

MAY 2020

INTERNATIONAL SCHOOL OF HAVANA

ADMISSIONS POLICY

TITLE 2.4.1

ADMISSION AND PLACEMENT OF STUDENTS

The School admits students from the diplomatic or expatriate non-diplomatic community residing in Cuba with their parent(s) or guardian(s), which have a foreign (non-Cuban) citizenship.

In so far as space and resources permit, the School has the duty to enroll all eligible students who hold a valid foreign (non-Cuban) passport, at any time throughout the year, provided that:

- the Director and the professional staff believe that the School can meet the needs of the individual student;
- there is a place available in the grade level the student is enrolling for; and
- all documentary requirements for admission are met including the presentation of:
 - i. Medical Examination Records;
 - ii. Vaccination and/or immunization records;
 - iii. A transcript, report card or similar document from the student's previous school (except if a student has had no prior schooling);
 - iv. The student's valid non-Cuban passport.

The Director shall ensure that regulations are created and maintained to govern the admission and placement of students that are congruent with this.

Age Placement

Students must reach the age appropriate for a particular grade by September 1 of the year in which they enroll.

Students are placed in grade levels according to the following:

Early Years	2.5 years
Kinder 1	4 years
Kinder 2	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

Students who apply for enrollment and do not meet this age requirement for a particular grade but have had formal schooling up to at least Grade 1 will be considered on a case by case basis at the discretion of the Director.

Early Years is a multi-age grouping. Children who turn 2.5 years at any point during the school year may enroll and will remain in Early Years until they meet the minimum age of entry of 4 years before September 1 for Kinder 1.

FOR 2020-2021

ADMISSIONS PRIORITIZATIONS

The following policies and procedures have been established to prioritise admissions for this and any coming academic year:

- Each applicant child must hold a non-Cuban passport
- Categories establishing enrolment priorities have been determined by the Board of Directors
- Given the school's status with local authorities, applicants from the diplomatic community are given priority.

- Diplomatic applicants from missions that directly support the school are prioritized to recognize their contributions and to ensure the sustainability of the school.
- Any case that does not sit exactly within a defined category will be evaluated by the Leadership and Development Team in collaboration with the Board as needed.
- Places that become available will only be offered once the enrolment window is open
- Places offered will only be available for acceptance until the published enrolment cut off date

The timeline for further enrolment in 2020-2021

March 2, 2020:	Deadline for announcement of 2020-2021 fees and re-enrolment notice sent to the community. Embassies and Missions sent notice to request anticipated spaces needed for new academic year.
March 23, 2020:	Deadline for payment of Re-enrolment Fee and completion of Re-Enrolment Form for 2020-2021
April 20, 2020	Admissions offers for diplomatic and non-diplomatic community enrolment in 2020-2021 opens
May 18, 2020	Deadline to respond to admissions offer.

Re-Enrolment for 2020-2021

To secure a place for academic year 2020-2021 a fully completed Re-Enrolment Form must be submitted before the deadline of March 23, 2020 for each currently enrolled student.

A Re-Enrolment Fee of CUC 750.00 per student must accompany the fully completed Re-Enrolment Form in order to secure the place.

The Re-Enrolment Fee is:

- a. non-refundable
- b. charged per student
- c. an advance payment against tuition fees in academic year 2020-2021.

After the Re-enrolment deadline of March 23, 2020 any places not secured by the Re-Enrolment Fee may be offered to diplomatic community students in the Waiting Pool for academic year 2020-2021. At the discretion of the Director, special consideration for Embassies may be granted.

Waiting Pool

When an application is placed in the Waiting Pool, prospective parents are required to contact the school to confirm interest in remaining in the Waiting Pool at the start of each school term: applications will be removed from the Waiting Pool if this is not done.

The following is for internal use only

Category 1

Diplomatic community applications from nationalities that directly support the school have priority over others in each sub-category

1. a. Diplomatic community siblings of currently enrolled students
1. b. Diplomatic community children already in country that have just reached the age of formal schooling
1. c. Diplomatic community children newly arrived in country
1. d. Diplomatic community children already in country attending another school
1. e. Children (up to 2 as per contract) of expatriate teachers hired, with temporary residence, to work at the school;
1. f. Diplomatic community students, that missed the re-enrolment deadline, continuing for a further year.

Category 2

Non-diplomatic community members that are Temporary Residents where both parents and the child hold non-Cuban passports: applications from nationalities that directly support the school have priority over others in each sub-category

2. a. Category 2 students, that missed the re-enrolment deadline, continuing for a further year.
2. b. Category 2 students that are **siblings** of students currently enrolled:
 - i. for whom a place was not available at the time of arrival in country when initial enrolment application was made;
 - ii. that have just reached the age of formal schooling.
2. c. Category 2 students that are not siblings of students currently enrolled and:
 - i. have just reached the age of formal schooling; OR have just arrived in the country; OR for whom a place was not available at the time of arrival in country when initial enrolment application was made
 - ii. are already living in the country and are first language speakers of English;
 - iii. are already living in the country and are not first language speakers of English;
 - iv. are already living in the country and attending another school.

Category 3

Non-diplomatic community members that are not Category 2 but either both or one parent holds a Cuban passport with a PRE (Permiso de Residencia en el Exterior).

3. a. Students for whom a place was not available at the time of arrival in country and initial enrolment application was made; OR have just reached the age of formal schooling;
3. b. Students that are already living in the country and are first language speakers of English;
3. c. Students that are already living in the country and are not first language speakers of English;

3. d. Students that are already living in the country and attending another school.

Applications from non-diplomatic community members that are neither Category 2 nor Category 3 where both parents hold Permanent Residence will not be entertained.