



**CAYMAN PREP AND HIGH SCHOOL**  
**(Owned and operated by the United Church in Jamaica and the Cayman Islands)**

**ADMISSIONS POLICY AND PROCEDURES**

**POLICY**

Cayman Prep & High School (“CPHS” or the “School”) is a co-educational primary and high school catering to students from Kindergarten to Year 13. Established in 1949 by the United Church in Jamaica and the Cayman Islands, CPHS is firmly rooted in Christian principles. The School offers a challenging and stimulating educational curriculum based on the British system. The School encourages all students to uphold its core values, become creative thinkers, responsible citizens and lifelong learners.

The School’s curriculum is challenging, its expectations are high and all students are encouraged to reach their full potential. CPHS accepts students only on the basis that their educational needs can be met and that they will benefit from our educational programme.

CPHS has a diverse student body and welcomes applications from all denominations, cultures and communities. For those registrations (i.e. application and payment of \$300 non-refundable registration fee) received (as defined herein) by October 31st of the year prior to enrolment, priority placement on the admissions wait list is given, in the order of receipt, in the order indicated below, to:

1. Children who are Members, or who are children or grandchildren of Members of the United Church, in good standing
2. Children of active adherents of the United Church
3. Children of current permanent staff of the School
4. Children who have a sibling in the School
5. Children who have previously had sibling/s in the School
6. Past students and children of past students of the School
7. Others in order of receipt of completed application form and specified registration fee.

Eligibility under multiple criteria does not advance priority beyond that established above.

Registrations received after October 31st will be considered in order of the date the application form and \$300 non-refundable application fee is received regardless of their ‘status’ in relation to the priorities listed above.

**ADMISSION PROCEDURES**

The procedures involved in registering each child are as follows:

1. Completion of the online Application Form. If required, hard copies are available from each school office and can be scanned and emailed to: Primary School: psadmissions@cayprep.edu.ky or High School: hsadmissions@cayprep.edu.ky
2. Each application requires payment of a non-refundable \$300 application fee. The date this fee is received is used to prioritise applications that do not meet the priority criteria.
3. The following documents are to be submitted with each Admissions Application Form:

<b>Document</b>	<b>Primary School</b>	<b>High School</b>
Copy of birth certificate or Passport	With Application	With Application
Proof of Priority if applicable – Church Letter	With Application	With Application
Recent headshot of the applicant (can be emailed in JPEG format)	When requested	With Application
Relevant reports such as reports from a Psychologist/Speech and Language Therapist/Occupational Therapist/Counsellor or other support services	When requested	With Application
Preschool report	When requested	Not required
Previous School reports, one being the last one issued and the previous end of year report (for admission to Years 1 – 10)	When requested	With Application

CPHS reserves the right to request other documentation as it may require, in its discretion:

- o to assist in assessing an applicant’s ability or suitability; and/or
- o to satisfy itself as to the legal status of a student’s parent and/or guardian with respect to the care and control of the student and/or decisions regarding the student’s education.

**ADMISSION PROCESS - KINDERGARTEN**

Children must be four years of age before 1<sup>st</sup> September in the school year in which they enter Kindergarten. Children who turn 4 between July 1<sup>st</sup> and August 31<sup>st</sup> have the option, or maybe recommended, to delay their registration process into Kindergarten until the next academic year.

- Admissions registrations are reviewed and listed according to the admissions priority as outlined.
- The Admissions Secretary will confirm receipt of the application and any supporting documentation as outlined in the documents required and will contact the parents for an observation request, where appropriate.
- After a successful review of all documents and if applicable, the observation recommendations, an offering letter (the “Offer Letter”) will be sent to parents/guardians inviting them to indicate whether or not they wish to accept the place for their child. A copy of the School’s Terms and Conditions form (the “Terms and Conditions”) will be enclosed.
- Parents/guardians must reply before the stated deadline. In order to secure the place, they must:
  - o Pay a non-refundable place deposit of CI \$600 on acceptance of the place. This is deductible from the first term’s tuition
  - o Sign and return the Terms and Conditions accepting admission to the school.
- Failure to pay the non-refundable place deposit and return the signed Terms and Conditions within the deadline

stated in the Offer Letter will result in the offer being withdrawn.

- An in-class visit is mandatory for any students starting during the Kindergarten school year.

#### **ADMISSION PROCESS - YEARS 1 TO 6**

- The Admissions Secretary will confirm receipt of the application and any supporting documentation as outlined in documents required. Parents will be advised if there is currently space available and if so an evaluation date and time will be set. Otherwise, parents will be advised there is no space available and their child will be added to a waitlist. They will remain on the waitlist until such time as a space is available and we reach their name on the list. An offer to continue the Admission Process will be sent at this time. Should the offer not be accepted, the School will allow the application to roll to another year group only once without incurring an additional \$300 application fee. This request must be made in writing. If a school place is declined or rolled more than once, the applicant will be removed from the process and must restart with a new application and \$300 fee.
- The School reserves the right to contact previous schools for further information. All information will be treated in the strictest confidence.
- In addition to the written evaluation, an in-class visit and evaluation may be requested.
- The Admissions Panel will meet to review the results and agree on a recommendation.
- Within ten working days of the evaluation/observation, the Admissions Secretary will write to the parents of the candidates to advise them of the decision.
- If a place is offered, a non-refundable place deposit of CI \$600 is payable on acceptance of the place. This is deductible from the first term's tuition fee. The Terms and Conditions must be signed and returned to the Admissions Secretary. Failure to pay the place deposit within the deadline stated within the Offer Letter will result in the offer being withdrawn.
- On acceptance of the place, an admissions package will be sent to the parents.
- If the admission process is not successful, a further email will be sent outlining reasons why the admission was not successful and include any recommendations made by the Admissions Panel.
- An applicant may go through the admission process a maximum of twice, before being removed from our list.

#### **ADMISSION PROCESS - YEARS 7-10**

- The Admissions Secretary will confirm receipt of the application form and fee and any supporting documentation. Parents will be advised of an evaluation date and time.
- After the evaluations, the Admissions Panel will meet to review the results and agree a recommendation. A decision will be received within ten working days of sitting the evaluation.
- Any offer of a place is dependent on space being available and the applicant meeting the evaluation criteria. This offer is only valid for the school year for which they are tested.
- If a place has been offered, a non-refundable place deposit of CI\$600 is payable on acceptance of the place in writing along with the signed Terms and Conditions. This CI\$600 is deducted from the first term's tuition fee. Failure to pay the place deposit within the deadline stated within the Offer Letter will result in the offer being withdrawn.
- If a space becomes available and the parents decline the place, parents have the option to let the application roll to another year group only once without incurring an additional \$300 application fee. This request must be made in writing. If a school place is declined or rolled more than once the applicant will be removed from the process and must restart with a new application and \$300 fee.
- If space does not become available in the year group, all applicants that were offered a place based on space becoming available will be contacted and offered the opportunity to test again for the next academic year. They will not incur an additional \$300 fee. Their place offer does not automatically roll to the next academic year.

- The School reserves the right to contact previous schools for further information. All information will be treated in the strictest confidence.

### **ADMISSION TO YEAR 11**

We do not accept applicants to Year 11.

### **ADMISSION TO YEAR 12**

A completed Sixth Form application form is required from all students wishing to enter Sixth Form, including those currently enrolled in the High School. The Admissions Secretary will confirm receipt of the application. Candidates will be made a conditional offer based upon successfully attaining the expected examination results for their subject choices. A registration fee of \$300 is not required with the Sixth Form Application.

- Evidence of external examination results from the examination board must be submitted to the High School office immediately upon receipt, along with their Government Scholarship Letter, if applicable.
- A placement interview may be requested by the school.
- Examination results are reviewed by the Head of Sixth Form and the High School Principal. Places are offered based on results achieved and the available places on each course.
- If a candidate achieves overall entry requirements but fails to achieve the grade required for a course, the recommendation for placement on that course lies with the Head of Sixth Form.
- The Admissions Panel meets to finalise decisions, places are offered according to availability and examination results.
- The final decision is communicated to the parents.
- The Terms and Conditions must be signed and returned to the Admissions Secretary. Every parent should discuss fees with the Business Office to complete the registration process.

### **Children with Special Educational Needs**

In accepting a student with Special Educational Needs (“SEN”), the School is acknowledging that it is able to offer adequate and appropriate educational provision that will meet the needs of that student.

The parent of a student who has an identified SEN must submit, with the application form, their child’s most recent psychologist and/or specialist report(s). This will allow us to ensure, prior to a place being offered, that we have the necessary resources available to support the learning needs of the student. The School cannot guarantee that appropriate support or examination accommodations will be available if the report of a psychologist / specialist is not disclosed prior to admission.

Students with SEN who are transitioning from the Primary School into the High School will be informed of the support provisions available in the High School. The School and Parents will then be able to liaise and make an informed choice regarding the child’s educational options.

For students who intend to transition from the Primary School to the High School with the support of an Externally Employed Student Support Teacher, it is important to note that a place can only be offered at the High School if this additional support continues to be provided by the parents and that it is provided for however long it is deemed necessary by the school.

## **School Fees and Bursaries**

School fees are reviewed annually by the Board of Governors. The current fee structure is obtainable from the School's website or the Admissions Secretary at either School office.

### **Bursaries**

A limited number of partial, short-term bursaries may be available for families in financial stress.

- Parents may apply for a bursary if their child has been enrolled at the School for twelve months or more.
- Applications are accepted on an annual basis per the deadline stated on the annual Tuition Fees letter.
- Applicants are required to submit a bursary application to the Business Office. Confidentiality is always respected.
- Bursary applications are reviewed by a sub-committee of the Board of Governors who will inform the applicant of its decision in writing
- Bursaries are only granted for a given academic year
- The granting of a bursary in one academic year is not a guarantee of the bursary continuing into the next academic year.