



The American School of Antananarivo

Admissions Procedures

This version: May 2023

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ASA's Guiding Statements

Vision

Your best self for a better world

Mission

We are an inclusive and caring community that embraces diversity. We nurture inquiry, integrity and innovation to prepare for future challenges.

Values

- **Creativity:** we imagine, innovate and create in order to express ourselves and solve problems
- **Open-mindedness:** we engage with new ideas, appreciate multiple perspectives and care about others
 - **Inquiry:** our curiosity and questions drive our learning
- **Passion:** we are enthusiastic about and find joy in what we do; we view setbacks as opportunities for reflection and growth
- **Balance:** we create harmony between our responsibilities and participate in activities that bring us fulfillment and emotional and physical health.

International Baccalaureate® Mission Statement

The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect.

International Baccalaureate® Learner Profile

This procedure document fosters the following Learner Profile attributes:

Inquirers Knowledgeable Thinkers **Communicators** Principled **Open-minded**
Caring Risk-takers **Balanced** Reflective

Related ASA Policies, Procedures & Guidelines

[Inclusion](#)
[Assessment](#)

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Policy Purpose

The document ensures that Admissions at American School of Antananarivo (ASA) is consistent with our school mission and values. We are an inclusive and caring community that embraces diversity. We nurture inquiry, integrity and innovation to prepare for future challenges. We expect every student and family to be contributing members of our school community.

Mission Driven Admissions

ASA provides an internationally recognized International Baccalaureate (IB) education, fully accredited in the USA, which emphasizes academic excellence within a well-rounded program. ASA staff and parents foster a mutually supportive, tolerant school community with high ethical standards in academic and social life, fully utilizing the richness of the school's cultural and international diversity. ASA encourages students to become active, compassionate lifelong learners who understand differing perspectives and go on to become caring, knowledgeable and inquiring young people, being their best self for a better world.

The school community shares a commitment to this mission. It drives all aspects of school life, including school admissions. ASA endeavors to admit and re-enroll families and students who embrace the mission and values of the school.

Diversity

ASA is intentionally diverse. We seek to provide a rich learning environment through enrolling students with diverse learning needs and language backgrounds. ASA welcomes students and their families of all religions, gender identities, sexual orientation and family types to our community.

Grade Placement

Typically, new students are placed in a grade level according to their birth date (1st September cut-off date). The school will determine grade placement in the best interest of the student. At the point of admissions, we will use previous school records, educational attainment, language and learning profiles and assessment tools to determine the most appropriate grade level placement for a new student. ASA does not promote students beyond their age appropriate

grade level before Grade 1 and will only do so when it is firmly in the best short and long term interests of the child. The school's decision is final.

Admissions validity

Applications are valid for **two academic years**. It is the responsibility of the parent to ensure that information on the application remains up to date (new school progress reports are submitted, etc). If we are unable to enroll a child within two academic years and parents are still wishing to pursue enrollment, a new application must be submitted.

Admissions requirements

In order to be eligible for admission to American School Antananarivo, the following criteria must be met.

- Students must be age appropriate for their grade. The birthday cut-off date for the Elementary and Secondary Schools is 1st September.
- There is space availability in their age appropriate class.
- Applicants are able to function in the mainstream classroom using English language or are able to access language support through our English Language Learning program.
- There is space available in any program that is required - ELL and/or LS.
- In the Secondary School, applicants must be able to demonstrate proficiency with both academic and social English language and satisfy the school Principal that they are capable of meeting graduation requirements. For students entering grade 10 or above, this includes the transfer of sufficient credits from previous schooling to be on track for graduation.
- Assessment results (ELL or LS) are appropriate for the space available.
- Acceptance is not based upon the date of application. ASA has a rolling admissions policy and will accept candidates on the basis of the given requirements all year round.

In order to maintain our community and live our mission, we expect families to work in partnership with our school and actively support our IB educational philosophy. On the rare occasions when we believe that families are displaying behaviors that are contrary to our mission or who are unable to work in partnership with us, we reserve the right to refuse admission, refuse re-enrollment for the following academic year or suggest withdrawal to the individuals concerned. Equally, failure to provide accurate information, or to disclose a known learning disability, is likely to result in an admissions refusal or the subsequent removal of an offer of enrollment.

Admissions procedures

Student admission is facilitated by an online Application Form: <https://asamadagascar.openapply.com>. This form should be completed by the child's parent or legal guardian.

Application Checklist

- Application for admission
- Medical form + vaccination card matching the vaccination checklist.
- School reports for the last 3 years (or as applicable)
- Language Profile
- Teacher reference
 - Early Childhood (For Kindergarten/Grade 1)
 - Elementary (Grade 2 - Grade 6)
 - Mathematics (Secondary)
 - English/Humanities (Secondary)
 - Counselor/Administrator (Secondary)
- Pre-registration fee (\$150)

Note: Local applicants from the *Lycee Francais and British School of Madagascar* may be exempted from providing teacher recommendations due the respective school's policy but recommendations must be sought by parents/guardians.

Admissions Assessment

ASA will administer an admissions assessment as part of the admissions process for entry to MYP, HS or DP. At American School of Antananarivo we use assessments in admission to include students, not to exclude. To that end, we will generally offer an assessment only when we have identified an appropriate space for a student.

Admissions assessments are meant to ascertain that students are meeting grade level expectations in literature and mathematics. Applicants known or likely to require additional support may be given an alternative assessment. Applicants who are not in the country but whose applications are satisfactory may be offered enrollment with the requirement that they be 'assessed on arrival'.

Applicants (applying for Grade 6 or higher) are asked to take a short Measures of Academic Progress (MAP) test.

Non-native English speakers are required to complete an English Language Assessment (**WIDA**) prior to acceptance or prior to the first day of school. This allows teachers to accurately determine the level of additional English support required.

Application Review

Once all application materials have been received and assessments completed, the admissions team will share the student's application with the Principal, Student Support Coordinator and the school doctor for review. Application notes are made on the Open Apply platform.

Admission to the IBDP

(Cf. [ASA IB Diploma Admissions Requirements](#))

In secondary school, students who wish to enter the full IB Diploma should meet the following requirements in Grade 10 before proceeding to the full IB DP.

- School history, reports and recommendations which indicate previous academic success in a comparable academic environment.
- Students who are not native English speakers or who have not been in an English medium school may be asked to complete a WIDA assessment.
- Confidence that they will be able to successfully identify 3 out of 6 courses to pursue at Higher Level. This requires grades of 5 or above in a minimum of 3 subjects. Grades of 6 or above are required for access to HL Math and Physics
- Passes of 4 (C) or above in a minimum of five subjects including English, Mathematics and at least one Science.
- Competence in French at a level suitable for Language A or B; OR the ability to take a self-taught Language A. (If a student does not have a sufficient level of competence, an online course of an ab initio language may be discussed as an option).
- Excellent attendance record.
- Evidence of successful participation in service learning projects.

In addition, students intent on pursuing the full IBDP should have:

- Consistently demonstrated a strong work ethic and excellent attendance
- Demonstrated responsible work habits
- Exhibited strong time management skills
- Demonstrated a high level of English oral language and English literacy skills
- Demonstrated strong oral, written, and analytical skills
- Show a strong personal desire to pursue the full IB Diploma

Should a student not meet these requirements or if they come from a program alternative to the IB, admissions to the Diploma Program will be on a case to case basis. Candidates may be ineligible for admission into the IB Diploma Programme or may be advised to pursue a different pathway. An interview, family meeting and direct communication with a current academic advisor may be required before determining admission into the DP for borderline cases. Upon acceptance into the Diploma Programme all students and parents will sign a contract agreeing to adhere to the requirements of the program.

Admissions Flow

- Inquiry - Admissions contact family with automated response
- Invitation to come and visit the school (Covid restrictions allowing)
- School tour - Admissions email Admin to see if they would like to meet the student or if the family has particular educational questions (IB course choice, for example).
- Completed Application - Admissions review by Doctor, Student Support Team Coordinator and divisional Principal.
- Applications not requiring committee agreement - offer is made. Decision is communicated by Admissions dept.
- Applications requiring committee agreements - application is reviewed at Student Support Team meeting. This consists of the Student Support Team, divisional Principals, Admissions Manager and Director (if required).
 - Need more info - information communicated and managed by Admissions.
 - Conditional Offer - decision communicated by Admissions
 - Conditional Offers - with levels of LS support, with ELL support, any other conditions agreed by committee.

Testing - ALL MYP applicants that we would like to accept will be tested using MAP. If the applicant has ELL needs then the WIDA should also be completed.

Applicants in country - testing should be done before offer made

Applicants outside country, 'assessment on arrival' offers can be made.

Applicants will complete testing before starting classes. Offers can be amended to conditional offers at this stage.

MID YEAR:

Once offers are accepted and payments made, start dates can be agreed (mid-year).

New students should generally start on a Monday (unless exceptional circumstances - Principal's discretion). For Kindergarten, students will generally have a half day during their first week of school. Prior to the first day of classes, student and family must come to school to complete the following:

- MAP/WIDA testing if not done
- School Tour if not done
- Make arrangements with bus company
- Make arrangements with canteen
- Photos for ID cards
- Briefly meet Principal, School Counselor, and class teacher (ES)
- For secondary: IT should do a tech survey

Prior to the first day, all relevant teachers will be sent information on students: Name, DoB, school coming from, language profile. Admissions Officer will endeavor to always give a minimum of 48 hours notice to teachers to new students.

All of the above will be managed by Admissions.

First Day - new student will be met by Admissions, School Counselor, and a student buddy in the same grade level assigned in advance by the School Counselor.

Admissions, Learning Support and English Language Learner Support

ASA offers a limited range of learning and language support services for those students who need additional resources to become independent learners.

The total number of students at ASA receiving learning support should ideally not exceed more than 25% in a particular grade. The total number of students admitted with learning support needs within these percentage quotas is always a decision made between the Principal and the Student Support Team.

Learning Support in Practice

The kinds of support which ASA is currently able to provide include:

- Reading/writing/spelling/phonics remediation;
- Mathematics skills practice;
- Specific social and academic skills, and behavioral coaching, related to the IB Learner Profile and identified goals;
- Curriculum-based support with close collaboration between Learning Support and classroom teachers;
- Specific assignment support.

Students are either supported in class, or given additional small group or one-on-one learning support by the Learning Support Teacher. Teachers are expected to differentiate their lessons, and enable Learning Support students to access the curriculum in a way which is adapted to their needs.

American School of Antananarivo offers three active levels of Learner Support (plus monitor status). (Cf. [Student Services Team Handbook](#))

Priority for Admissions

ASA has a priority system for admission. The priority groupings are as follows:

1. Children of employees, grantees or contractors of the US Government
2. Children of staff and faculty of ASA
3. Children of United States citizenship including the business community
4. The remainder of the international governmental and non-governmental community.
5. Children of the international community not permanently residing in Madagascar with previous international or North American educational experience and in need of such an education
6. Children who have siblings enrolled in ASA and whom meet other admissions requirements
7. All other children of other nations, including citizens of Madagascar who meet the admissions requirements of the school and who, in the opinion of the school, would benefit from education at ASA and who are enrolling all of their school-age children.
8. All other children of other nations, including citizens of Madagascar who meet admissions requirements and who, in the opinion of the school, would benefit from education at ASA.

Admission Decision

The majority of students applying to ASA will be acceptable for admission when spaces become available. However, there may occasionally be circumstances under which we:

- decline admission to students where the School determines that their needs cannot be met. This includes students with severe and profound cognitive and developmental disabilities,

students who are more physically challenged than we can manage safely, students with severe emotional, behavioral, or psychiatric disorders, or students who consistently disrupt the learning of other students as a result of their behavior. The Director, Principal and Student Support Coordinator reserve the right to decline admission if they believe that ASA will not be a place where the student can be successful:

- decline admission to students where parents fail to disclose during the admissions process all relevant information about their child's learning needs and/or fail to submit all relevant documentation.
- decline a student because we are full in our Learning Support Program;
- decline a student because we are full in our English Language Learner Program.

The school has no obligation to admit a student who applies for admission and is not obliged to justify its decision not to admit a student.

Wait Pool

ASA shall operate a wait pool for applicants who are pursuing enrollment but for whom there is not yet a space as a result of the grade level, the ELL program or the Learning Support programs being oversubscribed. In order to maintain balance and diversity, selection from the wait pool is not based solely on the date of application, but on the existing ASA Admissions priorities and the following consideration:

- ELL and Learning Support Needs
- Date of admission of any sibling
- Number of enrolled siblings currently attending ASA
- Date of application

Enrollment Cap (applicable for school year 2024/25 and beyond)

ASA understands that a strong English Language Learning program relies upon a balance of the number of students receiving support with students who do not require support. With that in mind, it is important to ensure that numbers of students within the program and well-managed.

In line with international standards, ASA endeavors to have no more than 15% or 25% of students enrolled receiving ELL support. For the 2024/25 school year, ASA will be applying a strict cap upon enrollment of ELL students in Grades 9 through 12. ASA will not enroll students with ELL needs into secondary school once this limit has been met.

Students pursuing enrollment will be placed in the wait pool and can be admitted once a space becomes available within the ELL program. The Head of School can apply discretion when the applicants are at the top of the admissions priority list or are newly entering the country and have siblings enrolling elsewhere in the school, with Board approval.

Scholarship Program

Launched in 2017, the secondary scholarship programme provides tuition remission awards (up to 90%) to qualified students wishing to pursue their education at the ASA. Details of the programme are [here](#).

Admissions data and information

ASA recognizes its duty to protect personal information and will process personal data in accordance with all existing legislation, including GDPR.

Sibling Discount

ASA offers a sibling discount to families with 3 or more children currently enrolled at ASA. The discount shall apply to children who have at least 2 siblings already enrolled at the ASA and for whom the full amount of tuition fees have already been paid.

The discount shall be applied to tuition fees only. No other enrollment, annual fees or sundry expenses are included.

The discount is only applicable to families who are self-funded or to the self-funding portion of fees. The discount is available on application and evidence must be provided on self-paying status.

The discount is applied to the tuition fees of the youngest child only. Where there is a fourth or fifth child enrolled, the discounts shall be applied to all children after the third enrollment.

The discounts are as follows:

- Youngest child in K-G3 = 15% discount
- Youngest child in G4 - G6 = 10% discount
- Youngest child in G7 - G12 = 5% discount

RE-ENROLLMENT & WITHDRAWING STUDENTS

Re-enrollment Procedure

Re-enrollment will begin in March. The underlying principle behind re-enrollment is that all students and their families will be offered and will accept reenrollment. In order to be offered reenrollment families and students must be in good standing with the school.

This means that they need to be up to date with all financial obligations to the school, students should be meeting the expectations of the school and parents should be

working in partnership with our school and actively support our IB educational philosophy.

In order to ascertain the above conditions, the Admissions Officer will consult initially with the Student Support Team Coordinator and the Finance Manager. At this stage, the Admissions Director will note all students who require Learning Support and therefore will be offered conditional reenrollment. Notes shall also be taken of families who have not met their financial obligations to the school. The Director and Principal shall then advise the Admissions Officer on any other situations that may affect re-enrollment offers (for example, parents who are not working in partnership with the school). This is a significant decision that shall not be taken lightly. The Director's decision is final.

Families who meet re-enrollment conditions are contacted via email to ask their intention. Those who indicate that they are intending to return or who are, as yet, unsure are given a re-enrollment form and asked to check their contact details and update as necessary.

Withdrawal Procedure

By the parents:

Parents who wish to withdraw their child from ASA must submit the [withdrawal form](#) to the Admissions Office at least 5 business days prior to the child's last day of school.

The following items must be cleared in order for the student's records to be released:

- Books: Text and library books are returned to the library. If any book is lost, parents need to pay the book costs to the Finance Office.
- IT: Any borrowed school equipment (e.g. laptop, iPad) is returned to the IT Office.
- Finance: All tuition and fees are settled.
- Other services: All costs related to the canteen, bus or after school activities must be paid as well.

If no administrative holds have been assigned to the student account, the family will have limited access to the student's Manageabac account to allow them to download historical report cards, etc.

The school does not release any records or other paperwork of any kind until we receive confirmation that all required payments have been processed.

Refund policies

As indicated in ASA's [tuition policy](#):

- Registration fees are not refundable under any circumstance.
- Capital fees are not refundable under any circumstance.
- No tuition will be refunded after a semester has commenced. Tuition fees may be refunded for any one semester period.

By the school:

There may be circumstances under which the school has to :

- require parents of current students to seek alternative schooling for their children where the school determines that their needs can no longer be met or where parents or students have not complied with formal written recommendations or requirements of the school or where parents have not demonstrated a commitment to working in partnership with the school;
- suspend temporarily or withdraw definitively a student because parents have not met all financial obligations to the school.

In these cases, the Director informs the parents by letter and indicates when the withdrawal will be effective. The Admissions Office will ask parents to fill out the [withdrawal form](#) prior to the child's last day of school.

The following items must be cleared in order for the student's records to be released:

- Books: Text and library books are returned to the library. If any book is lost, parents need to pay the book costs to the Finance Office.
- IT: Any borrowed school equipment (e.g. laptop, iPad) is returned to the IT Office.
- Finance: All tuition and fees are settled.
- Other services: All costs related to the canteen, bus or after school activities must be paid as well.

2023 review completed by:

Senior Leadership Team:

Principal
 School Counselor
 DP Coordinator
 MYP Coordinator
 PYP Coordinator
 CAS Coordinator
 Librarian

Student Support Coordinator

Feedback from whole staff procedure review group - 4 April 2023 (reviewed after MYP feedback OCT 2023)

Citations and Bibliography

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