Admission Policy

Purpose

All students are eligible for admission to Buds Public School (BPS). BPS does not discriminate on the basis of race, creed, colour, gender or national origin and seeks to accept all students who apply.

All applicants for places at BPS will be required to undertake a diagnostic test or similar assessment appropriate to the school and level of entry, the nature of which will be determined by BPS. These may take the form of written tests, in class observations, on-line assessments and consideration of previous school reports where applicable. These combined factors are used to identify and provide appropriate support to meet the differential needs of the applicant from the initial stages of the admission process.

Placement in all classes will be made by the Principal/Heads of Phases on the basis of the child's previous educational record, the assessment of the school and by age, with due regard to legislation in that geographical area. The initial placement in the classroom is tentative and the school may reassess the classroom allocation after the child's abilities have been thoroughly observed in class or thorough additional testing. This will ensure appropriate support is given to meet the student's educational needs.

Applications for admission can only be processed when all documentation required is made available to the school in line with local regulatory requirements (eg: Vaccination Card, transcripts, IDs, etc). All government and regulatory policies must be followed. Such policies, processes and relevant aspects will be updated if regulations change or notification from authorities are received.

BPS reserves the right to limit student enrolment strictly based on students-teacher ratio.

This policy and related processes should be shared with parents and guardians when admission enquiries are made to the school. The admissions policy should be available on-line on the BPS website.

Fees for any special materials, supplies and/or additional instruction may be required and will be the responsibility of the parents/guardians. These fees are in addition to the regular tuition fees.

Roles and responsibilities

The Principal/Heads of Phases will ensure that:

- Students are admitted in accordance with this policy, ensuring that such a policy and associated procedures are implemented and monitored.
- The net capacity formula is reviewed annually and proposed variations discussed between the Principal/SLT and Management. In addition, enrolment figures and student population will be subject to scrutiny and discussion as part of the budget planning process year on year.

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Approved By: Mr. Donald Weilson (Principal)

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