Appendix 1 - Student Placement Procedures

IEA Policy on admission ages: A child must be five years old by the 31st of March in the year of commencement to be eligible for primary school enrolment.

Within the International Education Agency, Prep represents the first year of formal Primary Education. Placement of incoming students is based upon a combination of age and previous school experience.

Where a student has less than usual school experience for their age they may be placed in an alternative grade.

LIS uses a policy of age-based placement so that children are in classes of socially and emotionally similar students. Please refer to the following chart to see which class your child will be enrolled into.

School systems around the world vary greatly in regard to admission age and birth date cut off ages.

Important - Students transferring from other school systems will be placed in the appropriate class according to the LIS/IEA policy and NOT based upon policies or practices employed in other schools.

Please indicate your child's age on April 1st by ticking the appropriate box

Early Learning Centre AGE on 1ST April - Please Tick box		
Age	**Tick**	**Class**
Less than 3 years old		Young Tots(ELC)
3 Years old		Older Tots (ELC)
4 Years old		Preschool (ELC)

NOTE:

We only consider the enrolment of students into our ELC:

1. Toddlers class when they reach 18 months old.
2. When completing an 'in class' assessment to ensure that they are able to settle into the routine and be independent from parents.This assessment may last up to 2 weeks.

Primary & Secondary School AGE on 1st April

Age	Tick	Class	Age	Tick	Class
5 Years old		Prep	12 years old		Grade 7
6 Years old		Grade 1	13 years old		Grade 8
7 Years old		Grade 2	14 years old		Grade 9
8 years old		Grade 3	15 years old		Grade 10
9 years old		Grade 4	16 years old		Grade 11
10 years old		Grade 5	17 years old		Grade 12
11 years old		Grade 6			

Child's full name: _____

Date of birth: (d)_____(m)_____(y)_____

Proof of date of birth documentation provided (one of the following):

Passport ☐ **Birth Certificate** ☐ **Medical Record** ☐ **Other** ☐ **(specify)** _____

I also certify that the information provided by me is accurate and that documentary proof of my child's age has been provided. I have read, understand and agree to the policy regarding entry age and grade placement and that the placement of students with the LIS programs will be undertaken according to the current school policy. The Principal is the named person responsible for administering this policy and for allocating students to appropriate classes within the current policy guidelines.