission to Pestalozzi Education Centre, students will be assessed through language tests (see above) and tests in mathematics and Sciences.
- Students applying for scholarships may be assessed further on their academic potential.

(c) Other requirements and evaluation:

- In addition to their linguistic and academic abilities, students admitted to Pestalozzi Education Centre are expected to be able to demonstrate:
 - behaviour and character that align with the core values of the school
 - motivation and ability to embrace and embody the IB Learner Profile
 - ambition and determination
 - that they can benefit from the educational programmes offered
- These traits will be evaluated through some/all of:
 - an interview with the applicant
 - discussions with the parents
 - official letters from the previous school attesting to the applicant's conduct
 - recommendation letter(s) from the applicant's previous school or teachers
- Applicants for the IB Diploma Programme will require a detailed evaluation of their projected subject choices. Decisions on the suitability of subject choices rests with the DPC and/or Head of School.
- Applications from students with special or specific needs will, in addition, be evaluated after examination of specialist reports (e.g. from a doctor) and/or reports from the applicant's previous school.
- For all applicants, documentary evidence of the student's identity (ID photos, copy of birth certificate and/or ID document) is required along with an appropriately completed application form, including parents' or guardians' information.

Admission procedures

The Admissions Officer is responsible for managing the admissions procedures at Pestalozzi Education Centre. But, the ultimate decision as to whether a student is admitted resides with the Head of School. Support on student recruitment is also available from the Enko Central office.

Upon enquiry, the Admissions Officer should provide appropriate information for the parents and the applicant on Pestalozzi Education Centre. This is likely to include information on:

- the curriculum
- the calendar
- the school's code of conduct
- fees and other charges (e.g. examination fees)
- the application processes

Applicants and their families are encouraged to complete the admissions form, submit supporting documents (see "Admission requirements") and pay the enrolment fee as soon as possible. Admission is on a 'first-come-first-serve' basis – determined by the date on which these are received.

The Admissions Officer shall arrange testing and/or interviews as soon as possible after receipt of the application documents.

Pestalozzi Education Centre aims to provide a clear response (offering or rejecting admission) within two weeks of testing and/or interviewing being completed.

Applicants who are offered a place at Pestalozzi Education Centre are then required to sign a “contract” indicating that they accept the school rules, etc. before their place is reserved.

Professional development related to admissions

Pestalozzi Education Centre is committed to operate fair and efficient application processes. Training in support of this will include:

- Understanding the admissions processes (for all staff)
- Effective record keeping through the use of Pipedrive (for the Admissions Officer)
- Analysing application form data (for the Admissions Officer)
- Tools for assessing student potential (for authors of entrance and scholarship tests)

Responsibilities and Review

The Head of school is responsible for the implementation of this policy.

The Head of school is also responsible for periodic review of the policy two years after the policy was drafted or last amended.

Reviewed on: June , 2020

Next proposed Review: June 2022

****End of Document****