AIS Admissions Policy

The AIS Admissions Policy fully encompasses the AIS Mission and Vision, and endorses the UN convention on the rights of the child and the CIS code of ethics. We welcome and include international students from all corners of the globe and nurture, educate and care for children as part of our Passionate Learning Community.

AIS values the partnership with parents as this is essential for children to achieve their best and grow into confident, reflective adults. The relationship with parents begins with the admission process. It is essential that both parents and school present honest and accurate information from the outset to ensure the best outcomes for the child.

This policy describes the admission requirements for AIS and provides information about class placement. Parents and guardians are advised that our class placement rules are strictly adhered to and so it is very important to ask any questions about this well in advance.

Safeguarding
AIS has a duty of care to all students who enrol and become a member of the school community. We are not able to admit students who live independently. All students must be residing with a family or a responsible adult.

Whom to Contact
Please contact admissions@atherton.sc.kr with any questions or requests for information about entry to the school.

Admission Procedures

- Parents and guardians must have completed the registration process for their child or children before attending AIS.

- Parents or companies planning to bring children to AIS should contact the school administrator to obtain up-to-date information about the availability of places.
- An application form should be completed for each child and returned directly to school 60 days before the child is to start at AIS.
- Parents should check and submit all the required documents listed on the application form.

Legal Requirements

It is only lawful for the following categories of students to enter the school:

- Non-Korean students.
- Korean students in possession of Non-Korean passports, with Non-Korean immigration status or who have been legally adopted by a non-Korean.
- Korean students who have been educated overseas for 3 years or more.

Class Placement

Students are placed in classes strictly according to their age on September 1st, not based on the results of academic testing. At AIS our Mission is to enable everyone to do their best, which means that we must challenge all learners appropriately. We do this by adapting the level of challenge in the classroom rather than by moving the learners to different age groups. We do this because we believe that the social groupings of students are of primary importance for long term success in school.

- Students are placed in classes strictly according to their age on September 1st. See the table to the right for a guide to the year groups by age.
- In exceptional circumstances, due to special learning support requirements, a student may be placed in a younger age group.
- Sometimes, due to the numbers of students in a particular year level, it may be necessary to place children in composite classes with two year levels working together. When placing children in classes, the school takes into account such factors as the number of boys and girls in a particular group and the distribution of language groups. Social groupings are also a factor when allocating existing students at the start of each academic year.
- The maximum class size is 23.

- Parents cannot choose the teacher that they would like their child to have. Requests for particular class placements are not accepted and all decisions regarding class placement are taken by the school.

Admission and Student Placement Information

AIS, like any other quality international school, has a robust application and placement process for prospective students. The rationale behind this process is to ensure the placement benefits the child and allows AIS to be able to decide whether it can truly support the child and meet his/her educational and social and emotional needs.

AIS will be completely honest with all new prospective parents about the suitability of AIS for their children as a result of information shared on the AIS Application Form, accompanying school reports and/or assessment information and an AIS assessment.

The application process starts when a new family inquires about a school place at AIS.

Following a telephone conversation and/or school visit, families who wish to proceed with their application should complete and submit an AIS Application Form and other supporting documents.

AIS asks for any previous school information (latest school reports, assessment data) to be submitted to the school, subject to the age of the child. AIS reserves the right to contact the previous school for additional information as required.

Once the Application Form is received by the school it is read through by the AIS Leadership Team (SLT) and in most cases the student is then offered a school place.

If as a result of any information indicating the child has EAL or any type of learning needs, the SLT will meet and explain the next stage to the parents. In some circumstances this stage could involve the school recommending the child has an assessment with the Tree Centre in Seoul, before a judgement can be made as to placement or not as the case maybe.

If a family purposely withholds vital information pertaining to a child's educational needs and it is identified by the school very early on that the child does have learning needs, the school has the right to readjust the placement terms, or in extreme circumstances review the placement all together.

Action	Date	Responsible
Admissions policy created	August 2016	SLT, Admissions team
Updated -added reference to Mission Statement	May 2021	K Harris/Rachel Na
Updated with change of name and logo	September 2022	G Horton