



Policy on Admissions and Class Organisation at TIS

As revised by the TIS School Board June, 2009

Admissions

Current IEA policy on admission is:

<p style="text-align: center;">MINIMUM AGE OF ENROLMENT</p> <p style="text-align: right;">IEA Policy Number: 0070</p> <p><u>Pre School</u></p> <p><i>In Pre Schools, preference is given to children whose date of birth, in accordance with IEA policy, will allow enrolment to Primary School the following year. Passport sighting is the only acceptable proof of a non-citizen child's age, and citizen children's parents are required to produce a birth certificate, or other legal document, if the child does not have a passport. Children should not have more than 2 years pre-school and must not be accepted before they are 3 years old. To be eligible for enrolment during a year children must have turned 3 by the 31st of March in the year of enrolment.</i></p> <p><u>Primary School</u></p> <p><i>A child must be five years old by the 31st of March in the year of commencement to be eligible for primary school enrolment. If the child has transferred from an established primary school in another system, the child must turn 5 before 1st July to be eligible to be enrolled.</i></p> <p><i>Variation to these regulations can be made at the discretion of the Principal and School Board following careful assessment of the educational issues involved.</i></p>
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- TIS will employ the above policy.
- It is recognised that current OTML policy is to support school fees for Primary schooling only in line with the above minimum age requirements.
- If at any time TIS admits Pre School students it is noted that payment of fees may not be supported by OTML or other employers.
- Discretion may be applied for students approaching the age for entry into the first year of Primary schooling, i.e. Prep, with the clear proviso that in such circumstances payment of fees will be the responsibility of parents should company sponsorship not be forthcoming.
- Initial placement of incoming students is based upon a combination of age and previous school experience. The Principal is the person responsible for placing students in grades and classes in consultation with parents.
- OTML, as the owners of the school, may request school places for its staff at anytime and the school will do its best to respond to these requests, any queries will be directed to OTML without delay.
- Enrolment of children into TIS is based upon availability of places and the following priority:
- Expatriate students of either OTML or Contractors should be given automatic entry to the school, since these students have no other schooling choices in Tabubil. The Principal should endeavour to make sure there is always spaces available to accommodate expatriate students who may arrive during the year.

- TIS teaching staff children get priority entry to the school
1. The priority list for enrolment is as follows:
 - a. OTML expatriate
 - b. Contractor expatriate (where the contractor has a contract association with OTML)
 - c. OTML Senior Staff (PG 9+)
 - d. OTML PG 8
 - e. OTML Junior Staff (PG 1-7)
 - f. Contractors (working for OTML)
 - g. Local area landholders
 - h. Others
 2. Children who have been at the school for 1 year or more will be given increased priority. This not a guarantee - only an increased priority. Previous enrolment in the school does not guarantee a place in the school in the following year. In particular this applies to those children enrolled in the early childhood centre, who may wish to continue onto the TIS proper.
 3. We run a Grade 6/7 composite class. Priority is given to children moving from Grade 5 through to Grade 6. If sufficient spaces allow, children who have completed Year 6 at TIS may be enrolled in Year 7.
 4. The OTML HR policy of recognizing a maximum of three (3) natural children at any time is also adopted by the TIS.
 5. Siblings of children already enrolled at the school get increased priority, all other things being equal.
 6. Proposed ejection of any student from the school during the year due to over crowding must be referred to the Board for guidance and approval

CLASS SIZES

- The TIS policy is to maintain optimum classes of 25 students with the option to extend to 28 to cater for OTML students when so required by OTML, or in other exceptional circumstances.
- Any need to increase the size of a class above 28 (up to the current IEA maximum) for a period of more than 10 teaching weeks must be referred to the School Board for ratification.
- Free places allocated to teaching staff children will not be counted in assessing class size except in the case of the IEA mandated maximum class size.

CLASS ORGANISATION

- Classes will be organised by year groupings according to student-teacher ratios; and may include multi-age and multi-grade classes.
- The first year of school is Prep, Grade 1 follows, continuing on to Grade 7. It should be noted that the class/grade structure of TIS may not be directly comparable to any other school or educational system.
- Current TIS / IEA class organisation with an approximate comparison to Australian State systems is included in the appendix.

REPEATING OR ADVANCEMENT

- Students will be permitted to repeat a year or advance a year in special circumstances only. The criteria for such circumstances will be solely educational or socio-educational, and will NOT be done for the purposes of facilitating transfer to other schools or educational systems.
- Normal repeating or advancement will be allowed for a maximum of one year (based on age) only. The school management may waive this condition and employ a two year maximum only in exceptional circumstances and only then after full consultation with parents and a written recommendation which must be placed in the student's school record.
- Normal repeating or advancement may take place only once during a student's attendance at TIS. The school management may waive this condition and employ a two year option only in exceptional circumstances and after full consultation with parents and a written recommendation which must be placed in the student's school record.
- All repeating or advancement procedures after initial admission may only take place following full teacher and parental consultation and with the express permission of the Principal.