

Banjul American International School - Admissions Policies

SECTION 9.00 STUDENTS

Policy 9.00 and all sub points were revised or adopted on May 4th, 2022.

9.1 Admissions

9.1.1 General Policy

BAIS is an inclusive, diverse, non-discriminatory international school. All interested students are encouraged to apply. The admission process is guided by BAIS's core beliefs, school parameters, and mission statement. BAIS views students as individuals and evaluates their ability to succeed in the classroom and BAIS's capacity to support and enable them to reach their fullest potentials.

9.1.2 Admission

Policy subpoints amended 30 October and 27 November 2023.

The Director and his/her designated appropriate staff members will be responsible for assessing applicants, reviewing applications and making admissions recommendations. The final admissions decisions will be made by the School Director.

Students must submit application materials as required. Students will be eligible for admission based on:

- The ability of the applicant to meet graduation requirements before the age of 20;
- The ability of the applicant to benefit from the educational services available;
- The capacity of the school to meet the educational needs of the applicant; and
- Availability of space at the specific grade level for which the student is eligible.

The school will make every effort to accept all qualified applicants and to provide facilities needed for expected enrollment. Subject to policies affecting admission, students will be enrolled in the following order of priority, provided that they have requested admission and meet the school's standards of admission:

1. Students enrolled at the end of the previous school year who have met the terms of the Board's financial policies and whose parents have prior to June 1st stated the students' intention to return;
2. Children receiving the tuition waiver by Employee contract;
3. Siblings of students in category 1; and
4. All dependent children of diplomats accredited to the Republic of The Gambia and dependents of families contracted to work in The Gambia at the Medical Research Council (MRC).

Other applicants for the next school year will then be considered for admission on the basis of the date the application process is completed, with full-fee-paying students given priority over Visiting and Exchange students, and English speaking applicants given priority over non-English speaking applicants.

9.1.3 Enrollment Age

- Students may enroll in Seedlings as soon as they are 2 and 1/2 years old and toilet trained.
- Students may not continue enrollment beyond 19 years of age.

9.1.4 Grade Placement

Grade level placement will be determined by the Director and professional staff and must be in the best interest of the student.

- Students may enroll in Seedlings as soon as they are 2 1/2 years old and toilet trained.
- All other BAIS grades are established based on the US grade level system.
- Based on research into long-term educational success of individuals, grade level placement is made according to chronological age using BAIS established cut off dates: between September 1st and the following August 31st.
- Students of age 3 on September 1st are placed in the PK1 grade level and so forth as outlined by BAIS-established cutoff dates.
- HS student grade level classification is determined by credits earned as follows:

Grade	Class Name	Minimum credits	Maximum credits
09	Freshmen	0	5.5
10	Sophomore	6.0	11.5
11	Junior	12.0	17.5
12	Senior	18.0	>18.0

- In exceptional circumstances, the school administration reserves the right to place a student outside the chronological grade level in response to the individual needs of the student and family.
- However, in all cases students must demonstrate the potential to graduate from high school before they reach twenty years of age.

9.1.5 Admissions for Students with Learning Support Needs

BAIS supports the inclusion and individualized program support of students with additional learning needs. In cases where a student (PreK-12) may need additional support, the Director will work with teachers to evaluate the student's needs and BAIS's capacity to offer this support before offering admission.

Note: BAIS does not have staffing available to provide one-to-one assistance, educational psychological evaluations, learning support or therapy. The cost of such services will be the responsibility of the parents/guardians of those students who require such support in order to progress academically.

9.1.6 Admission of Students with Limited English Proficiency

The language of instruction at the Banjul American International School is English. New students who are not fluent in written and oral English will be interviewed and tested. The administration will use this information to decide if admission to the school is viable according to Admission Policy 9.1.2. Students applying to Grade 11 and 12 must have English proficiency levels needed to pass regular high school courses without support.

9.1.7 Admission on Tuition Waiver

In order to satisfy the strategic goals of the school in the areas of recruitment and retention of professional staff:

1. Subject to 2 below, the Director may waive the admission and tuition fees for up to three children of each full-time or greater than 75% load professional staff member, including Teachers, Director and Admin Grade 4.
2. The Director may not waive fees as in 1 above unless he/she is satisfied that a company or organization employing the staff member's spouse or partner would not normally be expected to pay these fees, or part thereof.

No tuition fee benefits or tuition fee assistance will be provided by the school for staff dependents attending another school. All other admission policies, rules and requirements will apply to students admitted on Tuition Waivers.

9.1.8 Admission as Exchange Student

An exchange student is a student coming from outside The Gambia that temporarily attends BAIS and is hosted/housed by a current BAIS professional staff member or by a currently enrolled BAIS student family. The exchange student program will be limited to only one exchange student per BAIS family at any one time.

Potential host families must write a letter to request approval to enroll an exchange student and submit this with the regular BAIS application. If the exchange student is approved and meets BAIS admission criteria, the exchange student will be allowed to attend BAIS only if there is space available in that grade level. An exchange student may attend BAIS only in Grades 4 through 11 and for a maximum of one semester.

Exchange students will receive standard reports at the end of the semester.

9.1.9 Admission as a Visiting Student

A Visiting Student is a student attending BAIS on a short-term basis of 60 or fewer class days per year. Due to the short-term nature of attendance, no records or reports are provided to Visiting Students and no credit for attendance can be earned.

All admissions and other BAIS Policies, procedures and expectations will apply.

9.2 Guardianship Requirements

Students must reside with at least one parent or guardian in the Greater Banjul area to be admitted and to maintain enrollment status.

In the event that a student enrolled at BAIS will not be residing with his/her parent/s at any time during the school year, it is a requirement that the parent/s inform the school of this arrangement in writing in advance. This written notification of guardianship should include contact details of at least one adult who can act in loco parentis in the event of an emergency or any other situation that would normally require the school to make contact with a parent.