



AMERICAN SCHOOL OF YAOUNDE

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American School of Yaoundé

Admissions Policy

(Updated Oct 2018)

Admission to the American School of Yaoundé 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 apply, 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, 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
- Evidence of student's ability to succeed at ASOY

Final admission decisions are at the discretion of the Director, in collaboration with the Admissions team.

Students may not be allowed to start school until all required documents have been submitted, including previous school records, grade reports, immunization records, and other required forms.

Students Transferring from Other Schools

All students transferring from other schools must provide accurate school records at the time of admission. Grade reports and/or transcripts must be translated into English. 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:

- Pre-K 3: 3 years old by September 1
- Pre-K 4: 4 years old by September 1
- Kindergarten: 5 years old by September 1
- First Grade: 6 years old by September 1



There are **no exceptions** to the birthday cut-off dates. However, children who turn 3 between September 1 and January 1 may apply to attend Pre-K 3 for the second semester of the school year. Such children, if accepted, **would not move** to Pre-K 4 the following year but would begin Pre-K 3 again in the fall along with their age peers.

Children entering grades Pre-Kindergarten 3, Pre-Kindergarten 4, Kindergarten, and First Grade must also meet ASOY's School Readiness Assessment criteria. ASOY believes that students should progress to the next educational level based upon their individual readiness. Therefore, the decision to continue a child in their educational journey is based upon a thorough evaluation, by the classroom teacher and possibly others on our team, rather than only being based solely on the completion of an academic year.

New Middle and High School Students-Upper School

Students entering ASOY in the upper school (grades 6 to 12) 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 Upper School includes Middle School - Grades 6-8 (ages 11-14), and High School - Grades 9 – 12 (ages 14-18). Middle and high school students transferring from other schools are required to provide accurate school records, in English and with a grading key, for the previous two years of schooling. Applicants for grades 10 to 12 must also provide an official high school transcript. ASOY reserves the right to deny admission to students dismissed from other schools for academic, disciplinary, or other reasons. Students falsifying records or failing to provide accurate information at the time of application will be denied enrollment and/or continuation of attendance.

Students in grades in 6-12 need their own personal laptop. Students in grades 9-12 will also need an IB approved graphing calculator.

Students with Limited English Proficiency

Children in the Early Childhood Program (Pre-Kindergarten, and Kindergarten) with limited or no English skills receive no formal English Language Learners (ELL) instruction, as the natural ability of children to easily learn language through classroom games and activities. For grades 1 through 10, ELL support classes are supplemental to the regular program of instruction for an additional fee. The need for ELL services shall be determined through placement tests indicating levels of reading, writing, and spoken English.

High school students with limited or no English proficiency may receive up to two English credits for ELL courses; however, students must successfully complete at least two years 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. 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.