

# LAUREL SCHOOLS

## ADMISSION POLICY

Below are the stated Admission Policy guidelines approved by the Governing Board of Laurel schools. These Policy guidelines have been formulated to ensure that minimal standards are met by all aspiring candidates before consideration for admission into any of the Schools. and the Schools regularly turn out well rounded students and pupils yearly. This policy must be strictly adhered to in the process for the admission of students and pupils into the Schools and any subversion of same will result in dire consequences.

### 1. ADMISSION PROCESS

- 1.1 All enquires are to be directed to the school secretary in conjunction with the CMO and or Heads of Schools.
- 1.2 The secretary is only obliged to give the full school bill **ORALLY** on request.
- 1.3 **WRITTEN** School Bill can only be obtained on **purchase of application form**.
- 1.4 All intending candidates should obtain the school forms from the secretary at the prevailing cost and all forms bought **MUST** be returned.
- 1.5 All intending candidates who have obtained the entrance forms **MUST** produce their **LAST EXAMINATION RESULT** before they are allowed to write the School examinations.
- 1.6 All intending candidates who have duly gone through the above **MUST** sit for the entrance test and oral interview.
- 1.7 Candidates who score 40% and above will be considered for admission while those who scored below 40% will be considered for the next lower classes.
- 1.8 In some special cases where the score is between 35 - 40, the school administrator can exercise her authority to determine whether the candidate will be considered for admission or not.
- 1.9 For Admission to reception classes, candidate must be 1 year 6 months minimum.

### 2. ADMISSION YEAR

- 2.1 Admission is only available into JSS1-2 classes, and SS 1-2 classes all through the session.
- 2.2 For Pry 5, JSS3 & SS3, admission is only available by 1<sup>st</sup> term of a session and intending students/pupils must score 50% and above to gain admission.
- 2.3 All admission into JSS3 and SS3 and primary 5 must be ratified by management.

### 3. INTERVIEW AND VERIFICATION

- 3.1 All pupils that passed the entrance examination must show up for an interview with either one of their parents.
- 3.2 In some cases where there are grey areas noted or discovered during the process, the school will take steps to verify claims or get proper information concerning the prospective student or pupil.
- 3.3 In the course of the verification, any claims found to be false will result in the termination of the process or in the event where a provisional admission has been given, a withdrawal of the provisional admission.

### 4. DOCUMENTATIONS, FEES AND OTHER CONSIDERATIONS

- 4.1 Pupils or student must present their medical report and present their birth certificate

(primary section)

- 4.2 Students from a school that managements have graded below 40% in moral and academic standards must score 50% and above in the entrance examinations to gain admission.
- 4.3 All fees, documentation etc must be completed before placement into classes.
- 4.4 Failure to meet all or any part of this conditions means outright refusal of admission.

## 5. NOTES

- 5.1 The drivers of this policy are: **The School Administrator, The Principal, The Headmistress, The Vice Principal Academics, The Assistant Headmistress, The Chief Marketing Officer, The Bursar, The School Secretary and designated Admission Officers.**
- 5.2 Admission checklist for every candidate, duly authenticated by every line officer before next stage.
- 5.3 Standard examination of 2hours 30minutes Standard examinations of 3 papers English 50 objectives 1 theory, Mathematics 40 objectives and 10 Quantitative and 2 Theory questions and General Paper 50 objectives 3 theory. These are subject to reviews.

## 6. CHECK LIST OF ADMISSION REQUIREMENTS

- 1) For purpose of placement candidates who score 40% and above will be considered. If below 40% the candidate will be considered for the next available class below.
- 2) Each candidate must submit their last academic result to the head of schools.
- 3) All year 5 forms must be endorsed by the candidates' head of school.
- 4) Admission is only available from reception to Year 4, JS 1 – 2, SS 1 - 2 all session, 1<sup>ST</sup> term  
for Year 5, JS 3 & SS 3 plus the intending Student/pupil must score 50% and above.
- 5) All admission into examination classes including Year 5 must be ratified by management.
- 6) All admitted students must show up with either of their parents for their interview.
- 7) In cases where there are gray areas the school will carry out due diligence on these areas  
and verify claims or get information as to the prospective student.
- 8) Students who come from schools that the school management has rated below par academically and morally will be scored differently (cut off mark is 50% and above)
- 9) All fees must be completed before placement
- 10) Students/pupils medical conditions must be disclosed.
- 11) Admission is from 1 yr 6 months for reception.
- 12) Each new pupil / student must have a registration file.
- 13) A copy of birth certificate and medical report on (a) blood group (b) blood genotype © general health report.
- 14) Failure to meet any of these conditions will mean an outright refusal of admission.

## 7. POST ADMISSION

- 7.1 Each student/pupil documentations must be filed along with others in their admission year. (Registration file) will be collected before placement into classes.
- 7.2 All the new students must be given orientation within two weeks of resumption.