

NEW ENROLMENTS PROCESS

::IMPORTANT FOR NEW ENROLMENTS::

After an applicant has submitted these ***required documents***: These submissions are made **WITHIN** the **ENROLMENT FORM** itself.

- Birth Certificate (If not on hand, a **STAT DEC** and an accompanying **CLINIC BOOK** will suffice as a submission)
- ID photo (a scanned ID photo or a clear portrait of the child(s) face will do)
- Transfer Letter (**ONLY APPLICABLE** if your child is a transfer-in from another school)
- Med Certificate (Most recent medical check-ups are required)
- School Report (**ONLY APPLICABLE** if your child is a transfer-in from another school)

They will then be asked to have a sit-in interview with the administrative head of the school and then take a diagnostic test (if from a public school or one that **IS NOT** a school that uses the **A.C.E Curriculum**).

Kindergarten starters (4 – 5-year-olds) and preschoolers (6 – 7 years old) are not required to have such a test. Kindergarteners are automatically accepted if there is sufficient space (but they must be **potty trained** and **independent**).

There are two diagnostic tests which are compulsory (English and Math) for grades 2 to 6 (10 – 14-year-olds) while Level 1 (8 – 9) enrolments will sit a RR (reading readiness) test. Each test is PGK50.00

For potential preschoolers and students in Grade 1, a reading readiness test is administered to determine appropriate placement. Children taking this test must reach the 80th percentile mark to qualify for placement in a higher level. If they do not meet this mark, they will be placed in the preschool or preparatory level.