



CROFTON HOUSE SCHOOL
EST. 1898

2023-2024 Admission Policy & Practices

Approved by the Board of Governors: September 22, 2020

1. Admissions at Crofton House School

1.1. Background

Crofton House School (CHS) is a leading independent day school for girls from Junior Kindergarten to Grade 12. The School's mission is to inspire each girl to discover and pursue her personal excellence. CHS aims to educate the whole girl, supporting her intellectual, social, emotional and physical development in a progressive environment. As a post-secondary preparatory school, the Crofton House offers a challenging and enriched curriculum designed to prepare girls to succeed on whatever path they choose and to lead meaningful lives based on the School's values of creativity, courage and citizenship. Admissions at CHS are the responsibility of the Head of School and the Director of Admissions.

1.2. Aims of the Admissions Policy

1. To identify and admit girls from all backgrounds who have met the entry requirements, can participate in all aspects of the CHS programme, and will benefit from an education at CHS.
2. To identify and admit girls who will contribute to the ethos and opportunities available at CHS.
3. To ensure fair and equitable access to CHS for all candidates. Crofton House School admissions will not discriminate in ways that contravene the Human Rights Code of British Columbia.

Please note that the school considers only cisgender and transgender girls for admissions per its Gender Identity Policy, which is available on the CHS website.

CHS prohibits in all its programs discrimination against or harassment of any member or group based upon age, gender, race, colour, religion, disability, sexual orientation, gender identity or expression, national origin, ancestry or other categories protected by British Columbia law.

1.3. NAIS Principles of Good Practice

Crofton House School is committed to abiding by the Principles of Good Practice as outlined by the National Association of Independent Schools (NAIS).

1. The school seeks to ensure the appropriate match between a prospective student/family and the mission of the institution.
2. The school respects and affirms the dignity and worth of each individual in the admission process.
3. The school adheres to provincial and federal laws and regulations that require non-discriminatory practice in administering admission policies.
4. The school adheres to established policies and procedures for student recruitment and enrolment.
5. The school operates under a clear set of practices for gathering, disseminating, and maintaining prospective student information and respects the need for confidentiality.
6. The school does not initiate the transfer or recruitment of students from other independent schools.
7. The school respects the needs of students and families through the application and enrolment process and is clear about the time frame for acceptance of an enrolment offer.
8. The school shares complete information with families about their financial obligations before enrolment.
9. School representatives apply the same standards of integrity, whether talking about their school or comparing with other institutions.
10. The school recognizes the right of currently enrolled students to consider other educational options and provides appropriate support in that process.

1.4. Who Can Enrol a Student at Crofton House School

The School requires all and only legal guardians to consent to a Child's enrolment at Crofton House School.

The School requires alignment between the names of parents on the Child's birth certificate and the names of parents on the application for enrolment. Depending on the situation, additional documents may be required before an application is accepted. These situations are outlined in the graphic below, and the additional documentation may include:

- 1.4.1. Court Order - court filed document stipulating guardianship arrangements for a Child. This may be a parenting order or an adoption order. Topics include decision-making or parental responsibilities, parenting time, contact with a child, child support and spousal support.
- 1.4.2. Parenting Agreement - a written, signed and witnessed agreement documenting parenting arrangements for a child. Topics include decision-making or parental responsibilities, parenting time, contact with a child, child support and spousal support.

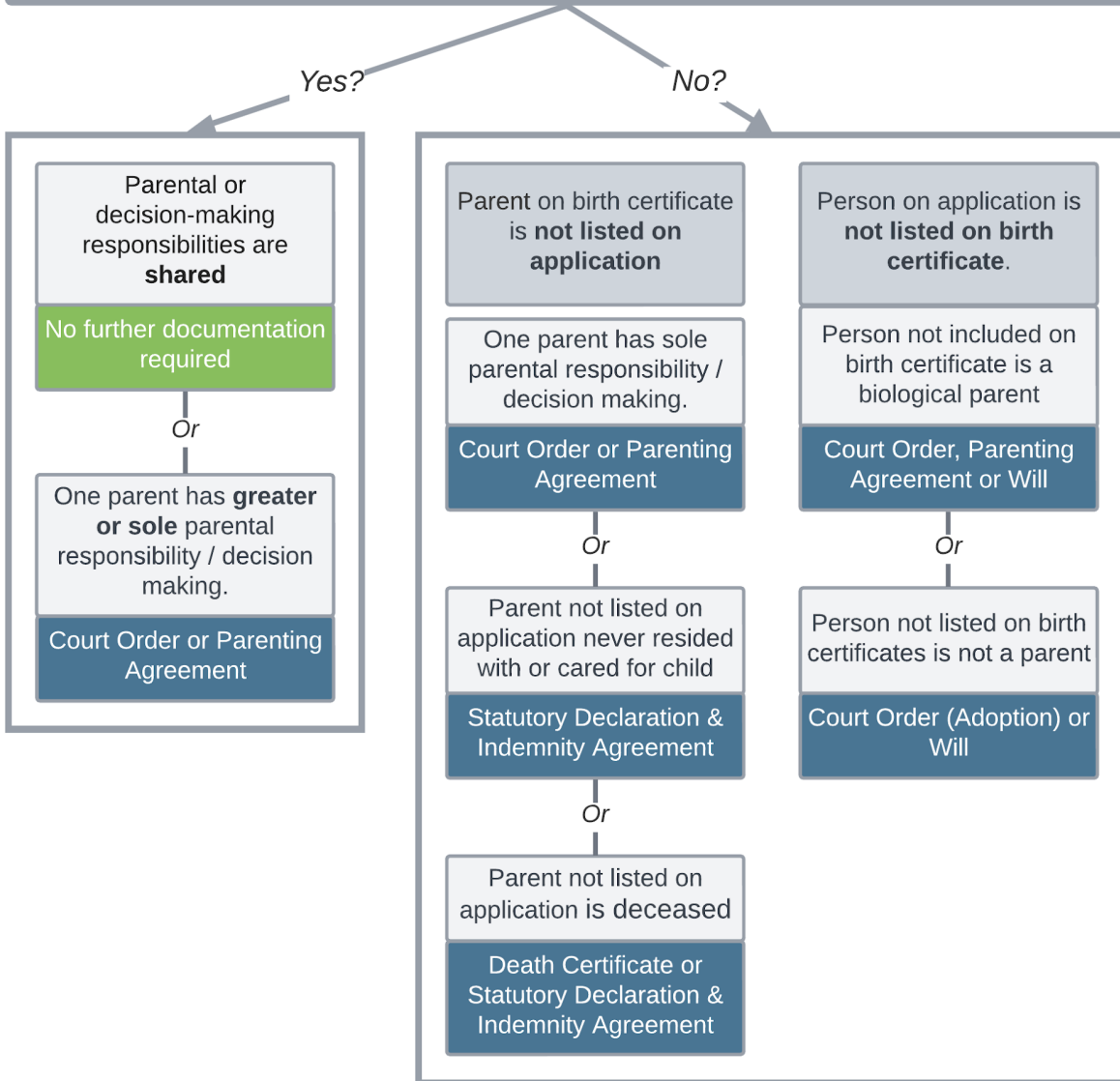
- 1.4.3. A statutory declaration - a written statement of fact signed and sworn or affirmed by the declarant, who is the person making the declaration. Statutory declarations provide evidence or proof of a fact or situation in various legal contexts.
- 1.4.4. Indemnity Agreement - a legal contract in which one party (the indemnitor) agrees to compensate and hold harmless another party (the indemnitee) from any losses, damages, or liabilities arising out of a particular transaction or event. An indemnity agreement aims to shift the risk of loss from one party to another and ensure that the indemnitee is protected in unforeseen circumstances.

Who Can Submit an Application for Enrolment?

An application may require additional supporting documentation.
Admissions can provide further information or clarification.

Key Question

Do the parent/guardian name(s) on the applicant's birth certificate align with the parent/guardian name(s) on the enrolment application in: a) number, and b) legal name?



1.5. Confidentiality

The Admissions Office protects privacy by limiting access to application materials to those employees of the School officially concerned with the admissions process.

Employees of the CHS Admissions Office understand that they may see, hear, and have access to confidential or sensitive facts, matters, documents, files, or other materials pertaining to applicants or the admissions process. Confidential or sensitive facts, matters, documents, files, and other materials are those that are not generally known to the public outside of the Admissions Office and become known to employees due to their affiliation with the office. As a result, Admissions Office employees agree to be bound by the following terms and conditions:

1. Will not discuss or disclose any confidential or sensitive fact, matter, document, file, or other materials acquired in the course of my duties for the Admissions Office to anyone outside of the Admissions Office.
2. Will not look at, examine, or retrieve any confidential or sensitive document, file, or other materials unless expressly authorized by an admissions staff member.
3. Will not copy any confidential or sensitive document, file, or other materials for personal use apart from duties for the Admissions Office.
4. Will store confidential and sensitive documents and data in a secure manner and location.
5. Will resolve all uncertainties in favour of preserving the confidentiality of such items and seek clarification from the Director, Enrolment & Admissions, before engaging in conduct that might jeopardize the confidentiality of such items.
6. Will agree that the confidentiality requirements as detailed in this agreement extend from the time of employment or volunteer service indefinitely into the future so long as the facts, matters, documents, files, or other materials are confidential or sensitive.
7. Will comply with the School's [Personal Information Privacy Policy](#).

1.6. Review Process

CHS is committed to continuously improving the quality and responsiveness of its admissions processes. This policy is reviewed annually by the Head of School, the Director of Admissions and the Senior and Junior School Directors. It is approved by the Board every three years or more frequently if necessary.

2. Application Assessment Criteria

2.1. Mission Appropriate Student

There is no typical Crofton House student'. EACH GIRL IS DIFFERENT from JK to Grade 12, and the School welcomes this uniqueness. We seek to enrol students who will flourish in the environment that CHS has to offer. As such, throughout the application process, the School looks for girls who display intellectual curiosity, resilience, creativity, kindness, empathy and

personal initiative. Considering these attributes, Crofton House School understands a mission-appropriate student in the following way.

A student with genuine intellectual curiosity and diverse interests, a strong commitment to embrace challenges and to grow, who can think creatively, who is socially ready and able to work collaboratively with others towards a common goal, who has the courage to be herself and to do the right thing, who is keen to make a positive contribution to the wider community; who will make the most of the resources available at CHS to become the best version of herself. Also, students seeking entry beyond ECE must thrive in a learning community where their teachers and peers will extend thinking beyond grade-level expectations and where learning will be fast-paced.

2.2. Grade-Specific Areas of Focus

Assessment areas of focus will include but are not limited to the criteria set out below for each grade:

Junior and Senior Kindergarten assessment criteria include:

- Social & emotional development
- Cognitive & language development
- Physical development & self-care
- Self-regulation & openness to learning
- Alignment of values, goals, and expectations between the family and the School

Junior School (Grades 1 to 7) assessment criteria include:

- Academic readiness
- Emotional Development & Social Responsibility
- Language Development & Communication Skills
- Executive Functioning & Critical and Creative Thinking
- Openness to learning and different perspectives
- Alignment of values, goals, and expectations between the student, family and School
- Motivation to attend CHS (Grades 6 & 7)

Senior School (Grades 8 to 12) assessment criteria include:

- Academic readiness
- Demonstrated commitment to extracurricular interests (arts, athletics, leadership, service)
- Emotional development & social awareness
- Language development & communication skills

- Executive functioning & creative thinking
- Overall potential to contribute to the CHS community
- Alignment of values, goals, and expectations between student, family and the School
- Motivation to attend CHS

3. Entry Points: Intake and Non-Intake Grades

3.1. Intake Grades

Intake grades are admission entry points when a fixed number of spaces are known at the start of the admission process. Intake grades at Crofton House School include:

- Junior Kindergarten (JK) - up to 25 spaces
- Senior Kindergarten (SK) - up to 15 spaces
- Grade 6 - up to 22 to 26 spaces
- Grade 8 - up to 40 to 44 spaces

3.2. Non-Intake Grades

The School *may* have additional spaces in non-intake grades. These places are typically confirmed in the Spring before the following academic year. As spaces become available for specific non-intake grades, applications for these grades will be reviewed.

In all grades other than JK, the total number of places on offer varies yearly, depending on the attrition of currently enrolled students and other circumstances.

3.3. Grade Placement

CHS places students into the grade that aligns with their age grade as of December 31.

= Intake Grade		
GRADE	AGE	BIRTHYEAR
JK	4	2020
SK	5	2019
1	6	2018
2	7	2017
3	8	2016
4	9	2015
5	10	2014
6	11	2013
7	12	2012
8	13	2011
9	14	2010
10	15	2009
11	16	2008
12	17	2007

3.4. Exceptions to Birth Year Grade Placement

Only in exceptional circumstances and where there is evidenced educational need, parents may request that the school consider admission to a grade other than the one that would correspond to the child according to the school policy. The parents must make the request to the Head of School in writing by December 1 and must be accompanied by supporting evidence. The school will decide within ten working days and will be communicated to parents by December 20. For further details, please contact the Admissions Office directly.

3.5. Application for Two Points of Entry

Families may not simultaneously apply for two entry points for the same child. Additionally, students who are unsuccessful in their application cannot reapply for the same grade in subsequent years.

4. International Students

4.1. Required Documentation for All Parents/Guardians

CHS only enrolls students whose parents/guardians have one of the following:

- Canadian Citizenship
- Permanent resident (PR) card
- Work or study visa
- Refugee status
- Diplomatic agent or official representative in Canada of a foreign government

Only in exceptional circumstances will CHS consider admitting international students, but only when:

- Prospective students already hold student visas, and
- When the parents have a visitor's visa, or
- When students are attending CHS under the sponsorship of the School.

In addition, the school will only admit students in British Columbia on student visas and residing in British Columbia with a parent or guardian. See "Residency of Parents/Guardians" in Section 13.0: Other Considerations.

5. School Tours and Open Houses

We recognize that families learn about CHS differently. As such, we do not track attendance at events to gauge interest. We encourage families to attend the events they feel they need to get the information about the school they seek.

Tours and Open House events offer a way for prospective applicants and their families to get to know the School and have questions answered. Tours take place between September and December. The dates for intake grade Open House events are:

- Junior & Senior Kindergarten: Saturday, November 4, 2023 (2 Sessions)
- Grade 6: Wednesday, October 25, 2023 (AM) and Wednesday, November 22, 2022 (AM)
- Grade 8: Wednesday, October 18, 2022 (PM); Thursday, November 9, 2022 (PM), and Tuesday, November 28 (PM)

6. Application Process and Requirements

7. Application Fees

The application fee varies depending on the entry point. There is an additional fee for applicants to the English+ program (Section 11).

- Junior & Senior Kindergarten, Grade 6 and Grade 8: \$350
- Junior School Non-Intake (Grades 1 to 5 & Grade 7): \$200
- Senior School Non-Intake (Grades 9 to 12): \$50
- English+ Assessment Fee: \$75


7.1. Application Deadlines

The application process spans from September to February, March or June, depending on the entry point. Applicants will be considered once all elements of the application have been submitted.

Application Opens

Application forms are posted online by September 1, 2023.

Application and Supplementary Files / [Secondary School Admissions Test \(SSAT\)](#) Deadlines

 = Intake Grade		
Entry Point	Deadline for Application to be Received by CHS	Deadline for all Supplementary Files including SSAT Results (Grades 8-12)
Junior & Senior Kindergarten	Friday, December 1, 2023	Friday, December 1, 2023
Grades 1 to 5 & Grade 7	Thursday, February 1, 2024	Thursday, February 1, 2024
Grade 6	Friday, December 1, 2023	Thursday, February 1, 2024
Grade 8	Friday, December 1, 2023	Thursday, February 1, 2024
Grades 9 to 12	Thursday, February 1, 2024	Thursday, February 1, 2024

7.2. Late or Incomplete Applications

Application and document submission deadlines are determined in the spring of the year before the enrolment season and published on the website by September 1st.

Late applications will only be considered in exceptional circumstances and only after all other applications submitted by the deadline have been considered.

Only complete applications will be considered.

7.3. Confidential Reference

The application form requests the contact information of a reference that (preferably) has taught the applicant. Private tutors or family members are not suitable references for this purpose. An electronic *Confidential Reference Form* will be sent directly to the referee from the School; the referee is not required to prepare a formal letter. No further references are needed, and any additional submitted reference letters will not be reviewed to ensure a fair and consistent admissions process for all applicants.

7.4. Full Disclosure

Upon application, parents must disclose any past disciplinary issues at previous institutions that resulted in missed days, including detentions, suspensions, and expulsions.

Applicant families must inform the School of any legal agreements that impact the guardianship of the applicant, including agreements that stipulate decision-making arrangements and/or residency of the applicant.

Any current or past psychological-educational (psych-ed) assessment or individual educational plan (IEP) that identifies or diagnoses a learning need is essential for the School to consider to ensure the school can support the recommended learning needs of the applicant.


7.5. Secondary School Admissions Test for Applicants to Grades 8 - 12

The [Secondary School Admission Test](#) (SSAT) is a standardized entrance test used by admission offices throughout North America to assess and compare applicants to their independent schools. The Enrollment Management Association administers the SSAT. Crofton House School considers the results of the SSAT in conjunction with other required components of the application.

The [SSAT website](#) provides more information and a link to register.


7.6. In-House Assessment Dates

The in-house assessment is an opportunity to see how applicants think and interact within a CHS context and with other applicants in their grade group. Designed and facilitated by CHS faculty, the assessment involves group and one-on-one activities designed to get to know each candidate as a learner. See the table below for current year dates. To be considered for admission, attendance is mandatory. Note: There is no in-house assessment for Grade 9-12 entry.

 = Intake Grade	
Entry Point	In-House Assessments
Junior & Senior Kindergarten	Saturday, January 13 and Monday, January 15, 2024
Grades 1 to 5 & Grade 7	Wednesday, March 13, 2024
Grade 6	Saturday, January 13, 2024
Grade 8	Monday, January 8, 2024 English+: Thursday, December 7, 2023 (4:30 pm TBC)
Grades 9 to 12	NA

7.7. Shortlist Notification and Interview Dates

All grade applicants, except for grade 6, are shortlisted for interviews;. All applicants will receive a notification to inform them of their shortlist status. For specific details on criteria considered in shortlisting candidates, see Section 8.3.

 = Intake Grade		
Entry Point	Date of Notification for Interview Shortlist	Date for Interviews of Shortlisted Applicants
Junior & Senior Kindergarten	Friday, January 26, 2024	February 9-28, 2024
Grades 1 to 5 & Grade 7	Thursday, February 29, 2024	April 15-26, 2024

Grade 6	NA (*Due to the calendar, grade 6 applicants will not be shortlisted for the 2024-25 applicant year)	November 24 to December 15, 2023
Grade 8	Friday, January 12, 2024	January 16 to February 7, 2024
Grades 9 to 12	Friday, March 15, 2024	April 29 to May 3, 2024

8. Evaluation of Applications

8.1. Contributing Sources of Information

All applicants are assessed individually and then evaluated holistically as part of a larger cohort.

Sources of information contributing to the application evaluation include the following:

	JK	SK	Grade 1 - 5	Grade 6	Grade 7	Grade 8	Grade 9 - 12
Report Cards			X	X	X	X	X
Confidential Reference	X	X	X	X	X	X	X
In-School Student Assessment	X	X	X	X	X	X	
Standardized Test Results						X	X
Student Interview				X	X	X	X
Family Interview (without students for JK to Grade 5)	X	X	X	X	X	X	X

8.2. Shortlisting of Applicants (Grade 1 to 12 Entry Points)

The School cannot accommodate all applicants for in-house assessments, interviews or admission. For this reason, the number of applicants is reduced by a shortlisting process involving members of the Admissions department and Admission Committees.

Shortlisting Events


There are three points in the admission process in which applications are shortlisted before moving on to the next part of the process.

- Prior to in-house assessments
- Prior to interviews
- Prior to “offer” decisions.

All applicants are notified of their status following each shortlisting event.

Mid-Process Shortlist Criteria

Section 8.3 outlines all sources of information considered when evaluating an application for a decision to make an admission offer. Not all sources are available or relevant when in the middle of the admission process. What follows is the information considered when shortlisting the applicant for the in-house assessments and/or interviews.

 = Intake Grade	
Entry Point	Criteria Considered When Shortlisting
Junior & Senior Kindergarten	For Interview: <ul style="list-style-type: none"> • In-house assessment
Grades 1 to 5 & Grade 7	For Assessment: <ul style="list-style-type: none"> • Most recent final report card (prior grade) • Most recent mid-year report card (current grade) For Interview: <ul style="list-style-type: none"> • In-house assessment results
Grade 6	No Shortlisting for 2023-34
Grade 8	For Interview: <ul style="list-style-type: none"> • Standard test results • Most recent final report card (prior grade) • In-house assessment results
Grades 9 to 12	For Interview: <ul style="list-style-type: none"> • Standard test results • Most recent final report card (prior grade) • Most recent mid-year report card (current grade)

8.3. Admission Committees

Responsibilities of Admission Committees

The Admissions Director and Assistant Director are responsible for assessing all applicants with complete applications.

Admissions is responsible for creating the first draft of a shortlist of applicants. The Admissions Committee reviews applicants on the shortlist for comments or modifications. The Admission Committee is responsible for approving the final shortlist.

The Admissions Committee will review each completed file following the shortlist.

Admission Committee Make-Up

The committee's makeup depends on the applicant's grade.

JK and SK Committee:	Head of School, Director of Enrolment & Admission, and Director of Junior School
Grade 6 Committee:	Head of School, Director of Enrolment & Admission, and Director of Junior School
Grade 8 Committee:	Head of School, Director of Enrolment & Admission, and Director of Senior School
Non-Intake Grades:	Head of School, Director of Enrolment & Admission, and relevant Director of Junior School or Senior School

9. Admission Decisions

9.1. Decision Types

There are three types of admission decisions:

- **Offer of Admission** - The student is offered admission for the next academic year, acceptance of which begins the enrolment process.
- **Waitpool** - The student meets general admissions criteria but is not offered admission in the first round of offers (Section 9.2).
- **Regret** - The student is not offered admission nor placement in the waitpool.

9.2. Wait Pool

The CHS Admission process is designed to determine which applicants will be most successful in our program, and that number is often much higher than the number of available spaces in each grade. A limited number of students are placed in a wait pool, students whom we cannot offer enrolment; however, we believe they would thrive at CHS.

If additional space becomes available in a specific intake grade, we will evaluate the students' applications within the wait pool in the same manner as the initial offers and make an offer of admission.

9.3. Deferring Enrolment

The School does not consider the deferral of enrolment of students in their first year, after which deferral is only approved in circumstances of hardship.

9.4. Re-Application

Families who do not receive an offer of admission at CHS may re-apply the following year.

Applications are not moved forward to future years by the Admission Office. The wait pool will be maintained up to August 31 annually. Applicants remaining within the wait pool are encouraged to re-apply.

The fee to re-apply is consistent with first-time applications.

Re-Application Fee for Intake Grades (SK, Grade 6 and 8): \$350.

Re-Application Fee for Junior School Non-Intake Grades: \$200

Re-Application Fee for Senior School Non-Intake Grades: \$50

10. WHAT'S NEXT? FROM ADMISSION TO ENROLMENT

10.1. Accepting An Offer of Admission

Applicants who receive an offer of admission have until a stated deadline to accept or decline the offer. The date applicants will learn of their status in terms of an offer is well advertised. Families should anticipate deciding to be prepared for the deadline.

Applicants who accept the offer of admission will immediately transition from the admission process to an enrolment process. As with admission, families must meet the enrolment process deadlines to ensure the School can return to the wait pool promptly should a space become available.

In addition, communication with applicant families shifts from a connection with the Admission department to one with the School as a whole.

10.2. Payment of Non-Refundable Fees

Following written acceptance of an offer of admission, new families begin the formal enrolment process by fully paying two fees, reviewed and approved annually by the CHS Board of Governors. Enrolment will only continue once these fees have been paid in full.

New Student Entrance Fee

The New Student Entrance Fee is a \$3,000 non-refundable, “one-time” fee due when accepting the offer of admission.

Returning students previously enrolled at Crofton House and left for a short-term leave (e.g. deferred year, TREK program) are exempt from the New Student Entrance Fee.

Tuition Deposit

A non-refundable \$2,000 tuition deposit is due when accepting the offer of admission. The tuition deposit amount will be deducted from the first tuition invoice.

Upon receipt of the tuition deposit, it is understood that the student is committed to the upcoming school year, with parents and/or guardians responsible for paying the full annual tuition fees.

10.3. Financial Agreement, Enrolment Terms and Conditions and Policies

Parents/guardians enrolling a child at Crofton House School must complete two forms by a deadline once the offer of admission is accepted.

Financial Agreement

A consideration for parents/guardians enrolling a child in Crofton House School is having a complete understanding of their financial obligations, the fulfilment of which is a condition for continued enrolment. The purpose of the Financial Agreement is to ensure Parents/Guardians fully understand their obligations and the associated terms and conditions.

Submission of Pre-Authorized Payment Form

Parents/Guardians who select payment of tuition in either three or seven instalments (optional for payment in one instalment) must submit a Pre-Authorized Payment Form and a void cheque to accountsreceivable@croftonhouse.ca by the deadline to complete the Financial Agreement.

Enrolment Terms and Conditions and Policies

Parents/Guardians are required to review and agree to the Enrolment Terms and Conditions and four enrolment policies, including:

- Crofton House School Code of Conduct;
- Responsible Use of Technology Agreement;
- Prevention of Bullying and Harassment Policy; and
- Online School and Faculty Directories: Access and Use Agreement.

10.4. Withdrawing Before School Starts

A family that has accepted an offer of admission and been enrolled (paid fees and completed enrolment forms) is understood to be committed to the School for the following academic year. To withdraw before the school year starts, written notice must be received by the Head of School and the Director of Admission. A Notice to Withdraw form will be provided to the family by the Director of Admissions. Once this form is completed and received, the Admission Office will confirm the student's withdrawal with an official letter of withdrawal to the family.

Tuition refunds for a withdrawal depend on the date by which written notification is received by the School. Full withdrawal details will be outlined to parents/guardians in the Enrolment Terms and Conditions and the Financial Agreement Terms and Conditions.

11. English+ (English Plus) Program

11.1. Program Description

[English+](#) (English Plus) is a five-year “course” designed for specific students in the Senior School who would be strong contributors to the CHS community, as well as benefit from additional training in English for Academic Purposes (EAP). This immersive and tailored program is designed for students whose first language is not English but who have had some schooling in or outside of Canada, where English is the language of instruction.

11.2. Program Application

Applications for this program are open to new Grade 8 students; however, students applying for Grade 9 (non-intake grade) will be considered in exceptional circumstances. During admission, applicants will self-identify their interest in the English Plus (English+) program within the CHS application.

Applicants take part in the admissions process assessments and sit an English proficiency assessment created by CM Global (\$75) and administered by Crofton House School in November to establish readiness for the program.

11.3. Enrolment Number

The program supports 8 to 10 students in each grade moving through the program as a cohort.

11.4. Program Fees

There is a fee of \$75 to complete the English+ Assessment as part of the English+ application process.

For students accepted to the program, in addition to the annual Crofton House [tuition fee](#), there is a one-time, non-refundable fee paid in the first year of the English+ program to cover the five-year course. The English+ fee is set annually by the Board of Governors and is published on the school's website. For further details about English+, contact the Admissions Office.

12. Financial Assistance (FA)

Crofton House is committed to building an inclusive community of talented, passionate, and extraordinary students from various backgrounds independent of financial circumstances.

Financial Assistance is based on demonstrated need determined through the FA application submitted online through Apple Financial Services. This financial assistance is renewable annually for students in good academic, social, and financial standing. Families must reapply annually through the online Apple Financial Services application form. Final decisions rest with the Financial Assistance Committee.

Support for tuition and full program experience is available to candidates who meet the CHS Admissions criteria and secure a place through a full or partial bursary to eligible candidates. At this time, *at the point of admissions*, financial assistance is available only to new students applying to Grade 8 who are Canadian citizens and students who are directly related to a specific School initiative.

For further details, please see www.croftonhouse.ca/fa

13. Additional Application Considerations

13.1. Complete Applications

Applicants will be considered for admission and entry to the School only when the application form has been completed, all supplementary information and documents submitted, and the non-refundable application fee paid. Incomplete applications will not be assessed or considered.

13.2. English Language Proficiency

CHS has established English language proficiency requirements for each intake grade. Except for English for Academic Purposes (EAP) in the English+ Program (Section 11), CHS does not provide ESL/ELL support. Applicants for whom English is not their first language must provide proof of English language proficiency (ELL Report).

13.3. Translation Support

Parents/guardians may require the support of a translator during their admissions interview. A translator must be booked when booking their interview, and one will be provided for them by CHS. Families may not use their own translators during the admission interview.

13.4. Accessibility for Applicants with Disabilities

CHS is committed to ensuring that its programs, services, and facilities are accessible to all applicants. CHS provides resources for applicants requiring assistance with various admission procedures.

All applicants to CHS are assessed for admission according to the exact requirements and standards. CHS will provide reasonable accommodation in the admission process to applicants with disabilities to allow them to show their ability to meet those standards and requirements.

It is the responsibility of the applicant to request accommodation in the admission process and to provide official documentation indicating what accommodation is required. Students possessing an Educational Psychologist assessment or an Individual Education Report (IEP) must submit these with their application.

Where the accommodations required would cause undue hardship to the School to reasonably provide for them, or where the School does not have the capacity to take on an additional student who requires accommodations without undue hardship, the School reserves the right to withdraw the offer of enrolment.

13.5. Request for Virtual Version of In-House Assessment

Junior Kindergarten to Grade 5 and Grade 7

There are no virtual assessments for grades JK through grade 5 and grade 7. Families must attend the In-House Assessment to be considered for enrolment.

Grades 6 & 8

The School has limited capacity to conduct virtual in-house assessments. Grade 6 & 8 applicants who cannot attend will be considered for virtual assessment based on submitted report cards and confidential references. Those invited for virtual assessment will continue to be considered for interview shortlisting.

13.6. Misleading or False Information

Applicants who have submitted an academic record such as a transcript, SSAT Score, or Report Card that has been falsified, tampered with or modified in any way or who have provided false information to any CHS Admissions member or faculty member will not be considered for admission to CHS. Students enrolled in the School based on fraudulent information documentation may be removed/withdrawn from the School.

13.7. Agents

CHS accepts applications directly from interested parents and/or legal guardians and does not work with agents or agencies. CHS may communicate with agents who represent Recruitment and Relocation Agencies with clients inquiring about CHS until communication with the prospective family is established and an application is submitted. At that point, all communication regarding a candidate will be done directly with the parent(s) and/or legal guardians. CHS will not communicate with third parties about any aspect of a candidate's status or application

13.8. Gift Policy

It is the School policy that during the Admissions process, the School, faculty and staff members cannot accept gifts from or socialize with prospective families.

Donations, or capacity to give, are not considered when making admission decisions.

Crofton House School would not be the school it is today if not for the generosity of our parents and the wider Crofton House community. A family's ability to financially support the school is not a criterion for admission.

13.9. Residency of Parents/Guardians

Crofton House School is shaped and defined by its community, students, parents, staff, and alumnae. Parents/Guardians are expected to be active and engaged participants in the community, be connected to School events and celebrations, and, most importantly, share their daughters' experiences. This relationship is impossible when parents/guardians live separately from their daughters.

Crofton House School does not enrol students whose residence in British Columbia is with someone other than a parent/guardian. This includes students residing with individuals named a "custodian," according to [Immigration Canada](#). The exception to this practice includes students whose enrolment is sponsored by the School.

The School does not enrol students residing in British Columbia in a "[Homestay](#)" arrangement.

13.10. Priority Consideration

We value our Community and understand for many families, it is desirable to keep siblings together. Therefore, when all else is equal, priority will be given to a student who:

- Has a sibling attending CHS
- Has a sibling who has recently enrolled in CHS
- Is the sister, daughter, or granddaughter of an alumna
- Is the child of a current CHS employee