



Brookes Moscow School Policy

ADMISSIONS POLICY

1.0 PURPOSE

Brookes Moscow is committed to providing an admissions policy both fair and transparent and which does not discriminate gender, race, culture, religion, sexual orientation, gender identity and expression, or Special Educational Needs. Brookes Moscow is a selective educational establishment.

2.0 SCOPE

Admissions criteria/assessments are established to ensure applicants who are admitted, have the necessary preparation to be successful in their programmes of study. Brookes policy promotes fair and equitable admission processes by establishing clear admissions criteria and procedures for all applicants. As well, the safety and wellbeing of our students is of paramount consideration. Students deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Thus, our goal is to select students who will help us build an environment that everyone feels valued, respected and connected within Brookes Moscow School community. As part of our admissions process, students will be made aware of the School Code of Conduct and Discipline rules and will agree to abide by them. Students will also be aware of our Approaches to Learning and will agree to become active learners. The aim is to create a vibrant learning community which protects our students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying.

3.0 POLICY STATEMENT

The following guidelines are provided when selecting students.

Our admission team will:

- Not discriminate due to gender, race, culture, religion, sexual orientation, gender identity and expression, or Special Educational Needs
- Make initial judgements academically, creatively, and socially
- Select students who are willing to embrace cultural diversity and are willing to share their own cultural experiences
- Communicate expectations, values and norms that support positive health and academic behaviour in the Brookes Moscow School community

Qualities sought in prospective students:

Brookes Moscow seeks students who are self-regulated, independent and autonomous learners who are open to communicating their ideas, reflective in their actions, collaborative and mindful of others regardless of their gender, race, culture, religion, sexual orientation, gender identity and expression, or Special Educational Needs.

The following student profile should be considered when selecting students. Our admission team will select students who will:

- Evaluate and provide evidence of their learning
- Communicate their thoughts and willing to participate as inquirers
- Embrace critical thinking over mere memorization
- Open to differing perspectives and interpretations
- Understand the diversity of human learning needs



- Reflect purposefully on their learning (metacognition)
- Share responsibility for creating productive, cooperative and safe learning environments
- Develop the confidence to try new strategies and explore new concepts and contexts for learning
- Professes qualities of caring for others
- Prepare for further study and responsible participation in local and global communities

Selection Procedure and Supporting Documentation

Applicants should:

- Complete fully the online application form;
- Submit their most recent transcripts from the past two years;
- Teacher recommendations from previous teacher/head of school/principal (if any);
- Partake in a personal interview with a Principal or Head of School;
- Take a supervised Non-Verbal Reasoning and English competency entry test;
- Undertake a taster day at the Brookes Moscow, upon which a teacher recommendation form will be completed;
- Pay registration fee.

Acceptance and Admittance

Once a student is notified of acceptance, to be admitted into Brookes Moscow School, students and parents (or legal representatives) of minors must complete the following:

- Confirm that the joiners have read carefully all school policies, student charter, reasons for dismissal or expulsion documents and agree to the terms and conditions set by the school in the contract provided;
- Medical forms/books are required as a prerequisite;
- Confirm that all school waivers have been read and agreed to;
- Finalize payment of all outstanding fees for the academic year.

Waiting Lists

Depending on the grade level, there may not be sufficient spaces available for all qualified students. Consequently, a student may be placed on a waiting list. The Admissions Office will inform applicants, as soon as possible, when an opening becomes available. Waiting list priorities are at the discretion of the Head of Admissions.

Students on a waiting list who are offered placement at the school must complete the acceptance and admittance procedure outlined above within 48 hours of an offer. Otherwise, their placement will be given to the next best-qualified student on the waiting list.

4.0 RESPONSIBILITIES

4.1 Compliance, monitoring and review

Mr. Charley King	Head of School	Overall responsibility for authorisation
Miss Zarina Abdulazizova	Director of Administration & HR	Compliance
Ms. Irina Gian	Head of Admissions	Monitoring/Review
Mr. Maga Bashirov	Head of Finance	Financial Authorisation



4.2 Reporting

Mr. Maga Gamurziev	Admissions Manager	Reports to Head of Admissions
Mr. Mark Broom	Head of Lower School/EY	Reports to Head of School
Mr. John Downey	Head of Upper School	Reports to Head of School

5.0 DEFINITIONS

Admission – Entering Brookes Moscow School under the term ‘full enrolment’

School Code of Conduct – A set of rules which students and parents abide by

6.0 RELATED LEGISLATION AND DOCUMENTS (alphabetical order) Available on request.

- Admissions Process & Procedures
- Behaviour Rubric
- School Code of Conduct
- Brookes Moscow Academic Honesty Policy
- Brookes Moscow Behaviour Management Policy
- Brookes Moscow Inclusion Policy
- Brookes Moscow Language Policy
- Brookes Moscow School Charter
- Fee Structure

7.0 APPROVAL AND REVIEW DETAILS

Approval Authority – Charley King, Head of School

Administrator – Irina Gian, Head of Admissions

Review Date – September 18th, 2019

8.0 APPENDIX

Admissions Process & Procedures