



## 1. INTRODUCTION

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### A. Aim

The principal aim of the Policy is to define the main requirements and procedure for admission to the Educational Complex.

### B. Dissemination

The Policy is open to employees, parents, students as well as other stakeholders. The accessibility of the document is ensured by publishing it on the official website.

### Қ. Responsible for the implementation

Head of the Admissions Committee is responsible for the implementation and fulfillment of the requirements of the Policy.

### Ғ. Revision

The document is reviewed at the beginning of each academic year to keep the points current and topical. The amendments are discussed with the staff members, as well as parent and student communities. The Pedagogical Council approves the amendments.

## 2. GLOSSARY OF TERMS AND ABBREVIATIONS

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- School, Educational Complex - Ohanyan Educational Complex
- Policy - Admissions Policy
- IB PYP - The International Baccalaureate Primary Years Programme
- Elementary school - Grades 1-4
- Middle school - Grades 5-9
- High school - Grades 10-12
- Student - An individual enrolled in the school
- IB - International Baccalaureate

## 3. Admission Criteria

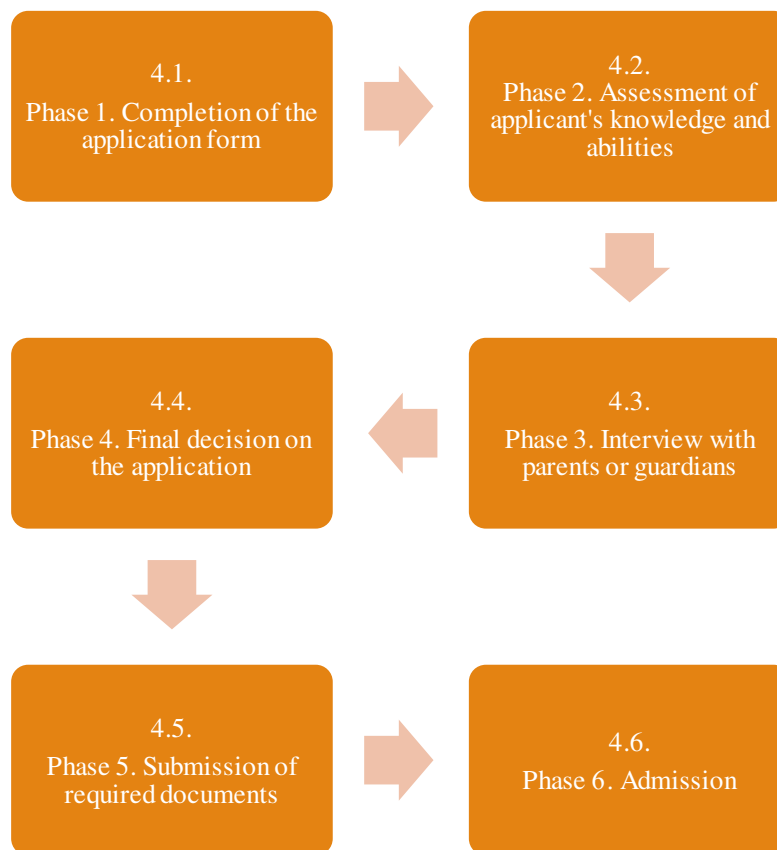
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- 3.1. Ohanyan Educational Complex is committed to the principle of equal opportunity in education but may take into account factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to fulfil the school mission of providing education in line with international standards.
- 3.2. IB program students' siblings are given priority, as long as they comply with program's admissions criteria. No privilege applies in this case.

### 3.3. Inclusive education.

Enrolled students will have equal opportunities to access the curriculum that meets their needs. The school will admit students whose academic and personal needs can be met by the programs and student support services available at the time of admission. While school aims for inclusiveness in admissions decisions, it may reserve the right to refuse admission to students who will not benefit educationally from attending the school (Refer to Inclusion Policy)

## 4. ADMISSIONS PROCEDURE



#### 4.1. Phase 1. Completion of the application form

Application form must be completed by a parent/ guardian, the template of which is provided by the school (soft or hard copy).

#### 4.2. Phase 2. Assessment of applicant's knowledge and abilities

The application stage is followed by the assessment of applicant's knowledge and abilities. A child can be admitted to the school only after the successful completion of the following phase:

- In the case of the 1st grade an interview through games and creative activities, as well as a test on the psychological readiness of the school is conducted.
- In case of open vacancies in grades 2-6, an assessment is conducted through four subjects: Mathematics, Armenian, Russian and English languages.

#### 4.3. Phase 3. Interview with parents or guardians

An interview with parents or guardians is followed upon successful completion of the assessment phase. An interview is conducted by the school Director, a psychologist also takes part.

#### 4.4. Phase 4. Final decision on the application

The School Admissions Committee that includes the Head of the School, the PYP Coordinator, a psychologist and representatives from the Admissions team makes the final decision on admissions. The decision is final and is not subject to review.

The decision may be: acceptance and offer of a place, a waiting list offer or non-acceptance of application.

##### (i) Acceptance and offer of a place:

The application is accepted if the child has completed the process successfully and there is an available vacancy to be offered. The place offer will be subject to the payment of the corresponding fees within a timeline (10% of the first academic year tuition fee must be paid). If the payment is not completed by the identified deadline, the place will be offered to another applicant in the waiting list.

##### (ii) Waiting list offer:

If the child has completed the process successfully, and there are no vacancies to be offered, the application will become part of the school waiting list. Parents are notified when a vacancy occurs.

Students in the waiting list or those not offered a place should re-apply for the following academic year.

##### (iii) Non-acceptance of application:

The school Admissions Committee reserves the right to not accept an application if it considers that:

- The school is not the appropriate environment for the child's development;

- A child's background or the assessment results show that the child does not meet the minimum requirements of the programme;
- Required documentation as per admissions procedures is not provided;
- Parental expectations significantly differ from the offered services, approaches and environment.

#### 4.5. Phase 5. Submission of required documents

If place is offered, the following documents must be submitted in a due time:

- Signed agreement and Code of Ethics;
- Childhood immunization records and medical fitness report for school entry;
- 2 passport size photos of a child (3x4);
- A copy of the child's birth certificate and the reference on social services number;
- A copy of the parent's passports;
- Reference provided by the State Population Register (in case of the 1st grade admission);
- A copy of the child's school reports for previous years (except when admitting to the 1st grade);
- Reference on assessments and attendance;
- Student transfer form in case of transferring from another school;
- Certificate on child's special educational needs provided by the state regulatory body (if available);
- Prepayment Receipt: 10% of the first academic year tuition fee must be paid. The prepayment is non refundable.

#### 4.6. Phase 6. Admission

The applicant is admitted only in case of the submission of all required documents. The place will be offered to another applicant from the waiting list, after the identified deadline, if incomplete documents are submitted.