

Admission Policy Secondary School 2018-2019

1. Statement of Purpose

- ASU is a private educational facility that seeks to provide a world-class international education to students in an English speaking learning environment.
- ASU is a non-discriminatory body and as such does not discriminate against parents or students on the basis of gender, ethnicity, religion or race.
- ASU strives to present a balanced learning environment in which students are able to access their full potential and engage in opportunities to grow academically, emotionally, socially and culturally.

2. Admissions Practices and Policies Overview

- The final admission decision is made by the Assistant Principal/Principal
- ASU is an English language speaking school and all lessons, with the exception of Mongolian and Modern Foreign Languages, are delivered in English
- ASU limits the number of students in each classroom to maximum of 24
- ASU does not permit 'skipping' a grade based on parent requests. Students are placed based on age requirements
- Current ASU students reserve priority standing for re-enrolment until April 30. Without re-registration payment and the signed School Agreement for the upcoming school year, a place cannot be held for the current student
- No application will be considered until the completed admissions documentation, as per the checklist, is received. No exceptions will be granted
- Should it come to the School's attention that full disclosure has not been made on the application forms as required; the Student's place at ASU may be terminated
- Students may only attend school once all required fees have been paid
- No parent requests for class placement will be accepted
- For families applying with children at both elementary and secondary schools, a joint decision will be made by Principals
- Upon attending classes, should School Administration determine that a student is unable to meet the existing criteria, his or her registration will be withdrawn and unused tuition will be reimbursed

3. Admissions Process

- The application documentation must be completed in full and returned to the Student Services Office at ASU.
- Once the completed documentation has been received, including the payment of the required application fee, Student Services Office will contact the prospective parents and set up a time for testing
- Every student must complete a language proficiency test, regardless of where the student has studied previously.
- An admissions interview with the Assistant Principal or designate will be scheduled and must be attended by the prospective student. The admission decision is reached based upon age appropriateness, past academic results, a face to face interview, and the results of the admissions testing
- Once the student has been accepted into ASU, the Assistant Principal/Principal will sign the admissions approval forms and assign the homeroom teacher and house color.

- The Student Services Office will contact the prospective family following the Assistant Principal's decision and inform the family as to the status of their child(ren) 24 – 48 hours after testing
- Should the prospective parents accept the offer of a place at ASU; the Student Services Office will inform the Finance Office. The Finance Office will generate an invoice for payment and forward the invoice to the responsible party.
- Student Services will inform the appropriate teaching staff of the admission of the new student(s)

4. Language Policy

- ASU believes that in order to be successful, students must meet the Language Proficiency Benchmarks.
- Pre-Kindergarten, Kindergarten and Grade 1 students with little or no English will be considered for acceptance
- ESL support will be provided to students who require additional language support.

5. Testing and Resource Policy

- ASU tests new entrants in English Proficiency, Math and other subject areas as deemed necessary
- Every child for whom English is not their mother tongue, or who is listed on their admissions form as bilingual, must complete a language competency test. This test will be administered regardless of the number of years that a non-native speaker may have studied in an English language environment

6. Age and Mid-year Enrollment Policy

- Prospective students seeking a place at ASU will only be considered for a spot in a grade that is appropriate for their current age or the grade after the successfully completed grade
- Students who enter ASU from schools with a different academic year (such as January to November) will be placed in the grade they are currently attending if they join ASU at the start of the ASU school year
- Should the student wish to enter ASU midway through the ASU school year, the student will be placed in the grade following the one which they have fully completed.
- For former students returning to ASU from outside of Mongolia within 6 months, no application fee is required
- Former students returning from schools within Mongolia will be required to pay the application fee and testing may be required
- Students admitted at any point during the semester will be required to pay the full amount for that semester

7. Students with Special Needs

- Students with special learning needs will only be granted a place at ASU after consideration from the Principal that ASU is able to meet all of the student's needs.
- Should the Principal determine that ASU is unable to meet the needs of the student, entry to ASU will be denied

8. Wait listing

- Prospective students may be waitlisted if there is no place available in the grade level providing the student meets the required criteria for admission
- Students who cannot be offered a place in the appropriate grade will not be considered for the grade above or below
- Should the prospective student be waitlisted, the parents will be informed of this once the required completed application materials have been received
- Priority on the waitlist will be generally given to students in the order in which their applications were received.

9. Probationary Period

- Any student placed on probation for the academic year will be assessed to determine whether the student is able to cope academically, linguistically, and behaviorally as well as benefiting from and contributing to the ASU learning program

10. Tuition Fee Payment Structure

1st semester tuition fee deadline is August 15, 2018
2nd semester tuition fee deadline is January 15, 2019

11. Age Appropriate Chart

Criteria for Grade Level Eligibility for the 2018-2019 School Year

Grade level	Birth date:
6th Grade	Oct 2006, Nov 2006, Dec 2006, Jan 2007, Feb 2007, March 2007, April 2007, May 2007, June 2007, July 2007, Aug 2007, September 30, 2007
7th Grade	Oct 2005, Nov 2005, Dec 2005, Jan 2006, Feb 2006, March 2006, April 2006, May 2006, June 2006, July 2006, Aug 2006, September 30, 2006
8th Grade	Oct 2004, Nov 2004, Dec 2004, Jan 2005, Feb 2005, March 2005, April 2005, May 2005, June 2005, July 2005, Aug 2005, September 30, 2005
9th Grade	Oct 2003, Nov 2003, Dec 2003, Jan 2004, Feb 2004, March 2004, April 2004, May 2004, June 2004, July 2004, Aug 2004, September 30, 2004
10th Grade	Oct 2002, Nov 2002, Dec 2002, Jan 2003, Feb 2003, March 2003, April 2003, May 2003, June 2003, July 2003, Aug, 2003, September 30, 2003
11th Grade	Oct 2001, Nov 2001, Dec 2001, Jan 2002, Feb 2002, March 2002, April 2002, May 2002, June 2002, July 2002, Aug 2002, September 30, 2002
12th Grade	Oct 2000, Nov 2000, Dec 2000, Jan 2001, Feb 2001, March 2001, April 2001, May 2001, June 2001, July 2001, Aug 2001, September 30, 2001