



STUDENT ADMISSION POLICY AND PROCEDURES

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

- Union School has an open-admissions 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, is coordinated by the Director, and includes participation from the Administrative Team, the Guidance Counselor, members of the Board, and other staff members as needed.
(See Union School Policy Manual-Section 6, 12)
- Students who transfer from local French-language schools will likely be required to repeat the last year they successfully completed unless they test at-level in all areas of the admissions assessments. No student will be accepted beyond grade 10, unless they are transferring from an accredited school.
- No application will be reviewed until it is complete as per admissions procedures.

ADMISSIONS PROCESS:

Step 1: Parent/Guardian will review the Union School AdmissionS Packet that consists of:

- Student Admissions Policy/Admission Procedure
- 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: Parent/Guardian will submit the following documents:

- Birth Certificate or Copy of Passport Data Page
- Immunization Certificate
- 2 Passport-sized Photographs
- Completed Health Data Forms: Health Office Information/Student Physical Examination Form
- 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 school(s)
- Letter of Recommendation from a current member of the Board of Trustees or someone in the Union School community.

Step 3: Parents or guardian will pay the application fee.

Step 4: Union School will set up Admission or Placement Testing.

Step 5: Union School may set up a family interview with the Guidance Counselor, a School Program Head, or the Director.

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

Step 7: Union School will notify the parents or guardian of the decision.

- If the student is admitted, parents or guardian will:
 - a. Manage their financial obligations with the Business Office
 - b. Receive uniform and book/supplies information sheet

PLEASE NOTE:

- STEP 4 MUST BE COMPLETED BEFORE ENROLLMENT. STUDENTS CANNOT START SCHOOL WITHOUT A COMPLETED ASSESSMENT.
- THE DECISION OF THE ADMISSIONS COMMITTEE IS MADE AFTER CAREFUL DELIBERATION. THEREFORE, THE COMMITTEE WILL NOT RECONSIDER ITS DECISION, CONSIDER ALTERNATIVE PLACEMENT NOR WILL IT CALL FOR A RETEST FOR ANY CANDIDATE.
- NO STUDENT WILL BE PERMITTED 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. To be admitted to the Pre-Kindergarten 2 program, the child must be four (4) years of age prior to September 1 of that school year. 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 is limited to the following:

Elementary School (Pre-Kindergarten)	18 per grade
Elementary School (Kindergarten)	18 per grade
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 ADMISSION:

Provided the students have the academic ability to compete successfully in Union School's 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 following order:

1. Children of U.S. government employees*
2. Siblings of currently-enrolled students and former Union School students
3. Children of Union School faculty and staff
4. Children of Union School alumni
5. New applicants transferring from overseas
6. New applicants currently enrolled in a local school

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

**All U.S. Embassy Mission children will be admitted to Union School without regard to their arrival date.*

WAIT-LIST:

When a grade level has been filled, a wait-list is established. As vacancies occur, students are accepted from the wait-list according to the priority considerations mentioned above. If no space becomes available in the applicant's respective grade, they may reapply beginning October 1st for the following academic year. Updated transcripts, teacher recommendations, and evaluations are required for reapplication. Placement on the waitlist does not guarantee admission.