

Antioch School Manila Admissions Procedure

A. AGE ELIGIBILITY for EACH GRADE LEVEL (by July) and GENERAL REQUIREMENTS

PRESCHOOL	TODDLER	NURSERY	PRE- KINDER
	2 years old	3 years old	4 years old
KINDER	5 years old <i>Students who will turn 5 by September 30, may be accepted after completion of requirements prescribed by the Department of Education. (See below: C. Additional Requirements)</i>		
ELEMENTARY and HIGH SCHOOL	GRADE 1	GRADES 2-10	
	<ul style="list-style-type: none"> ➤ 6 years old ➤ Presently enrolled in or has completed Kinder (with LRN) <i>Students who completed the Kinder program but without LRN, see below (C. Additional Requirements)</i>	<ul style="list-style-type: none"> ➤ Has satisfactory grades in all subjects ➤ Academic Average of at least 80% ➤ Has satisfactory conduct 	
CHILDREN WITH SPECIAL NEEDS	<ul style="list-style-type: none"> ➤ Secure letter from School addressed to child's Developmental Pediatrician ➤ Secure a written recommendation from the Developmental Pediatrician that: <ul style="list-style-type: none"> ○ Child is recommended for regular class (class with typically-developing children) ○ If regular class, with recommended level (may not be necessarily in the same age group) ➤ Provide school with Developmental Pediatrician's initial and subsequent reports and other specialists' most recent reports (OT, ST, PT, etc.) Inquire further about the School's Inclusion Program.		

B. ADMISSION PROCEDURE

Priority admission is given to current students followed by siblings and all other applicants. All other placements are made on a first come, first served basis and the School reserves the right to only accept students who meet the requirements for admission.

STEP 1. Inquiry and school visit

The initial visit will include a school tour and you will be provided with the basic school information. Administration personnel will entertain inquiries.

STEP 2. Schedule a sit-in and meeting with Grade Level Coordinator or School Director

A sit-in is an opportunity for families to observe how classes are conducted. A sit-in may be done on the same day as the school visit (Step 1), provided that you have scheduled ahead. *Walk-ins will not be allowed to sit in.* Sit-in is for the child and parent.

For Preschool:

This is the last step of the Admissions Process. No assessment is required for incoming preschool students. If you are decided to enroll, proceed to Step 5.

STEP 3. Complete requirements

List of Requirements will be sent via email. Submission of requirements is necessary before an initial assessment will be scheduled.

STEP 4. Secure an assessment schedule and take the assessment on the scheduled date and time.

Student's eligibility for enrollment would be determined after review of documents and results of assessment. Families will be contacted via email with an acceptance letter 1-week after. Follow up may also be made via phone call at 739-0023 during office hours.

STEP 5. Make a reservation to secure a slot.

Classes have limited slots therefore parents are recommended to make a reservation. The reservation fee is non-refundable but is deductible from tuition.

Admission for Kinder, Grade 1 and transferees begins in October. For all other levels, we open in January.

STEP 6. Enrollment

Enrollment packets will be given in May, which will include forms to be accomplished and list of school kit. Forms and kits should be submitted on or before June 1.

C. ADDITIONAL REQUIREMENTS

- 1) **Age for Kinder:** a student who will turn 5 by September 30 on the year of application may be accepted into the Kinder program as long as he has completed the requirements given by the Department of Education:
 - a. Passed the Philippine Early Childhood Developmental Checklist to be administered by the School.
 - b. Approval from the Department of Education Superintendent.
- 2) **Grade 1 applicant without LRN:** students who have completed the Kinder Program but do not have LRN
 - a. Proof of processing of Philippine Validation Test for Kinder Level
- 3) **Children with Special Needs**
 - a. Sit-in period
 - b. Preschool policy
 - c. Inclusion program agreement (for Grade School)