



**AFRICA INTERNATIONAL COLLEGE
AFRICA COMMUNITY SCHOOL**

**ADMISSION, PROMOTION
AND WITHDRAWAL
POLICIES**

November 2023

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1.0 VISION STATEMENT

To be a leading institution of learning where both staff and students strive to fully discover and develop their God-given potential to impact the world.

2.0 MISSION STATEMENT

To give boys and girls from different backgrounds the opportunity to obtain the most thought-out quality education founded on Christian principles.

3.0 Admission

4.0 General Principles Regarding Admission

The selection of students and pupils into Africa International College (AIC) and Africa Community School (ACS) shall be determined by the appropriate authority in each School within the general framework of our vision and these Policy statements. The Senior Management headed by the Principal in each School shall exercise the approval authority for all admissions.

The admission into our Schools for all classes shall be conducted in a professional manner while maintaining the integrity of the schools.

Our Schools are opened for all pupils and students irrespective of race, ethnic or social origin, gender, religion provided the parents of the students and pupils consent to our schools' mandate, policies, regulations and philosophies.

We believe in providing an educational environment that nurtures the whole person, cultivating academic excellence alongside moral and spiritual development. As an institution founded on Christian principles, we expect all members of our community, including parents, to actively support and uphold these principles in all aspects of our educational and communal life.

Our commitment to Christian values guides our curriculum, policies, and practices. We seek to instill in our students a strong moral compass, grounded in love, compassion, integrity, and respect for others. Through the teachings of Christ, we aim to cultivate a community where every individual is valued, supported, and encouraged to grow in their faith and character.

By seeking admission to our schools, parents acknowledge and agree to actively participate in fostering an environment that upholds our Christian values. This includes promoting an atmosphere of kindness, understanding, and inclusivity, and encouraging behaviors that reflect the teachings of Christ in both our school and the wider community.

We invite all parents who share our commitment to these principles to join us in our mission to provide an educational experience that not only prepares students for academic success but also equips them with the moral and spiritual foundation to become compassionate and responsible members of society.

5.0 Admission Process

S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
1.	Admission Enquiries (Via Phone, email, face to face contact)	<ul style="list-style-type: none"> i. School Brochure ii. Parents Checklist iii. School information iv. Tour v. Visit with Principal, Vice Principal, Head Teacher, as applicable 	Parents Relations Office
2.	Purchase of Forms	Forms can be purchased at school or downloaded online and validated by the Accounts office only.	Accounts Office
3.	Forms and supporting documents are returned to the Parents Relations Office only. The forms will not be collected without the supporting documents.	<p>The supporting documents:</p> <ul style="list-style-type: none"> i. Immunization cards ii. Passport photographs (2) iii. Birth Certificate iv. Previous results as applicable v. Receipt of Payment vi. Medical records vii. Transfer OR Recommendation letter as applicable. <p>A temporary folder is created by the PRO.</p>	Parents Relations Office

	Parents Relations Office sends the forms to the Vice Principal and the Head Teachers Office as applicable.		Parents Relations Office.
4.	The Principal and the Head Teacher screen candidates.	<ul style="list-style-type: none"> i. Exam date is set ii. Results are compiled and approved by the Senior Management 	Principal, Vice Principal, Head Teacher and Assistant Head Teacher and other selected Heads of Units.
5.	Screened and Successful Candidates List is prepared with classes assigned to the candidates. This list is to be countersigned by the principal.	The list is sent from the Vice Principal Academics and Head Teacher's office to the Parents Relations Office	Vice Principal Head Teacher Parents Relations Office
6.	Admission Letters are prepared.	Admissions will be based on the approved list sent to the PRO. The PRO is the only officer to present the list and release of Admission Letters. The Principal and the Head Teacher are the only officers authorized to sign Admission letters.	Parents Relations Office Admin Office.
7.	Admission Letters and other documents are distributed.	<ul style="list-style-type: none"> i. The Parents Relations Office alone is to call the parents of successful candidates. ii. Parents must go to the Accounts office to pay the acceptance fee for secondary school students only.(Accounts has the list). 	Accounts Office Parents Relations Office

		iii. They return to the Parents Relations Office and are given : ADMISSION LETTERS, PROSPECTUS, PARENTS STUDENT HANDBOOK, SCHOOL FEES SCHEDULE	
8.	School fees and other related fees are paid. (Bus Fees as applicable)	Parents make payment to the Accounts office or submit bank tellers only; thereafter appropriate receipts will be issued.	Parents Relations Office Accounts Office
9.	School supplies are collected	Parents and new students are to go to the store to collect their materials (Books and Uniforms)	Store Parents Relations Office
10.	On Resumption	The Principal/Head Teacher assigns the duty of registration and welcome programme for all new students/pupils to a committee set up by him/her.	Academic Office Parent Relations Office

6.0 Age Criteria

The following age criteria shall apply as appropriate.

S/N	GRADE	AGE CRITERIA	OFFICE RESPONSIBLE
1.	Pre-School	2 years	Head Teacher/P.R.O
2.	Early Years	3 years	Head Teacher/P.R.O
3.	Primary	5 – 6 years	Head Teacher/P.R.O
4.	Junior Secondary	10 years by December of year of Admission.	Principal/P.R.O
5.	Senior Secondary	13-14 years by December of transfer in to SS 1.	Principal/P.R.O

6.	Other Classes	With regards to other classes not listed above the age criterion shall be derived from the class immediately below the entry point.	Principal/Head Teacher
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7.0 Transfer into AIC/ACS

The following guidelines shall apply to Students and Pupils from other Schools seeking admission into Mid-Classes in our Schools. Transfer students and pupils may be accepted subject to availability of space in the desired classes. At any rate, transfers into SS 3 are prohibited. The process of admission via transfer from other Schools will be similar to fresh admission into beginning classes as stated in Section above.

Transfers between any of our Schools are simplified. However, request for transfer from any of our Schools to another shall be in writing. All outstanding fees must be settled and a clearance form duly completed before the academic transfer letter/record is released to the parent.

7.1 Transfer students into JS2 to SS2

7.2 For JS 2: Placement tests will be conducted over two working days, at the minimum. A minimum of seven subjects will be covered during the placement tests.

The subjects including the following:

- i. Mathematics
- ii. English Studies
- iii. Basic Science
- iv. Basic Technology

- v. Business Studies
- vi. Agricultural Science
- vii. Social Studies

7.3 For JS 3: Admission of transfer students into JS 3 is not allowed.

However, on exceptional grounds, it may be considered reasonable to the school to accept transfer at the beginning of JS 3. The grounds for this consideration may include relocation, bereavement, unrest, disasters, complex crises, etc. When it is considered to be worthwhile, the placement tests into this class will also be administered over two working days, at the minimum.

The candidates would normally be tested on the following subjects:

- i. Mathematics
- ii. English Studies
- iii. Basic Science
- iv. Basic Technology
- v. Business Studies
- vi. Agricultural Science
- vii. Social Studies
- viii. Cultural and Creative Arts

7.4 SS1: The placement tests into SS 1 will be conducted in one or two days and the following subjects will be covered in addition to the subject combination appropriate to the candidate.

- i. Mathematics
- ii. English Studies
- iii. General paper

The subjects to be applied in the placement tests will be communicated to the parents before the test dates.

Also, in all cases of transfers into our Schools, the candidates will be made to face a panel for oral interviews. The parents will also be invited to provide written or oral explanations as may be required.

7.5 Transfers into SS 2 is rarely allowed. On highly exceptional grounds and where the candidates demonstrate extraordinary talents, the school authority may consider offer of Transfer admissions into SS 2. In this case, the principal will determine the number of subjects and subject combination for which the students will be tested.

7.6 Deadline for Admission and Transfers into AIC/ACS

The deadline for admission and transfer in will be as follows:

i.	JS 1 (New Admission/Transfers)	End of Mid-Term Break of 1 st Term
ii.	Transfers into JS 2	End of Mid-Term Break of 1 st Term
iii.	Transfers into SS 1	End of Mid-Term Break of 1 st Term
iv.	Transfers into SS 2	End of Mid-Term Break of 1 st Term

8.0 When Admission/transfer is completed

Offer of admission will be made in writing and all necessary documents must be submitted.

Admission process is completed only after the appropriate fees are fully paid by the parents or guardians of the students or pupils before resumption of class.

9.0 Parent/Guardian Responsibility

The parents are to present their children/wards in the school on the test dates and arrange for their transportation to and from the schools.

It is the responsibility of the parents or guardians to provide correct and truthful documents and information to the school. If at any time, before or after the admission is offered, it is discovered that false documents or information have been submitted to the school by the parents, the admission will be cancelled immediately and all fees paid shall be forfeited.

10.0 No Refunds of Fees

Acceptance fees and any other fees paid in respect of admitted students or pupils shall not be subject to part or full refund at any time.

11.0 Non-Transferability of Admission

Admission offered to any student or pupil is not transferable to another person. Each prospective student or pupil of the school must be assessed individually and go through the full process of the admission before he/she is considered.

12.00 Deferred Admission

This is rarely permitted, however if the grounds for the request are considered cogent, the Principal may, upon written request for deferral, approve in writing such request. No deferral shall be open ended. The approval letter shall indicate specific expiration date. The applicable fees shall be the most current rates at the time of actual resumption.

13.00 Promotions

Promotion is the vertical movement of Students or pupils from a lower class to the next higher class after the end of an academic year.

The minimum pass mark for each subject including the core subjects, must be achieved by each student or pupil before he/she can be promoted. Any student or pupil who fails to meet the minimum requirement for promotion will be advised in writing to repeat the class.

Decisions relating to promotions will be made at all times, in the best interest of the student or pupil, the parents and the schools.

The senior management team headed by the Principal of each School is the approving authority for setting the benchmark for promotions before the examinations are written.

14.0 Withdrawal

Withdrawal of students from our Schools either by the parents or sanctioned by the schools is not desirable. We earnestly pray that each student or pupil that is admitted goes through the full course of studies and graduate successfully, preparatory to higher education and be a better person in all ramifications.

14.1 Conditions for Withdrawal

However, in the unlikely event that a parent decides to withdraw his/her child from the School, the following conditions will apply:

- i. A written application for withdrawal;
- ii. All outstanding fees must be paid;
- iii. Clearance letter is obtained and endorsed by the relevant departments or units.
- iv. An academic transfer letter and records will be prepared by the School for the student or pupil.

If the above conditions are not met and the parent chooses to promptly stop the child from coming to School, it will be considered as an abscondment and abandonment of the academic programmes in our Schools. This will be placed on record as such.

14.2 Where a student or pupil is properly withdrawn in line with the provisions of this policy, the parents may decide to reconsider their options. If in the course of time, there is a change of mind to return the student or pupil to our School, the full process of admission and transfers-in will be applied.

14.3 For mid-term withdrawals, no part or full refund of fees paid shall be treated by the Schools.

14.4 Withdrawal of students or pupils may be sanctioned by the school for various reasons, some of which include:

- i. Outcome of disciplinary process, persistent lack of interest in academic programmes, examination malpractices, gross misconducts, unmanageable behaviour and conducts injurious to other members of the school community or the student or pupil concerned, etc.
- ii. In all cases of withdrawal, the School would invite the parents for a conference to discuss the details before a formal letter of withdrawal is served except on emergency situations or matters involving government authorities.

15.0 Approving Authority

The Senior Management, headed by the Principal of each School will be the approving authority on all matters relating to admissions, promotions, transfers and withdrawals. The authority is exercised on behalf of the Executive Secretary (ES) who is the Chief Executive Officer of the Schools.

16.0 Amendments

These policies are subject to change by the School authority without notice. Changes made to these policies may be written and collated electronically or printed on hard paper or both.

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Signed Management
Effective from July 2023