



## WAT Admissions Policy and Procedures

### Admission Policy

WAT is an inclusive school and admits students irrespective of gender, religion and nationality.

The school admits students with learning problems and physical handicaps on a case by case basis, depending on whether the school can accommodate their specific needs. Each student's safety, well-being and impact on the instructional program will be considered prior to a final decision.

Parents of students with identified special needs must inform the school during the admissions process. Failure to inform the school adequately could result in the student's admission being revoked.

The Head of School is ultimately responsible to determine the eligibility of individual applicants to enrol at WAT.

### Admission Procedures

#### Placement Criteria

Students should be 5 years old by December 31 of the school year in order to be enrolled in the Kindergarten programme.

The table below shows how the classes at WAT are organised compared to other national systems.

	Age	WAT	UK	USA
<b>Primary</b>	5 - 6	Kindergarten	Year 1	Kindergarten
	6 - 7	Grade 1	Year 2	Grade 1
	7 - 8	Grade 2	Year 3	Grade 2
	8 - 9	Grade 3	Year 4	Grade 3
	9 - 10	Grade 4	Year 5	Grade 4
	10 - 11	Grade 5	Year 6	Grade 5
<b>Secondary</b>	11 - 12	Grade 6	Year 7	Grade 6
	12 - 13	Grade 7	Year 8	Grade 7
	13 - 14	Grade 8	Year 9	Grade 8
	14 - 15	Grade 9	Year 10	Grade 9
	15 - 16	Grade 10	Year 11	Grade 10
	16 - 17	Grade 11	Year 12	Grade 11
	17 - 18	Grade 12	Year 13	Grade 12

Students can only be enrolled if the parents provide all documentation required, including the school reports for the past two years, officially translated into English if necessary. Reports must be complete and in the case of Gr 9 – 12, transcripts of all semesters must be included. For children who have not yet completed two years of schooling or for students who have attended a school that does not issue a report card, a confidential letter of recommendation completed by a teacher or Principal at the child's current school may be requested.

Students joining the secondary school must take an English Language Test in listening, writing, speaking and reading. The outcomes of this test do not affect admission to the school but they help the school determine the level of students and therefore accommodate instructions to their needs. The school provides English Language Support to meet student needs.

It is preferable that the student visits the school to take the test but alternatively this test can be taken just before the students enter the school. Depending on the documentation provided, the school may decide to administer an additional Math Test and an interview on general scientific and humanities knowledge.

For admission to the Grades 9 - 12 the school needs to determine the degree of potential success for a student working in English language based classes.

Where there are more applicants than available places and all necessary conditions are met, admission shall be by date of application according to a waiting list.

## Application process

There are six steps within the admissions procedure:

Step 1: Contact the Admissions Officer.

Step 2: Visit our school.

Step 3: Complete a Student Application Form.

Step 4: Submit documents to enable evaluation of student application.

Step 5: Take part in interview and assessment.

Step 6: Receive notification of enrolment decision.

### **Step 1. Contact the Admissions Officer.**

We encourage parents to contact us by email ([info@wat.al](mailto:info@wat.al)) or phone (+355696056123) in order to make an appointment with the Admissions Officer to discuss entrance to WAT.

### **Step 2. Visit our school.**

The best way to find out about our school is to visit us in person. At this point you will be taken on a tour of the campus and your questions will be answered by the Admissions Officer and Principal or Head of School. Parents who are unable to visit us in person are encouraged to view our website. Here you will find information about our programmes, facilities and school community. You can also view newsletters and see examples of student work.

### **Step 3. Complete a Student Application Form.**

A separate enrolment form is required for each child.

### **Step 4. Submit documents to enable evaluation of student application.**

In order to evaluate the application, we need to review all necessary documents. Evaluation of documents can usually be completed within one week. The Admissions Officer then contacts parents to make arrangements for interview and assessment.

### **Step 5. Take part in interview (and assessment for secondary students)**

Our students come from different countries with varying educational systems. Student age, previous school reports and other relevant records and assessment enable us to determine an appropriate grade level. Secondary students need to participate in the assessments described above. We prefer both primary and secondary students to visit the school at the time of the interview.

## Required Documents

The following forms and documents must be submitted before interview and assessment takes place (see Step 4 above).

- Student application form, including summary of student's academic history.
- Enrolment Agreement Form
- Medical Questionnaire

- 2 photos of the child (3x4cm).
- Copies of the passports of the child and both parents (Please include the current visa page; **originals must be shown at the time of interview and assessment**).
- School reports for the past two years, officially translated into English if necessary. Reports must be complete and in the case of High School students must include transcripts of all semesters completed.
- For children who have not yet completed two years of schooling or for students who have attended a school that does not issue a report card, a confidential letter of recommendation completed by a teacher or Principal at the child's current school may be requested.
- Psychological-educational evaluations if available.

Parents may also be requested to provide the contact details of a teacher / the principal at the previous school to allow us to obtain a reference from this school.