



# ADMISSIONS POLICY & PROCEDURES



**UPDATED**

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# Welcome to The Overseas School of Colombo!

The Overseas School of Colombo (OSC) serves the educational needs of children and families seeking an internationally minded IB education in Sri Lanka and strives to be a model of excellence delivering an academically rigorous, yet holistic education enhanced by rich co-curricular activities.

The “OSC experience” provides an abundance of service – learning activities and projects in support of our vision and mission. Our small class sizes allow for personalized attention and our warm and friendly relationships provide positive and trusting teacher-student rapport.

With more than 40+ nationalities across our school, we are an international family that lives and breathes our motto every day, Unity in Diversity. We build intercultural awareness, fluency and collaboration skills through our curriculum units and project design.

The experiential learning opportunities we offer our students instill responsibility, empathy, and sustainable practices in our co-shared fragile world. To us, teaching is much more than just covering the curriculum objectives, it is shaping a human being to be a contributing citizen – a responsibility we hold dear.

We look forward to welcoming you and your child to OSC and supporting your child towards fulfilling their personal goals and aspirations.

## Our Guiding Statements

The OSC Vision and Mission serve to guide the administration in determining admission and placement of students.

**OSC Mission:** Compassion, Courage and Curiosity

**OSC Vision:** At OSC we live our mission by creating space and time for learners to engage in mutually respectful and enriching connections; teaching intercultural understanding, development and competencies; fostering a culture of learning that sparks joy, thinking and inquiry; nurturing personal identity so every learner feels a sense of belonging; and inviting all learners to persevere in their learning journey.

**OSC Values:** We value community and relationships. We value process and growth. We value integrity and dignity. We value empowerment and taking action. We value sustainability. We value creativity and expression.

**OSC Motto:** Unity in Diversity

### IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

# Admissions Policy

The OSC Admissions Policy is open and inclusive. We welcome students from diverse backgrounds with a wide range of talents and abilities.

## OSC Strategic Policies

Admission to OSC will be based on the strategic policies of the School as follows:

- Students are accepted without discrimination on the basis of gender, religion, race or nationality.
- Students are admitted based on the School's evaluation of the potential of the applicant to access and benefit from the IB curriculum and activity programmes available.
- The School aims to maintain diversity in its overall enrolment and balance within the classrooms.

## School Board

The School Board directs the Head of School to draw to its attention any pattern of admissions in which one national group occupies 25% of the available places within the School in order to provide a balance of nationalities. The course of action to be adopted in such circumstances will be determined by the School Board.

## Admissions Decisions

The decision whether to admit a student to OSC will be made based on the following:

- Evaluation of prior school records
- Diagnostic placement tests and interview
- Review of special learning needs within the context of the School's resources, and
- Available space in our School at the appropriate grade level

Admissions will be determined by the Divisional Principal in consultation with the Leadership Team based on an evaluation of whether OSC can meet the learning needs of the student.

## Special Educational Needs

We value children's individual growth and development and do our best to provide all students with the type of support that ensures their success. OSC does not undertake to provide for all specialized educational needs, such as severe learning differences or job-specific vocational training.

Learning support services are provided for students with mild learning differences. These services are offered by specialist teachers within the primary and secondary sections of the School. Wherever possible the School follows an inclusion model of services, but there may be

times when students will be provided with one to one instruction outside of regular classrooms for special assistance, depending on individual needs.

At the Grade 11 to 12 level all courses are college-preparatory with a demanding academic emphasis. Academic support for students with learning differences at this level is very limited.

### **Disclosure**

During the admissions process, parents must disclose all information and documentation relating to their child's ability to successfully learn in a mainstream classroom. It is essential that we understand the needs of each of our students and how we can support them. Failure to fully disclose special education needs or learning support history may result in termination of enrolment.

If your child is admitted but found to require support beyond our capabilities, they may be asked to withdraw. If during the course of any academic year, the School determines an educational or emotional assessment is needed to support the child's learning or emotional wellbeing, parents are required to follow through with such a request.

### **English Support**

English is the language of instruction in the School and there is an expectation that students have, or will acquire, a satisfactory standard of English to progress through the grade levels. The School maintains an "English as an Additional Language" (EAL) support programme. The Head of School may refuse admission if the student's language needs are beyond what the school can provide.

### **Loco Parentis**

In normal circumstances a student will be residing with their parents. Only if there is full agreement with the Head of School will a guardian be accepted. If the School is not satisfied with the efficacy of the guardian, continued enrolment and/or re-enrolment will not be offered by the School.

### **Grade Placement**

At OSC, we recognize that our students come from a variety of different educational systems and we will make every effort to identify the most suitable grade level for the student upon admission. We recognise the importance of children being surrounded by peers of the same age and consider their developmental stages and socialisation as important to their holistic education as well as academic results.

Grade placement decisions will be based on the student's previous educational experience, age, maturity, language proficiency and academic needs. The decision regarding placement will be made by the Principal, in consultation with parents, the Counsellor, our Student Services Department and other teachers as appropriate. Refer our Grade Placement Guidelines (Appendix 1) for further details.

### **Age Requirements**

Admission to OSC requires that students attain the minimum age requirements as stated in Table 1 and Table 2. Chronological age is calculated from the date of birth. Refer our Dates of Birth for Grade Entry chart (Appendix 2) to determine your child's placement at OSC.

In order to progress to the next grade level, OSC students must have completed a full academic year in the previous grade level.

For example, a student joining OSC in January from a system which runs from January through December would only allow a child to complete 6 months of a grade level at OSC and thus they would be required to rejoin that grade level for a full further year before grade progression. A student may opt to join the grade level below for 6 months and therefore continue with their peer group into the next grade level.

### **Grade 11 and 12 - IB Diploma Programme**

Applications for Grade 11 and 12 (DP1 and DP2) Programmes are assessed prior to acceptance in order to evaluate their linguistic and academic suitability for the courses which are on offer from the International Baccalaureate Diploma Programme. In normal circumstances, students applying for admission to Grade 12 should be aged less than 20 on 1 September.

Admission into the courses which we offer requires a high level of proficiency in academic English. Students should have achieved 'proficient' status before the start of DP1. All courses in the Diploma Programme are taught concurrently over the two years of the programme. Courses on offer have prerequisite knowledge, skills and attitudes for success. These will need to have been demonstrated through previous academic records and/or assessments set by the school.

Midway transitions into the Diploma Programme may not be possible if a student is not coming from another IB Diploma Programme school with matching courses. It is important for clear communication to take place with the IB Diploma Coordinator as early as possible to explore all viable options for a transfer which will be determined to best meet the needs of each individual applicant.

**TABLE 1**

<b>Primary School Age Requirements for Admission</b>	
<b>Grade</b>	<b>Description</b>
Pre-Early Years	<p>A child who turns three years of age after August 31 in the current academic year, may join OSC following their third birthday. All students enrolled in Pre-Early Years will be enrolled again in Early Years 1 the following academic year. There are no exceptions to this requirement.</p> <p>Admittance for the Pre-Early Years Programme is subject to confirmation that the pupil can cope with their personal toilet needs, can eat their meals independently and have developed a level of maturity to benefit from the educational environment.</p>
Early Years 1	<p>A student is 3 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.</p> <p>Admittance for the Pre-Early Years Programme is subject to confirmation that the pupil can cope with their personal toilet needs, can eat their meals independently and have developed a level of maturity to benefit from the educational environment.</p>
Early Years 2	<p>A student is 4 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.</p> <p>Admittance for the Pre-Early Years Programme is subject to confirmation that the pupil can cope with their personal toilet needs, can eat their meals independently and have developed a level of maturity to benefit from the educational environment.</p>
Kindergarten	<p>A student is 5 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.</p>
Grade 1	<p>A student is 6 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.</p>
Grade 2 - 5	<p>Attain the respective chronological age by August 31 of the academic year for which they are applying, and successfully meet all other entrance criteria.</p>

**TABLE 2**

<b>Secondary School Age Requirements for Admission</b>	
<b>Grade</b>	<b>Description</b>
Grade 6	A student is 11 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.
Grade 7	A student is 12 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.
Grade 8	A student is 13 years old by August 31 of the academic year for which they are applying, and successfully meets other entrance criteria as listed on the enrolment forms.
Grade 9 - 12	Attain the respective chronological age by August 31 of the academic year for which they are applying, and successfully meet all other entrance criteria.

**Class Size Policy**

The maximum teacher/student ratio for instruction in Grades 1 - 12 will be 1:20. The Head of School is authorized to increase this to 1:24 when the situation warrants. No class may run with a teacher/student ratio in excess of 1:24.

In our Early Years Programmes, the maximum number of students is 16. In Kindergarten, the maximum number of students is 18. In both cases, there is a full-time classroom teacher and assistant teacher in each classroom. The Head of School is authorised to increase this to 1:18 Early Years and 1:20 for Kindergarten if necessary.

In Grades 1 - 5 and in single classes in Grades 6 - 10, when numbers exceed the stated class size policy, students will be placed on a priority waiting list and notified when a place becomes available.

**Bring Your Own Laptop (Grades 5 to 12)**

All students enrolled at OSC in Grades 5 to 12 are required to bring a Laptop for use at school. Parents or sponsors of student school fees are therefore responsible for the purchase of the Laptop device and for its maintenance and insurance.



# Admissions Process

Prospective students and parents can direct their enquiries to the Admissions Office. A School tour or a zoom meeting could be arranged for prospective applicants and their families to learn more about the School and our Admissions Policy and Procedures.

## Application Timing

Our school year runs from August to June. Applications for admission are accepted throughout the year. We recommend that families contact the School for information regarding available spaces before they make a formal application.

## Making an Application

- Parents must complete the online application form for each student via [www.osc.lk](http://www.osc.lk)
- All sections of the application form should be accurately completed.
- Upload the following documentation to the application (scanned copies in PDF form):
  - Last two years of previous school records.
  - A completed OSC medical form signed by a physician.
  - A recommendation from the Teacher or Principal from the student's past school.
    - A general recommendation – Students from Grades 1 to 5.
    - Confidential recommendations from English and Mathematics Teachers and Administrator (Principal or Counsellor) – Students from Grades 6 to 12.
    - Official school transcript – Grade 9 and 10 students only.
  - Records for a student who has received special services or has been in a special education programme must be submitted together with any educational testing results (such as an IEP or other type of learning plan, assessment report/learning profile, services referral form) from a past school prior to being admitted.
  - A copy of the student's passport.
  - A passport sized photograph (student and parents).
- Application fee (non-refundable) of US\$10 for each application.
- Once all required documentation has been uploaded the application needs to be submitted.

\*School reports/transcripts must be in English with official translations provided when originals are in another language.

\*\*Students applying for admission who do not have the required documents may have their admission delayed or be admitted and placed in a grade provisionally pending the receipt of relevant documents within a maximum of two weeks. The provisional admission and placement of a student without relevant documents will be at the discretion of the Principal.

**Placement Tests and Interview**

Once the application has been submitted the student (Grade 2 to 11) will be required to visit the School and take the MAP Test in Mathematics and English. This will be followed by an interview with the Principal.

Due to the current COVID-19 situation students are not required to do the MAP tests as they need to visit the School to sit for the tests. The interview with the Principal will be conducted via Zoom for the convenience and safety of the applicant and the parents.

**Admissions Decision**

When a decision has been made on a candidate's application, parents will be notified of the decision by email or telephone within 48 hours.

**Enrolment**

The date on which the registration fee is received is taken as the date of application. If a waiting list for any grade is necessary, qualified applicants will be admitted on a first-come, first-served basis within the framework of the nationality balance indicated.

Once students are officially enrolled in OSC, they remain enrolled during that academic year provided they meet all achievement and behaviour standards and any conditions of their admission, including the ability to meet fee obligations.

At least one full day's notice is given to teachers prior to a new student starting in class after the admission procedures have been completed. This ensures that all the necessary provisions will have been made and the student is expected in class.

**Withdrawal from OSC**

- At least two weeks' notice of withdrawal should be given to ensure the preparation of transfer documentation.
- On receipt of a letter giving notice, a "Notice of Withdrawal Form" is issued to the student.
- The form is returned by the parent to the Main School Office.
- In the Secondary School, the student is expected to get the form signed by the relevant teachers on the return of all books and materials. Once the teachers have signed the form it should be returned to the Business Office.
- The refundable deposit should be collected on the last day of school for any child, once the above procedure has been completed.
- The parent is expected to have settled all outstanding dues or fees and paid for any lost or damaged material.
- When all obligations have been met, the student's school records, and the refundable deposits are then released.

**Re-enrolment at OSC**

Formal re-enrolment takes place in late March, once the fees and calendar have been approved and published. At this time, a re-enrolment email and fee schedule is sent to all families.

Parents intending to re-enrol their children at OSC for the following academic year must inform the Admissions Office by the given deadline. Once the confirmation is received the Admissions Office will re-enrol the student for the next academic year and the Business Office will prepare and send the invoice for the coming year's fees to the family.

**Handbooks, Expectations and Policies**

Upon enrolment all families and students are expected to read and familiarise themselves with the respective programme handbooks and policies appropriate to that grade level and division. All handbooks and policies can be found on the OSC website.

## Appendix 1

# Grade Placement Guidelines

OSC	UK	USA	Usual Age
Early Years 1 – PYP 1	Nursery	-	3
Early Years 2 – PYP 2	Reception Class	-	4
Kindergarten – PYP 3	Year 1	KG	5
Grade 1 – PYP 4	Year 2	Grade 1	6
Grade 2 – PYP 5	Year 3	Grade 2	7
Grade 3 – PYP 6	Year 4	Grade 3	8
Grade 4 – PYP 7	Year 5	Grade 4	9
Grade 5 – PYP 8	Year 6	Grade 5	10
Grade 6 – MYP 1	Year 7	Grade 6	11
Grade 7 – MYP 2	Year 8	Grade 7	12
Grade 8 – MYP 3	Year 9	Grade 8	13
Grade 9 – MYP 4	Year 10	Grade 9	14
Grade 10 – MYP 5	Year 11	Grade 10	15
Grade 11 – DP 1	Year 12	Grade 11	16
Grade 12 – DP 2	Year 13	Grade 12	17

## Appendix 2

### Dates of Birth for Grade Entry School Year 2022 - 2023

MONTH	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Age		17	16	15	14	13	12	11	10	9	8	7	6	5	4	3
January		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
February		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
March		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
April		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
May		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
June		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
July		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
August		Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1
September	Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1	
October	Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1	
November	Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1	
December	Grd 12	Grd 11	Grd 10	Grd 9	Grd 8	Grd 7	Grd 6	Grd 5	Grd 4	Grd 3	Grd 2	Grd 1	KG	EY2	EY1	