

# ADMISSION POLICY

Policy name	Admission policy
Purpose	To provide guidance and procedures for the recruitment of students.
Owner	Mada International College
Contact	Mada International College <a href="mailto:madainternationalcollege@gmail.com">madainternationalcollege@gmail.com</a>
Approved by	Board of Directors
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## MIC'S Philosophy of Admission

Mirroring MIC'S aims, goals and values, MIC wishes to admit, train and send forth future leaders who are conscious but not afraid to face the ambiguity and changing nature of the world at large. The caliber of students admitted at MIC are determined during the admission process.

### 1. POLICY STATEMENT

Mada International College (MIC) is an international English private college open to students aged 11-19 interested in taking one of the following programmes offered:

- Cambridge Lower Secondary (Grades 6-8)
- Cambridge Upper Secondary (Grades 9-10)
- Cambridge AS and A level (Grade 11 and 12)
- International Baccalaureate Diploma Programme (Grades 11 and 12)
- PREPA Mada programme for holders of the G.C.E Advanced Level.
- Mada National Secondary (Form 1 to Upper Sixth, for Science, Arts and Commercial students).

A background check is conducted for each candidate applying for any programme across the grades and an aptitude test is conducted to determine the levels of the potential learners in terms of pedagogical earnings. This is to ensure that the Admission Department gives a holistic judgment of the applicant. The final decision lies in the hands of the Principals.

#### REQUIREMENTS

##### 1.1 Language Criteria

The language of instruction at MIC is English Language. If Learners are not able to meet the language criteria, the information is brought to the attention of the student, the homeroom teacher and the parents. Remedial classes are scheduled to bring the learners to the expected level.

## 1.2 Age Criteria

Once a photocopy of the Birth Certificate of the applicant is issued, the Admission Department evaluates the age which corresponds with the grade level in the best interest of the student.

### Age Grid

Age	Level	Programme
11-12	Form 1	Cambridge Lower Secondary 1
12-13	Form 2	Cambridge Lower Secondary 2
13-14	Form 3	Cambridge Lower Secondary 3
14-15	Form 4	Cambridge Upper Secondary 1– IGCSE Year 1
15-16	Form 5	Cambridge Upper Secondary 2- IGCSE Year 2
		Foundation Year
16-17	Grade 11	Cambridge AS Level/IB Diploma Year 1
17-18	Grade 12	Cambridge A Level/IB Diploma Year 2
19-20	Post CGCE A Level	Prep School

## 1.3 Admission of Students with Special Learning Needs

Inclusion and diversity of students from different nationalities, cultural background, cognitive and physical challenges are taken into consideration during the admission process. The Principals have appointed an inclusion and diversity advisor who has taken a series of certification courses to ensure the efficiency of his services within the department. For more information, kindly refer to Inclusion and Diversity Policy of the school. To assist him, a psychologist has been appointed to handle students who need special attention.

Admission into the programmes maybe conditional or unconditional depending on the circumstances and the judgment of the Admission Department where a student has been admitted to the school with identified needs for additional learning support.

## **2. Priorities for Student Admission**

Students are admitted on a 'first-come-first-serve' basis, determined by the date when required admission fee has been received. If a year level is full, applicants will be placed on a wait list.

### **2.1 ADMISSION PROCESS**

To seek admission into Mada International College, the parent/guardian must complete and provide for each child an admission package as follows:

- Enrolment Fees
- Copies of Student's last two (02) years' academic progress report (translated to English where necessary)
- Current Medical Certificate of Fitness
- Completed Enrolment Form
- A notarised or certified copy of the applicant's Birth Certificate.

NB. If a child has a special or specific need, additional documents are required, such as:

- Specialist Report (e.g. occupational therapist reports, psychological reports or a specialist Doctor's evaluation)
- An assessment of the applicant by the Inclusion and Diversity Advisor.

This policy will be reviewed yearly.

