



AMERICAN INTERNATIONAL SCHOOL OF LIMBE (AISL)

Admissions and Enrollment Policy

Policy Number: AISL-ADM-001

Category: Admissions and Enrollment

Approved By: Board of Directors

Effective Date: August 2026

Review Cycle: Every Two Years

1. Purpose

The purpose of this policy is to establish a fair, transparent, inclusive and student-centered admissions process that supports the mission, vision and values of the American International School of Limbe (AISL). AISL welcomes qualified students from all nationalities, cultures, languages, religions and backgrounds. Admissions decisions are made in the best educational interests of both the applicant and the school community.

2. Guiding Principles

Equity and fairness; child-centered decision making; inclusion; international-mindedness; academic excellence; social-emotional well-being; family partnership; diversity and global citizenship; respect for individual differences.

3. Non-Discrimination

AISL admits students without discrimination based on race, colour, nationality, ethnicity, religion, gender, language, disability, family structure or socio-economic background. Admission decisions are based on whether AISL can appropriately meet the educational needs of the applicant.

4. Students Eligible for Admission

AISL offers Day Care, Preschool, Pre-Kindergarten, Kindergarten, Grades 1–5, Middle School (Grades 6–8) and High School (Grades 9–12). Transfer students may be admitted throughout the year subject to space and readiness.

5. Age and Grade Placement Policy

5.1 Age Requirements

Grade Level	Required Age by October 1
Day Care	2 years
Preschool	3 years
Pre-Kindergarten	4 years
Kindergarten	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years

5.2 Grade Placement

Age serves as the primary guideline; however, AISL reserves the right to place a student in the grade that best supports the student's long-term academic, social, emotional and developmental success after reviewing previous records, curriculum, assessments, teacher recommendations, English proficiency, learning support needs and interviews.

5.3 Placement Assessments

Placement assessments may be required for Kindergarten through Grade 12 and may include literacy, mathematics, English language proficiency, developmental readiness and learning support screening.

5.4 Early or Delayed Entry

Exceptional requests may be approved by the Admissions Committee and Head of School when supported by appropriate documentation.

5.5 Trial Placement

AISL may offer a trial placement before confirming grade level. Academic, behavioural and social adjustment will be monitored.

5.6 Final Authority

The Head of School has final authority over all placement decisions. Parents will be consulted throughout the process.

6. Admission Criteria

Age eligibility, academic records, school reports, teacher recommendations, English language proficiency, attendance, behaviour, developmental readiness, interviews and placement assessments.

7. Required Documents

Completed application form; birth certificate/passport; photographs; immunization and health records; previous report cards/transcripts; recommendation form; parent identification; proof of residence; emergency contacts; custody documents where applicable.

8. English Language Learners

AISL welcomes multilingual learners and provides English language support where appropriate.

9. Students with Additional Learning Needs

AISL is committed to inclusive education. Parents are expected to disclose educational, behavioural, developmental and medical information during admissions.

10. Admissions Process

Inquiry; School tour; Application; Document review; Student assessment (if required); Parent interview; Student interview; Admissions Committee review; Admission decision; Enrollment confirmation; Orientation.

11. Admissions Committee

Head of School, Admissions Director, Division Principal, School Counselor, Learning Support Coordinator and other designated staff.

12. Admission Decisions

Accepted; Accepted with Conditions; Waitlisted; Deferred; Not Accepted.

13. Enrollment

Enrollment is confirmed after acceptance, submission of required documents, signed enrollment agreement and payment of required fees.

14. Waiting List

Priority may be given to returning students, siblings, children of employees, transfers from accredited international schools and applicants with complete files.

15. Re-enrollment

Returning students receive priority provided academic, behavioural, attendance and financial expectations are met.

16. Tuition and Fees

Governed by the AISL Tuition and Fees Policy.

17. Confidentiality

Admissions records are confidential and managed in accordance with the AISL Data Protection and Privacy Policy.

18. Appeals

Written appeals must be submitted within ten working days. The decision of the Head of School or Board is final.

19. Policy Review

This policy will be reviewed every two years or earlier if required by legislation, accreditation standards or school needs.

Appendix A

Admissions Priority: Returning students; Siblings; Children of employees; Transfers from accredited international schools; New applicants meeting admission requirements.

Appendix B

Required Forms: Student Application; Parent Information; Medical History; Immunization; Emergency Contacts; Recommendation; Records Release; Tuition Agreement; Technology Agreement; Media Consent; Transportation Registration.