



STUDENT ADMISSION POLICY AND PROCEDURES

ADMISSION POLICY: Please retain this cover sheet for your records.

- Union School has an **open admission policy** without regard to nationality, race, creed, or religion. Enrollment is contingent upon compliance with basic academic and behavioral standards.
- The admissions process involves a **multi-disciplinary approach** (coordinated by the Director) which includes participation of the Administrative team, Guidance Counselor, members of the board and other staff as needed. (Union School Policy Manual-Section 6, 12)
- Students who are **transferring from local French-language schools** will in all likelihood be required to repeat the year they **successfully** completed unless they test at level in all areas. **No students will be accepted beyond the grade 10 level, unless they are transferring from an accredited school.**

ADMISSION PROCEDURES:

Step 1: Parents or guardian will review the Union School **Admission Packet** which consists of:

- Student Admission Policy/Admission Procedures
- Statement of Understanding
- Admission Application
- Fee /Tuition Payment Schedule (***See Fee Structure**)
- Registration and Fee Policy
- Health Data Forms: Health Office Information/ Student Physical Examination Form (included in application)

Step 2: Parents or guardian will submit the following documents:

- Birth Certificate or copy of passport data page
- Immunization certificate
- 2 passport-size photographs
- Completed Health Data Sheets: Health Office Information / Student Physical Examination Forms
- Completed Admission Application
- Copies of report cards for the two previous academic years
- Official academic transcripts from previous schools
- **Letter of reference/introduction from previous schools**
- **Letter of recommendation from a current member of the Board of Trustees or someone in the Union School community.**

Step 3: Parents will pay the application fee.

Step 4: A family interview may be set up either with the Guidance Counselor, a school program Principal or the Director.

Step 5: Admission or Placement Testing will be set up.

Step 6: **The Admission Committee will meet to review the student's file and make a decision on admissions.**

Step 7: **The School** will notify the parents of the decision.

Step 8: **If the student is admitted,** parents will:

- a. Take care of their financial obligations with the Business Office
- b. Receive uniform and book/supplies information sheet
- c. Receive summer reading lists if appropriate

- **NO APPLICATION WILL BE ACTED UPON UNLESS IT IS COMPLETE AS PER ADMISSION PROCEDURES.**
- **STUDENTS CANNOT START SCHOOL WITHOUT A COMPLETED ASSESSMENT.**
- **THE DECISION OF THE ADMISSIONS COMMITTEE IS MADE AFTER CAREFUL DELIBERATION, AND THEREFORE, THE COMMITTEE WILL NOT RECONSIDER ITS DECISION, WILL NOT CONSIDER ALTERNATIVE PLACEMENT AND WILL NOT RETEST ANY CANDIDATE.**
- **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS UNTIL ALL PERTINENT TUITION AND FEES HAVE BEEN PAID.**

Age Requirements

To be admitted to the Pre-Kindergarten 1 program, the child must be three (3) years of age prior to September 1 of that school year, and the child must be four (4) years of age prior to September 1 of that school year for the Pre-Kindergarten 2. To be admitted to the Kindergarten program, the child must be five (5) years of age prior to October 31 of that school year. To be admitted to the First Grade program, the child must be six (6) years of age prior to October 31 of that school year.

Class Size

Class size will be limited to the following:

Elementary School (Pre-Kindergarten)	18 per grade	
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Elementary School (1 st Grade to 5 th Grade)	20-25 per grade	
Middle School (6 th Grade to 8 th Grade)	40 per grade	20 per class
High School (9 th Grade to 12 th Grade)	40 per grade	20 per class

Priority Consideration for Student Admissions

Provided the students have the academic ability to compete successfully in Union School academic program and have demonstrated previous academic success in a similar U.S., American or International School, priority for admission will be given to applicants in the categories in the following order:

1. Children of U.S. Government Employees.*
2. Siblings of currently enrolled students and former USH Students
3. Children of Faculty and Staff of Union School
4. Children of USH Alumni
5. New applicants transferring from overseas
6. Students currently enrolled in a local school.

*All US Mission children will be admitted, at all times, without regard to their arrival date to Union School.

When space limitations indicate that there are more candidates in any one category mentioned above than spaces, then admissions will be based on a first come, first serve basis. The date of the original application to the registrar will be used.

Wait List

When a grade level is filled, a wait list is established. Students are placed from the wait list according to the priority considerations above-mentioned as vacancies occur. If no space becomes available in the applicant's respective grade, they may re-apply beginning October 1st for the following academic year. Updated transcripts, teacher recommendations and another evaluation are required for reapplication. Being on a wait list is not a guarantee of space.