



Haileybury Astana

HAILEYBURY ASTANA ADMISSIONS POLICY

Admission to Haileybury Astana is dependent on a place being available in a particular year group, assessment results and acceptance of standard contractual conditions. Overseas candidates are permitted to sit the papers at their current school on the understanding that they are properly supervised and carried out under test conditions.

Applications for admission are generally accepted throughout the year. However, the school year commences in August and for admission at the start of the school year all pupils must be tested on the specific testing days in mid-August before term starts. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their children are advised to apply as early as possible as certain classes fill up quickly. Once a year group is full, further applicants for these year groups will be offered the opportunity to take the entrance tests and be put on the waiting list. As soon as places become available in a year group where a waiting list exists, the Registrar will contact the applicants on the waiting list in chronological order (first applied gets invited). If the applicant is no longer interested, then the next parents on the list will be contacted. Exceptions to this rule will only be made for children who have an older sibling in school or where the application is for more than one child.

Maximum places per class available in each key stage

Age	Number of classes	Max pupils in class	Total
Creche	3	10	30
Nursery/Reception	3	20+2	40
Reception	3	20+2	40
Year 1 -6	3	22+2	44
Year 7-9 (KS3)	3 each year	18+2	54 per year group
Year 10-11 (KS4)	3 each year	15+2	45 per year group
Year 12-13	3 each year	12+2	45 per year group

The school allocates pupils to Houses according to availability and in order to have balanced year groups within each house. It is not possible for pupils to change House once they have entered the school. Siblings are placed in the same House unless there is a specific request from parents.



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Decision-making process:

Decisions on applications are made by the Headmaster, in consultation with the relevant Head of Key Stage (IBDP Coordinator for Key Stage 5). The Deputy Head is authorised to make this decision if necessary in the absence of the Headmaster.

Entry at age 2: Children who are older than 24 months as at 1st September of the academic year are accepted to one of the three crèche groups, without any assessment, but with a taster day to avoid adaptation problems.

Entry at ages 3 and 4: Nursery and Reception children are assessed to test basic skills and knowledge through creative play and social interaction. The assessment consists of English language analysis, which checks alphabet recognition, level of phonic skills, recognition of colours and animals. Maths skills are checked by recall of numbers to ten, recognition of numbers and shapes. Hand-Eye coordination is tested by completion of a logic puzzle. Knowledge of spoken English is assessed and general behaviour and social skills are noted. Pupils entering the school at this age must be able and willing to follow instructions from an adult and be able to interact appropriately with adults and other children.

Entry into Yr 1 and Yr 2: Entry to Year 1 and 2 is by assessment using the school's internal tests in English and Mathematics. The entrance process takes place at school over at least half a day, depending on the year group. In assessing applications a judgment is made as to the individual pupil's potential. The main factor is performance in the assessment and an interview. The report of the staff of the current school is also taken into account and must be provided on application.

Entry in Years 3-11: Entry to year 3 and upwards is by an assessment using the school's tests in English, Mathematics and Non Verbal Reasoning and through the CEM assessment. In assessing applications a judgment is made as to the individual pupil's potential. The main factor is performance in the tests and pupils who meet the entry criteria are offered places. The report of the staff of the current school is taken into account as are other talents, for instance in the areas of music, art and sport.

Pupils are only accepted into Year 11 at the Headmaster's discretion.



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Entry at age 16: Boys and girls are welcome to apply for entry to the Haileybury Astana Sixth Form to undertake the International Baccalaureate Diploma Programme (IBDP). The IBDP is open to all pupils, regardless of previous educational experience, and is an extension of our mission to provide our community with an educational experience which enables our pupils to fulfil their potential academically, physically, culturally and socially within a global and future context.

In order to be eligible to apply, candidates must have successfully completed (with grade "C" and higher) or must be predicted to successfully complete at least five IGCSE subjects or five subjects in the equivalent of Year 11 in non-British education systems. Should the final IGCSE (or the equivalent of Year 11) transcripts show that an applicant did not satisfy the above-mentioned requirement, the school reserves the right to annul any offer of place made based on predicted results.

For existing Haileybury Astana Key Stage 4 pupils

- a) Key Stage 4 pupils express their interest in the IBDP by informing the school registrar by the end of the first term of Year 11.
- b) The registrar enters the candidate's information in the IBDP registry and forwards the expression of interest to the IBDP Coordinator via email.
- c) The candidate is interviewed by the IBDP Coordinator.
- d) Based on the candidate's existing academic records, post-Key Stage 5 plans, character traits and other applicable parameters, a combination of IBDP subjects is suggested to the candidate who should discuss it with his/her parents.

For other applicants

1. Applicants must express their interest in the IBDP by contacting the school registrar.
2. The registrar requests copies of the candidate's previous transcripts for the last two years (Years 10-11) and enters the candidate's information in the IBDP registry. The expression of interest is forwarded to the IBDP Coordinator via email.
3. The candidate is interviewed by the IBDP Coordinator. When a candidate is not physically present in Astana, the interview may be conducted via Skype. Admission to the IBDP may be denied if a candidate's command of the English language is considered insufficient to successfully cope with the requirements of the programme.
4. The IBDP Coordinator requests a confidential reference from the candidate's current school.
5. Based on the candidate's existing academic records, post-Key Stage 5 plans, character traits and other applicable parameters, a combination of IBDP subjects is suggested to the candidate who should discuss it with his/her parents.

If a child broadly corresponds to the school's admissions criteria, but is currently having difficulty reaching his or her full potential, he/she may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a program of additional support. Such decisions remain, however, entirely at the discretion of the Headmaster.



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Applicant with specific needs

Pupils needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. The number of pupils to whom the Learning Support programme can be offered is limited by the resources it has available at any given time. When reviewing the application of a candidate with specific needs, the school's Learning Support specialists will be consulted.

Step 1: Initial inquiry

This maybe an email or a phone call or a visit with an intention to get more information about the school. The Registrar records relevant pupil's data for further correspondence.

Step 2: Consultation with Registrar and School tour

Parents considering sending their child to the school are advised to make an appointment to meet the School Registrar. This will ensure that she is available and a lengthy wait can be avoided. The Registrar meets parents or any other representatives of the prospective pupil, introduces them to the school, provides an information pack (brochure, Registrar's business card, Academic Calendar) and offers a tour of the School. The Registrar may offer one tour for several parents but the consultation will be individual. Parents will also have the opportunity to meet the Headmaster should they wish to do so.

Step 3: Provide school reports

Step 4: Completion of the Registration Form

Once parents have obtained all the information about School and have decided they would like their child to be considered for entry, they will be asked to pay a non-refundable fee of 37,000 KZT and fill out the Registration Form. The details indicated in the Registration Form are the pupil and parent names, contact details and workplace of the Parents. All details should be considered confidential.

Step 5: Assessment and Taster day

Once a child is registered the Registrar will arrange an Assessment (except Pre-prep). Children are required to have a 'taster day' or 'taster morning' in school. Prospective pupils will also have a short interview with the relevant Head of Key Stage.



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Taster afternoon in Kindergarten:

Teachers will use the taster afternoon to observe your child's personal, social and communication skills and talk to you about any needs and requirements your child might have. In particular we are looking for children to be able to follow basic classroom instructions, interact appropriately with adults and other children and who are happy to be left at school. It is helpful therefore if children have some experience of attending a playgroup or crèche before coming into Nursery /Reception. Taster afternoons run from 1.30-3.15 pm (Monday to Thursday).

Taster day in Key Stage 1, 2,3,4

Taster days offer children the opportunity to get to know peers in their year group and to experience a normal school day, which may include a mix of academic lessons, sport, art, music and drama. It gives teachers the opportunity to observe a child in class, see how they interact with other children and assess their language skills and level of ability. Full taster days run from 8:30 to 3.00pm and breakfast and lunch will be provided by the school. Class teachers will meet with parents at the end of the day to give informal feedback. The taster day will usually be on the same day as the formal testing.

Note: Inter-Haileybury Transfers

Pupils transferring from Haileybury Almaty will not be required to sit the entrance test if they are recommended by the Head of Haileybury Almaty. If they are recommended they are guaranteed a place if there is room in the year group. To secure a place Guarantee Payment will be paid by the applicants from Haileybury Almaty.

Step 6: Result of Assessment

Once a child has sat the Entrance Examination and the results have been processed, parents will be informed of the outcome, normally on the day following the tests. This will either be the offer of a place, the offer to be put on the Waiting list or a place may not be offered. The decision of the school will be final.

Step 7: Receipt of Information package. Parents accept/decline the offer.

A school information package will be provided to parents of the enrolled pupil by Registrar either by email or in hard copy:

- School Handbook which is available in English.
- Academic Calendar



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Step 8: Parents provide all required documents

Within five working days after signing of the Educational Services Agreement, the parents are expected to bring or send the below listed documents:

Enrolment Check List	
1	Application for Admission
2	Release agreement
3	Birth certificate (KZ residents) / passport of the applicant (International applicants)
4	ID or passports of the parents
5	School reports from previous school for last year
6	Entrance test sheets
7	Copy of the signed and stamped ESA
8	Medical questionnaire*
9	Vaccination Card (F-63) for KZ residents

**Whilst submitting medical documents the Parent and the Pupil are encouraged to meet the School Doctors personally, to avoid errors in filling out Medical Questionnaire.*

Pupil can be admitted only when all documents listed in Enrolment Check List have been submitted.

Step 9: Signing of the ESA, school uniform

Registrar provides the Parent with hard copy or pdf. version of the standard Educational service agreement (further - ESA) for reading. If the Parent is happy with ESA conditions, Registrar fills out individual details and gives the Parent 2 copies for signature. She/he then arranges signing of the contract by the Bursar of the School, returns one copy to the parents and also gives the Enrolment Check List.

Within five working days from the date of ESA, the Parent pays Guarantee Amount and Tuition Fee either by bank transfer to the School bank account or by card/cash in the School Accountant office (Room 208 on 2nd floor). Upon receipt of the Guarantee Amount and Tuition fee, the Accountant signs the Enrolment Check List.

New entrants should purchase the School Uniform appropriate for their age which is available in School Shop. All Uniform items required for each Key Stage are listed in School Handbook and in the School Shop.



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Step 10: Security system

All parents, relatives, drivers and other authorized adults who will be collecting the pupil(s) from the School must have a personal security pass.

In order to receive a pass,,and thus have access into school, the parents must provide their own recent photo to the admissions office.

Pupil's first day in school

During the pupil's first day in school, the following things should be arranged:

- a) Familiarization with the timetable
- b) Obtain homework diary and Homework timetable
- c) Letter and list of CCAs (Co- Curricular Activities) in the first two weeks of term 1
- d) Assignment of the Locker
- e) Receipt of network user name (IB pupils)
- f) Allocation of House, which needs to be remembered.

Administering tests for pupils leaving to other schools

School will administer tests, but there should be a \$_____ charge from the school to cover admin and admissions of these tests.

Appeals

Any appeal on a decision on admission will be dealt with under the school complaints policy.



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End of education by request of a Parent

Step 1: Initial intention

If at some point during an ESA parents decide to transfer their child to another school, switch to external education or leave the country, they should inform Registrar of their intention by means of phone call, email or meeting in person.

Step 2: Providing the Leave Notice Form

Same day, the Registrar provides the parent with a Leave Notice Form, which should be filled out and signed by a parent/authorised representative.

If the reason of the potential leave is discontent with the School, then before accepting an official leave notice, the Registrar must arrange meeting with Headmaster/Deputy Head.

Step 3: Acceptance of the Leave Notice

In case of accepting the Leave notice, the Registrar stamps as “received”, fills out the bottom of the form, records date and No of the Leave Notice in special log and gives the Parent a copy with “notice received” stamp.

The Registrar ensures that the Parent understands the 90 days threshold for leave notice and agrees that according to the ESA terms the Guarantee deposit will be retained in case of late notice. If parent disagrees to the retention of the deposit, Registrar arranges meeting with Bursar regarding the matter.

Step 4.a: Preparations to Termination of the ESA

Upon acceptance of the Leave notice, the Registrar:

- 4.1. Gives the parent the Leaving Departure Check List to collect signatures of Library, School Shop, Music Department, Class teacher etc.
- 4.2. Passes the Leave Notice to the Bursar.
- 4.3. Notifies class teacher, Headmaster, Deputy Heads and School Doctor via email about pupil's departure.



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4.4. Prepares Termination Agreement and invites the Parent to sign it.

Step 4.b: Administering tests for pupils leaving to other school

School is able to administer an entrance test to other school, but no more than three tests.

4.5. In order to admin the tests by the school the parents will be asked to pay a fee of 37,000 KZT per test.

4.6. Once the fee is paid the Registrar arranges the test. The test's results will be provided to the parents and/or to the school directly.

Step 5: Signing the Termination Agreement by the Parent

When the Termination Agreement is signed by the Parent the Registrar attaches the duly signed Departure Check List and passes the documents to Bursar for signature.

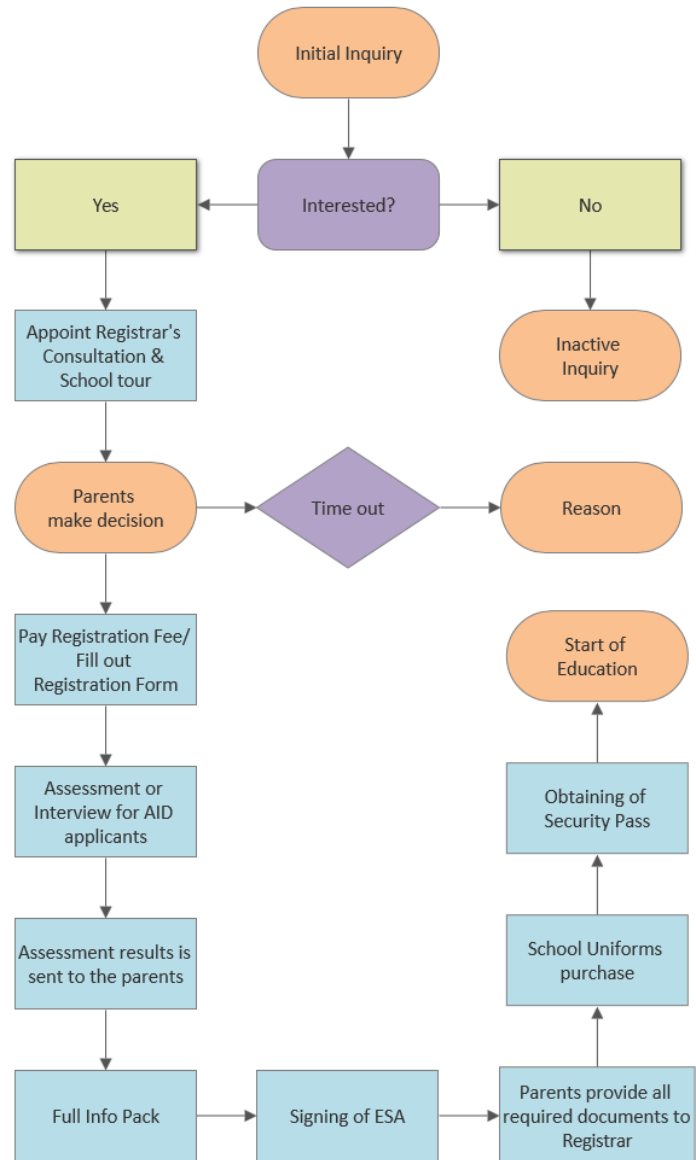
Step 6: Signing the Termination Agreement by the Bursar

Once the Termination Agreement is signed by the Bursar, the Registrar returns one copy of Termination agreement to the Parent and files the School's copy to pupil's file (*and locates scan-copy to the network folder*).

Review The admissions policy will be subject to review at least every three years.

Annex 1. Start of Education Flow Chart

Start of Education



Annex 2. End of Education Flow Chart

End of Education

