

## American School of Yaounde

### Admissions Policy

Admission to the American School of Yaounde is open on a non-discriminatory basis to all students, regardless of race, creed, color, gender, religion, national origin, ethnic background, or philosophy. Students of all nationalities are welcome to enroll, including those not yet fluent in the English language; however, students are required to meet the academic standards required to earn a high school diploma.

- Students will not be considered for admission until the application for admission, health and immunization records, previous school records and recommendations, and the registration fee have been submitted. Admission is considered based on the following:
  - Review of previous school records
  - Recommendation of previous teacher/counselor
  - Age of student
  - Years of schooling successfully completed
  - Level of English proficiency, particularly in high school
  - Evidence of student's ability to succeed at ASOY

Final admission decisions are at the discretion of the Director, in collaboration with the Student Support Team (SST), Board, and the parents. **Students will not be allowed to start school until all admission documents have been submitted, to include previous school records, grade reports, and immunization records.**

#### ***Students Transferring from Other Schools***

All students transferring from other schools must provide accurate school records at the time of admission. For high school students, grade reports and/or transcripts must be translated into English and must include an equivalency interpretation of grades. ASOY reserves the right to deny admission of students dismissed from other schools for academic, disciplinary, or other reasons. Students falsifying records or failing to provide accurate information at the time of registration will be denied enrolment and/or continuation of attendance.

#### ***Early Childhood and Elementary School Placement***

Children entering the Early Childhood and Elementary Programs must be the following designated ages by September 1 of the current school year:

- Nursery: 2 ½ years old and toilet trained
- Pre-Kindergarten 1: 3 years old by September 1
- Pre-Kindergarten 2: 4 years old by September 1
- Kindergarten: 5 years old by September 1
- Grade 1: 6 years old by September 1

Placement for the Early Childhood Program shall not be waived except under rare circumstances in which a child has completed a previous grade under different age requirements.

### ***New Middle and High School Students***

Students entering subsequent grades in the middle and high school are expected to be the appropriate age for a specific grade level, and to have successfully completed the appropriate years of schooling. Decisions regarding grade placement are based on academic achievement; teacher recommendations; years of successful schooling; age; records from previous school; placement tests; English language proficiency; physical, social, cognitive, and emotional growth and development; consultation with parents and teachers; and the appropriateness of the school program for meeting student needs

The American middle school system includes Grades 6-8, ages 11-14, and the American high school system includes Grades 9 – 12, ages 14-18+. Middle and high school students transferring from other schools are required to provide accurate school records for the previous two years of schooling. The school reserves the right to deny admission of students dismissed from other schools for academic, disciplinary, or other reasons. Students falsifying records or failing to provide accurate information at the time of registration will be denied enrolment and/or continuation of attendance.

Unless under exceptional circumstances, high school students with limited or no English proficiency should enroll by Grade 9 in order to successfully complete coursework required to meet graduation requirements. English mastery is essential to successfully meet the academic standards to earn a high school diploma.

### ***Students with Limited English Proficiency***

Students entering ASOY with limited or no English proficiency will be considered for admission on an individual basis. Admission decisions will be determined by the Director and the counselor based on an admissions assessment, previous school records, English language proficiency, and the appropriateness of our program for meeting student needs.

High school students may receive up to three English credits for ELL courses; however, students must successfully complete at least one year of regular English in order to receive a high school diploma. It is expected that high school students in Grades 11 and 12 are proficient in English and are able to attend regular classes with minimal ELL support. Grade 9 and 10 ELL courses are designed to follow regular English curriculum requirements as closely as possible. ELL students may be advised to employ a tutor outside of school hours.

The need for ELL services shall be determined through placement tests indicating levels of reading, writing, and spoken English. ELL support classes are supplemental to the regular program of instruction and are, therefore, offered for students in grades 1-12 for an additional fee.

Children in the Early Childhood Program (Nursery, Pre-Kindergarten, and Kindergarten) with limited or no English skills receive no formal ELL instruction, as the natural ability of children to learn language through classroom games and activities is promoted within the regular classroom.