Lincoln International Academy Admissions Policy

Lincoln International Academy develops two general admission processes per year for the Lower Playgroup, Upper Playgroup, and Pre-Kindergarten levels, during the months of April and May. It also maintains a permanent admission process throughout the year from Kindergarten to Tenth grade, should vacancies be available. These admission processes are the same for both school campuses Lo Barnechea and Chicureo .

1. NUMBER OF VACANCIES OFFERED AT EACH LEVEL.

a. **General process for Playgroup and Pre-Kindergarten: vacancies will be announced three weeks before the application process begins.**

b. Permanent process for Kindergarten to 10th grade: vacancies will be informed upon direct request from interested applicants.

2. GENERAL ADMISSION CRITERIA.

Lincoln International Academy invites all families, regardless of their composition, who are interested and willing to share and commit to the School's educational project and actively collaborate in the education and development of their children. Through a transparent, objective, and respectful process for participants, Lincoln International Academy looks beyond the student as an exclusive individual, seeking committed families aligned with the philosophy and values that the School aims to instil in its students: love, joy, honesty, respect, responsibility, discipline, and perseverance. In the admission process, families will be evaluated as a whole: parents, guardians, and students.

3. **PRIORITY IN ADMISSION.**

For Upper Playgroup, students from the school's Lower Playgroup will have priority in admission.

For all application processes, priority in admission will be given first to siblings of current students, then to children of Lincoln International Academy alumni, and finally to children of school staff.

It should be clarified that this priority does not guarantee a spot but only provides preference in cases of equivalent admission results.

The admission of a student to any of the Playgroup levels at Lincoln International Academy does not assure or guarantee enrolment for Pre-Kindergarten at the School. All applicants for Pre-Kindergarten must comply with the corresponding admission process established for that level.

4. **APPLICATION DEADLINES AND RESULTS PUBLICATION DATES.**

a. **General processes for Playgroup and Pre-Kindergarten:** will take place during the months of April and May. Precise dates will be communicated in due course. Results will be communicated directly to all applicants (acceptance and non-acceptance responses) via email within a maximum of 15 business days after the end of the application process. They will also be published at the main entrance of each school campus.

b. **Permanent process for Kindergarten to 10th grade:** interested parties can apply throughout the year, and the process will commence if vacancies are available. Results will be communicated directly to all applicants (acceptance and non-acceptance responses) via email within a maximum of 15 business days after the end of the application process.

Accepted applicants will directly receive information regarding enrolment deadlines and processes.
Guardians of those not admitted will receive, upon request within 15 days of notification of the application response, a report with their test results, signed by the person in charge of the establishment's admission process. Copies of the completed evaluations will not be provided.

5. **APPLICANT REQUIREMENTS, BACKGROUND, AND DOCUMENTATION TO BE SUBMITTED.**

a. General processes for Playgroup and Pre-Kindergarten.

Age Requirements:

For Lower Playgroup, the applicant must have completed 2 years of age by March 31st of the year of application, to enter the school.

For Upper Playgroup, the applicant must have completed 3 years of age by March 31st of the year of application, to enter the school.

For Pre Kinder, the applicant must have completed 4 years of age by March 31st of the year of application, to enter the school.

Background and Documentation to be submitted:

i. The guardian/parent must complete the form available online on the School's website.

ii. Applicant's birth certificate.

iii. Applicant's personality report.

iv. For applicants with diagnosed special educational needs or external therapies, updated reports are requested.

b. Permanent admission process from Kinder to 10th grade.

Age requirements: applicants must meet the age requirements mandated by the ministry of education for the level they are applying for.

Due to our curriculum, starting from the second year of high school, applicants must come from a school that is part of the network of schools associated with the International Baccalaureate IB.

Academic and language requirements for applicants:

- Minimum required GPA is 6.0 (average of the following subjects:
- Spanish, English, Mathematics, Social Sciences, Natural Sciences) or the equivalent for international applications.
- English language proficiency at a bilingual school level for the grade applying for.
- Spanish language proficiency starting 7th grade and mastery of the language at a bilingual school level from 8th grade on, for all applicants whose mother tongue is not Spanish.

Documentation to be submitted:

- The guardian must complete the form available online on the School's website.
- Applicant's birth certificate.
- Applicant's personality report.
- Academic reports for the last two completed school years (see considerations below depending on the country of origin).
- For applicants with diagnosed special educational needs or external therapies, updated reports are requested.

National Applicant

Applying to enter in the 1st semester of the academic year:
• Applicants must submit school documentation for the last two completed years: grade reports issued and stamped by the educational institution of origin. • If the student is admitted during the first semester, the grades obtained at the previous institution will not be considered.
Applying to enter in the 2nd semester of the academic year:
- Must submit school documentation for the last two approved years: Grade reports issued and stamped by the educational institution from which the applicant comes. - To evaluate the first semester of the current year, the grades obtained by the applicant in their home school will be considered. The home school will be responsible for registering these grades in the General Student Information System (SIGE), and these grades will be reflected in the student's final average at the end of the year. - To evaluate the second semester of the current year, the grades obtained at Lincoln International Academy at the time of enrollment and completion of the semester will be considered.

Foreign Applicant

Applying to enter in the 1st semester of the academic year:

If coming from a country with which Chile has an agreement, courses previously completed in the country of origin must be validated by the national authorities. The certificate and/or diploma of the last completed course must be duly apostilled for countries that are members of the Hague Convention, or legalized, as applicable, for those countries that are not.

For more information, please review: https://www.ayudamineduc.cl/ficha/reconocimiento-y- convalidacion-de-estudios-basicos-y-medios-no-profesionales-realizados-en-el

In the case of coming from a country with which Chile does not have a validation agreement:

- It will not be necessary to comply with the previously described procedure.
- The family must present their school documents, duly legalized, to the school.
- The school will request a provisional enrolment from the Ministry of Education while the study validation process is underway.
- In case of entering a secondary education course and considering the importance of grades for admission to Chilean universities, LIA will prepare a Grade Report for the years of secondary education not completed in Chile, through an internal validation process. This will be presented to the Ministry of Education of Chile to be considered as part of their grades when applying to Chilean universities.

Apply to enter in the 2nd semester of the academic year:

- The family will receive guidance on which documents to validate or present to the Ministry of Education depending on the grade the student is entering.
- The admitted applicant will complete the second semester at LIA, and the grades obtained will be considered for the entire school year.

The applicant student may be called for an in-person interview with the Admissions Department or the School Directorate.

6. **TYPES OF TESTS IN WHICH APPLICANTS MUST PARTICIPATE.**

a. **General processes for Playgroup and Pre-Kindergarten.**

Applicants: group session where socio-emotional, language, fine motor, and psychomotor skills will be observed. The following is observed in the activities in which applicants participate:

- **Language**: This item distinguishes between word articulation and oral expression, which are observed individually. The applicant is expected to demonstrate an appropriate language level for admission to the bilingual Pre-Kindergarten program at Lincoln International Academy, both in articulation and oral expression.
- **Visuomotor Coordination and Fine Psychomotor Skills**: The applicant will be required to individually complete an activity involving a graphic representation. The expected level for admission to Pre-Kindergarten at Lincoln International Academy will be considered achieved when the applicant is able to represent the requested task through drawing.
- **Following Instructions and Focus in Group and Individual Activities**: The applicant will be asked to complete the proposed activity individually, and their adherence to the instructions, as well as their level of focus, will be evaluated.
- **Interaction with peers through play**: In a play context, the applicant's approach to and relationship with other children will be observed.

Parents and/or Guardians:

a. Complete the form on the School's website.

b. Interview of parents and/or guardians with the school's admissions team.

c. Complete the application form and pay the admission process fee. Criteria to be evaluated in the aforementioned instances:

- General behavior throughout the entire Admission process
- Active participation of parents and/or guardians in upbringing
- Family commitment to their role as educators
- Alignment with the educational project and internal regulations of the School
- Alignment with the school's values

- Respect and promotion of diversity,
- Mandatory attendance of parents and/or guardians at all stages of the admission process to which they are summoned.

b. Permanent process from Kindergarten to 10th grade.

Applicant must take tests in the following subjects:

- Mathematics, written assessment.
- Language, written assessment.
- English, oral and written assessment.

The assessments will correspond to the grade level for which the applicant is applying.

(In the case of Kinder applicants, there is a single assessment that includes the areas of the three main subjects: language, mathematics, and English).

The minimum expected performance required to continue with the admission process is 90% achievement in each evaluated area. Applicants whose academic language is not Spanish must obtain a minimum of 60% in their Language and Communication assessment in order to proceed with the admission process.

Parents and/or Guardians:

a. Complete the form on the School's website.

b. Interview of parents and/or guardians with the school's admissions team.

c. Complete the application form, and pay the admission process fee.

Criteria to be evaluated in the previous instances:

- General behavior throughout the entire Admission process,
- Active participation of parents and/or guardians in student's upbringing
- Family commitment to their role as educators
- Alignment with the School's educational project and internal regulations
- Alignment with the school's values,
- Respect and promotion of diversity,

- Mandatory attendance of parents and/or guardians at all stages of the admission process to which they are summoned.

The School does not provide applicants with the assessment instruments used in the admissions process. However, upon written request from the interested parties, a report detailing the achievement percentages obtained in the assessments may be issued. The School has established a maximum period of 15 business days after the publication of results to request this information; beyond that period, the information will no longer be available.

7. WAITING LIST

a. General processes for Playgroup and Pre-Kinder.

Following the application process, a list of accepted students for enrolment will be published. The applying guardians will be notified so they may confirm the enrolment with the School's Finance Department within a designated period, which will be communicated at the time the admission results are released. If, after this period has elapsed, there are still available spots, the School will contact families in order of results to offer the vacancy. This process will conclude once all vacancies have been filled.

b. Permanent process from Kinder to 10th grade.

Guardians who wish to apply to the School must first inquire about the availability of vacancies for the grade level to which they are applying. If vacancies are available, the admission process will proceed as normal. If no vacancies are available, applicant parents may still request that their children be evaluated; in such cases, they must comply with all general requirements and stages of the process.

If the student is admitted, they will be placed on a waiting list, and the School will inform the parents when a vacancy becomes available. If no vacancy opens during the academic year, the student must reapply and participate in the admission process for the following year

8. FEE AND CONDITIONS FOR PARTICIPATING IN THE PROCESS.

All admission processes at Lincoln International Academy (general and permanent) have an associated fee of 1.5 UF.

Important information regarding payment: The admission process fee is non-refundable. Consequently, if an applicant, after the process is completed, is not admitted to the College, no refund will be made for the amount paid for participation in the process.

Similarly, no refunds will be made for this item if an applicant withdraws, for any reason, from participating in the process at any point between payment and the end of the admissions process.

9. **EDUCATIONAL PROJECT OF THE INSTITUTION.**

You can review it at www.lintac.cl