



LEAD BRITISH INTERNATIONAL SCHOOL ADMISSION POLICY

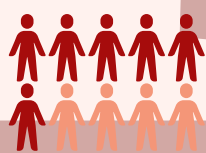
Introduction

Lead British International School academic year starts in September and ends in July. We encourage applicants to apply as early as possible.

IMPORTANT!

Age Requirement

Students seeking admission into the following Year Groups must reach the required age by 31st August in that same academic year. The required ages are:



Early Years

Creche 0 - 1 years
Topaz 1 - 2 years
Emerald 2 - 3 years
Diamond 3 - 4 years
Gold 4 - 5 years

Primary

Year1 - 5 years
Year2 - 6 years
Year3 - 7 years
Year4 - 8 years
Year5 - 9 years
Year6 - 10 years

Secondary

Year7 - 11 years
Year8 - 12 years
Year9 - 13 years
Year10 - 14 years
Year11 - 15 years
Year12 - 16 years

Admission outside the age requirement will be considered at the discretion of the Principal Head of School.

Assessment and entrance exams

Children will undergo assessment or sit the entrance examinations which correspond with their age

Early Years

1. All applicants at this level will be required to come into school for assessment which lasts for a whole school day.
2. Candidates should come along with their lunch and snacks for the day.

Primary and Secondary

1. Entrance examinations are scheduled for February, March, April and May. Additional examination sessions are also arranged throughout the year for in-year admissions.
2. All applicants will be required to sit the School Entrance Exam which lasts for 3 hours. English and Mathematics are the subjects tested based on the class which the child is seeking admission into.
3. Candidates are required to come for the Entrance Examinations with their writing materials and mathematical sets. Calculators are not needed for Primary Entrance Examination, however, a non-programmable calculator is needed to write the secondary Entrance Examination.
4. Students are expected to Pass the Entrance Examinations to gain admission (the Pass mark is 50% for Primary Pupils and 40% for secondary students).
5. Students seeking admissions into the exam classes i.e Y6, Y9 and Y12 respectively are expected to score not less than 60% in the entrance exam.
6. The School reserves the right NOT to admit a child.
7. The school will not normally accept admissions into Years 11 and 12, except in special circumstances, and at the discretion of the Principal Head of School.
8. Y11 and Y12 students will only be considered if they have been students elsewhere with the evidence and are ready for the SSCCE (NECO), WASSCE (WAEC) and IGCSE (Cambridge).
9. The Previous school must be willing to write a letter to WAEC asking them to transfer the student's score to the school.
10. Y11 students must achieve at least 50% average in the entrance exam.

Application Forms

1. Application Forms can be Picked after Paying the stipulated amount to the Accounts Department, with receipts duly issued to you.
2. Application forms will be issued by the Front Desk Office or downloaded from the school website.
3. For the Purpose of Proper documentation and effective record keeping, it is important that the Application Form is fully and accurately completed.
4. The form should be completed, duly signed by the Parent or guardian and NOT by the child.
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6. The child's or ward's name and surname must be written as it is to appear on all his/her school records.
7. The names supplied will follow the child all through his/her stay at Lead British International School and will appear on his/her reports and certificates.
8. Except on special requests to have your child's full name on our termly reports, only the child's surname and first name will appear.
9. Active Phone numbers and e-mail addresses must be given to facilitate communication.
10. Two recent Passport-sized Photographs, Photocopies of immediate Past academic records and the child's Birth Certificate must accompany the Application Form.
11. If the child is transferring to Lead British International School from another School, a Transfer Certificate and Character Testimonial from the former school and signed by the Head of School must accompany the Application Form.
12. The duly completed Application Form must be returned to the school's Admissions Office.
13. The Admissions Office will thereafter advise Parents of the dates available to undertake assessment or sit the Entrance Examinations as applicable.

Application Documentary Requirements

1. Completed Application Form
2. Immediate Past academic records (where applicable)
3. A copy of the Child's Birth Certificate
4. Two recent colour Passport Photographs of the child
5. Medical Fitness Certificate
6. Character Testimonial/transfer Certificate from Child's former School (where applicable)
7. Clearance letter/non-indebtedness from Previous school.

Admission Processing Period

1. Applications for admission will only be Processed when all necessary documents as listed above are received.
2. Once admission has been offered via a letter from the Principal Head of School, acceptance is indicated by the Payment of a one-time, non-refundable Capital Developmental Fee.
3. Acceptance into the school will be granted once all school fees have been Paid and uniform Purchased.
4. Students will normally resume at the beginning of the school academic session or three days after the admission has been received if not at the start of a session.
5. The Head of School will welcome all new students to the school during the first assembly.
6. For in year admissions, the Head of Section will set a date for resumption and notify the Principal Head of School, staff in the section, the Front Office and the Admissions Office of this date.
7. On resumption, students will be taken to the Head of School's office before being taken to the Head of Section and other related staff member in the section for registration and orientation.

Admission Steps

1. Read LBIS Admission Policy Documents
2. Complete the Entrance Examination Form (online or In-Person)
3. Make Payments for Entrance Examination (online or In-Person)
4. Take Entrance Examination (online or In-Person)
5. Successful Candidates in the Entrance Examination are to complete the application form and provide all required documents.
6. Offer of Admission Letter to candidates who meet all LBIS entry requirements.
7. Payments of School fees.
8. Resumption

