

August 2022

Admissions Policy and Procedures

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AISPP Guiding Statements

Vision

Inspiring the joyful pursuit of learning and intercultural understanding.

Mission

Igniting a passion for a life of learning together.

Values

- Sharing our passions to make things better, together
 - At AISPP we believe everyone has the power to make a positive impact. Our learners are encouraged to take action by diving deeply into their interests to cultivate passions and share their expertise with others.
- Our differences make us stronger
 - At AISPP our differences weave a beautifully complex tapestry of our cultures, our languages, and our beliefs. We know the power of empathy and you'll feel welcome at AISPP... whoever you are.
- Find Sok Sabay (wellness) inside and out
 - At AISPP we are intentionally growing as holistic learners through our permanent search for meaning.
- Our learning is limitless
 - We are all learners here at AISPP. Learning happens wherever we are; it happens in the spaces between us; it happens within us. Ours is a community of life-long learners constructing meaning personally and together.

Opening Statement

In alignment with our guiding statements, The Australian International School Phnom Penh (AISPP) welcomes students from diverse backgrounds with a wide range of talents and abilities recognising that “our differences make us stronger” in providing an internationally-minded, private school education.

The school can accommodate students with moderate learning, emotional or physical needs which are determined on a case-by-case basis. The school reserves the right to deny admission to any student for whom the school cannot provide an appropriate educational program and/or support services.

Non-native English speakers who are not fluent in the language will be admitted on a support-available basis within the school's English Language Acquisition (ELA) program. The proportion of ELA students in the class will be taken into account before admission.

It is a condition of enrolment that parents declare all evidence relating to the learning needs of their child/ren. Failure to do so may result in admission being subsequently revoked.

Final admission decisions are based on whether the school can cater for the student's individual needs for them to be successful learners.

Admissions Process and Procedures

Prospective students and their families should direct enquiries to the Admissions Office. Admissions documents and procedures are available on the [AISPP website](#). To begin the school's admissions process the non-refundable Application Fee must be paid.

The following documents must be submitted along with the application:

- Student Application Form
- Student Health Form
- Student Vaccination Records*
- Official School Records/ Report Cards
 - Year 1 – Year 12**: Reports/transcripts for the previous two (2) school years in English
- Confidential Teacher Recommendations will be requested from the applicant's current school
- Copy of Student's Passport
- Copy of Parents' Passports
- Copy of Student's Birth Certificate (if not in English, please have it translated)
- Student Pick-up authorisation forms

**Students applying for entry into Year 12 will need to be transferring from another CP or DP school and will need to have completed the first year in subjects that are offered at AISPP for that cohort.

* Vaccination records should be up-to-date and given to the school's Admissions Office upon enrollment.

The following vaccinations are mandatory for all students attending AISPP:

- Tuberculosis (BCG)
- Diphtheria, Tetanus, Pertussis (DTP)
- Polio (IPV or OPV)
- Measles, Mumps, Rubella (MMR)
- Haemophilus Influenza Type B (Hib B)

Parents will be informed if their child/ren is/are accepted or not. The Head of School makes all final decisions on enrolment.

If accepted, the Admissions Office will issue a letter of offer, signed by the HoS and Divisional Principal. In some circumstances, a letter of offer may include one or more conditions to be met for continued enrolment. Parents have five working days to accept or decline the offer.

If not accepted, the Admissions Office will issue a Letter of Regret. Students may re-apply again after six months.

Parent Acceptance SEN

If the parents elect to accept the offer, an invoice for the Compulsory Fee will then be sent which secures a place for the student(s). All fees due must be paid in full. The school's Payment Agreement must be signed before the commencement of classes. Students will be advised by the Admissions Office as to the date that they may begin school.

Declining Offer

Should a parent wish to decline the offer of enrolment they should inform the Admissions Office in writing as soon as possible, no later than 5 working days.

Admissions Procedures

AISSPP has the following prerequisites for applying students:

Early Years - EY2, EY3 and EY4

Admission to the school requires that applicants have reached the appropriate age by August 31 (see [Table 1](#)).

Children from 3 years old and above in the Early Learning Centre must be toilet trained or commence toilet training when they turn three. Additionally, when they turn three, they are no longer able to drink bottled milk at school and must be able to consume solid food. Children applying for the EY2 class may have the option of enrolling in either a half-day (8:15 - 11:00) or a full-day class. For full-day students, EY2 students younger than 3 may be able to have 1 bottle of milk at nap time.

Parents submit their application via the school admissions tool - Veracross. The school will collect relevant personal information, including student/parent ID (birth certificates, Passports), and any previous enrolment information. The Admissions Office will conduct a generic age-appropriate survey to collect more relevant information.

The Early Years Coordinator will assess the information provided, then meet with the parents and the child to consider the child's readiness based on criteria including, but not limited to:

- stamina to engage for a full academic day
- social-emotional maturity
- ability to self regulate
- level of independence

If the school determines that the child meets these criteria, the decision will be communicated to the family.

Primary Years Programme (PYP) - Foundation – Year 5

AISPP requires that applicants have reached the appropriate age by August 31 (see [Table 1](#)). Primary students will be assessed, followed by an interview with the Principal/AP to confirm the correct Year level placement. Assessments and interviews will take place on the AISPP campus at an agreed-upon time. In exceptional circumstances, an online interview can be arranged.

Middle Years Programme (MYP) - Years 6 – 10

Students applying for Year 6 or above will undergo admissions assessments, followed by an interview with the Secondary Principal to confirm the correct Year level placement. Assessments and interviews will take place on the AISPP campus at an agreed-upon time. In exceptional circumstances, an online interview and/or supervised off-campus assessments can be arranged.

Career-related Programme (CP) and Diploma Programme (DP) - Years 11/12

Candidates for either the CP or DP will have completed Year 10 and achieved grades to match the AISPP prerequisites for the desired programme. Final grades and subject teacher recommendations will be used to guide the placement of students in programmes and subjects (SL/HL). The Programme Coordinators will provide students with detailed information about the CP and DP along with advertised opportunities to meet with the student and family to explain the exceptional breadth and rigours of the courses of study. The CP focuses on specialisation in a field of study in partnership with an international university, emphasising individual choice and engagement, real-world application and individual pathways to success.

English as an Additional Language (EAL) - Language Requirement

The medium of instruction and the working language at AISPP is English. AISPP may admit students with minimal levels of English language up until Year 2. From Year 3 onwards, a student's English level is carefully considered to ensure that they will be able to access the curriculum at the age-appropriate year level. Students will be assessed during the admission process to determine their level of English. The school provides EAL support for students still acquiring the English language based on the level of need and availability of support. Admissions decisions for students requiring extra support will be based on the availability of this support and the likelihood of student success in accessing the curriculum.

Special Educational Needs

Students requiring learning support are expected to submit documentation that includes one or more of the following:

- Individualised Education Plan
- Educational and Psychological Assessments
- Therapy Reports

The Divisional Principal will consult the Student Services Coordinator (SSC) and review the documentation to determine if the applicant can access the curriculum and be successful in our learning environment and if so, what level of support is required for the student. The initial review may conclude that additional documentation is required from the family to validate the diagnosis, or whether a meeting with the family is required to better understand the case. If further documentation or a meeting is required, the Admissions Office will be the point of contact to arrange with the family.

Admission and readmission of students with special educational needs are at the discretion of the school. The school will accept only those students whose educational needs can be met by the Student Support Team and classroom teachers.

It is a condition of enrolment that parents declare all evidence relating to the learning needs of their child/ren. Failure to do so may result in admission being subsequently revoked.

Rolling Admissions and Waitlisted Applicants

AISPP welcomes applications for enrolment at any time in the academic year on the assumption that there is space available for the student. If there are unavailable spaces, waiting lists will be created by the school. Parents/Guardians of students who are waitlisted for admission will be informed before each school term as to the status of their application.

Student's Year Placement

Any student admitted to AISPP will be placed at the Year level that is developmentally and educationally most suitable in line with international standards. Records from previous schools, admissions assessment results (where appropriate) and age-appropriateness for the year placement in question will be the determining factors. Final placement will be recommended by the Divisional Principal and confirmed by the Head of School. See the table below for guidance:

Table 1

AISPP	Age at August 31	Australian	British	American
Early Years 2	2 Years Old	Preschool	Preschool	Preschool
Early Years 3	3 Years Old	Preschool	Preschool	Preschool
Early Years 4	4 Years Old	Preschool	Reception	Preschool
Foundation	5 Years Old	Foundation/Prep	Year 1	Kindergarten
Year 1	6 Years Old	Year 1	Year 2	Grade 1
Year 2	7 Years Old	Year 2	Year 3	Grade 2
Year 3	8 Years Old	Year 3	Year 4	Grade 3
Year 4	9 Years Old	Year 4	Year 5	Grade 4
Year 5	10 Years Old	Year 5	Year 6	Grade 5
Year 6	11 Years Old	Year 6	Year 7	Grade 6
Year 7	12 Years Old	Year 7	Year 8	Grade 7
Year 8	13 Years Old	Year 8	Year 9	Grade 8
Year 9	14 Years Old	Year 9	Year 10	Grade 9
Year 10	15 Years Old	Year 10	Year 11	Grade 10
Year 11	16 Years Old	Year 11	Year 12	Grade 11
Year 12	17 Years Old	Year 12	Year 13	Grade 12

Tuition and Other Fees

The AISPP website contains current information on the tuition and other fees, as well as a copy of the [tuition fee schedule](#). Parents are expected to comply with the terms and conditions stated. The deadlines for payment are published within the schedule. Depending on the selection of payment frequency (annual, by semester or by term), parents will receive an invoice matching their payment choice, which lists the required payment dates, throughout the academic year:

- Invoice for new students (one time only):
 - Application Fee: Upon submission of application, a non-refundable, non-transferable fee for processing is required
 - Enrolment Fee: This non-refundable, non-transferable fee secures a new student's place in the school.
 - Security Deposit: This fee is refundable without interest upon completion of Year 12 or after

the student withdraws from school at another time. Payable within 5 business days of an offer of enrolment.

- Invoice for Annual Fees:
 - Capital Fee: This non-refundable, non-transferable fee, which covers the costs of maintaining and upgrading AISPP resources and facilities,
 - Annual Tuition: This varies based on the year level in which the student will be enrolled.
- Email reminders will be sent closer to the due dates on the invoice.
- If there are difficulties in meeting financial commitments by the deadlines, parents are encouraged to contact the Business Manager immediately. The school will work with the parents to resolve the issue.
- If parents fail to meet their obligations for payment of fees, AISPP can withdraw educational services.

Admissions Flowchart

