



Cayman Prep & High School

Whole School Admissions Policy and Procedures

School Mission Statement:

At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our Children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".

Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

Contents:

This policy

- A. Applications
- B. Admissions Procedures
- C. Admissions Process for each year group
- D. Children with Educational Needs (SEN)
- E. School Fees and Bursaries
- F. Appendix 1
- G. Appendix 2

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, this decision will be made following a visit to CPHS (or in the case of entrants into KG – it may include a visit to the Nursery or Pre-School) to meet your child and evaluations that take place.

A. APPLICATIONS

CPHS has a diverse student body and welcomes applications from all denominations, cultures and communities. For applications, including 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 waitlist is given, in the order of receipt, and as 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.

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

B. ADMISSION PROCEDURES

The procedures involved in registering each child are as follows:

1. Completion of the online Application Form [click link here](#).
2. Each application requires payment of a non-refundable \$300 registration 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 scanned and included with each Admissions Application online Form:

Document	Primary School	High School
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	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 required:

- 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.

C. ADMISSION PROCESS

Children are accepted into and educated in their age-appropriate year group, according to the Ministry of Education guidance entitled Children Educated Out of Year Group Policy at <https://cigarchives.gov.ky/publication-detail/children-educated-out-of-year-group-policy> and the table in Appendix 1. In Cayman Prep and High School, children start their school journey in Kindergarten. Compulsory Education begins at the age of 5, when a child would begin Year 1, if they have turned 5 between 1st September and 31st August, prior to entering Year 1.

KINDERGARTEN

Children must be four years of age before 1st September in the school year in which they enter Kindergarten. We have 72 Kindergarten spaces to offer. Applications are reviewed and ordered according to the admissions priority as outlined in Section A.

- Parents may register their interest in CPHS and apply for a waitlist for their child at any time prior to them starting school. See Appendix 2 for clarity of year group registration
- As we reach your child's name on the wait list, the Admissions Officer will contact parents to request the supporting documentation as outlined in Section B.
- After a successful review of all documents a visit will be made where possible to observe the child in their current educational setting. If a child is not in an educational setting, they will be invited into CPHS for an evaluation.
- If applicable, an 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 the letter.
- In order to secure and accept the place, parents/guardians must:
 - Pay a non-refundable place deposit of CI \$600, which is deductible from the first term's tuition
 - 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 trial session is mandatory for any students starting mid-way through the Kindergarten school year.

PRIMARY - YEARS 1 TO 6

- The Admissions Officer will confirm receipt of the application form and registration fee, and any supporting documentation as outlined in Section B. Parents will be advised if there is currently space available and if so an evaluation date and time will be set.
- If there is no space available parents can request to add their child to the 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 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.
- Waitlists are reviewed regularly for each year group.
- 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, the Admissions Officer will write to the parents of the candidates to advise them of the decision.
- If applicable, an 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 the letter.
- In order to secure and accept the place, they must:
 - Pay a non-refundable place deposit of CI \$600, which is deductible from the first term's tuition fee.
 - 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 within the Offer Letter will result in the offer being withdrawn.
- 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 the waitlist.

HIGH - YEARS 7-10 (We do not accept admissions into Year 11)

- The Admissions Officer will confirm receipt of the application form and fee and any supporting documentation. Parents will be advised if there is currently space available and if so an evaluation date will be set.
- 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 evaluated.
- If applicable an 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.
- Parent/guardians must reply before the stated deadline in the letter.
- In order to secure and accept the place, they must:
 - Pay a non-refundable place deposit of CI\$600, which is deductible from the first term's tuition
 - 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 Condition within the deadline stated in the Offer Letter will result in the offer being withdrawn.

- 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 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.

SIXTH FORM - YEAR 12 (We do not accept admissions into Year 13)

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 Officer 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 Officer. 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

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 Officer at either School office.

Bursaries

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

- 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.

Appendix 1



Ministry of Education
Cayman Islands Government

Appendix 4

Stage/Year/Grade Comparison Table

Age of student before the 1 st September of relevant academic year	Educational Stages as Prescribed in the <i>Education Regulations (2017)</i>	Cayman Island's Government System		US / International System		Montessori
3 years old	Early Childhood Care and Education Stage	Early Years Foundation Stage	Nursery	Early Childhood	Pre-Kindergarten	Casa Programme (Early Childhood and Compulsory from 5 year olds)
4 years old			Reception			
5 years old***	Primary Stage	Key Stage 1	Year 1	Lower School	Kindergarten	Lower Elementary
6 years old			Key Stage 2		Year 2	
7 years old		Year 3			Grade 2	
8 years old		Year 4			Grade 3	
9 years old		Year 5			Grade 4	Upper Elementary
10 years old		Year 6	Grade 5			
11 years old	Secondary Stage	Key Stage 3	Year 7	Middle School	Grade 6	Adolescents 1 (Middle School)
12 years old			Year 8		Grade 7	
13 years old			Year 9		Grade 8	
14 years old		Key Stage 4	Year 10	High School	Grade 9	Adolescents 2 (High School)
15 years old			Year 11		Grade 10	
16 years old			Year 12		Grade 11	
17 years old	Tertiary (Post- Compulsory)	Post-Compulsory	Year 13		Grade 12	

***Start of compulsory education provision as defined by the *Education Act, 2016*.

The Cayman Islands' Education Act, 2016 requires that all children who are of compulsory school age, meaning a child who attains the age of five years before 1st September, must be enrolled in compulsory education in a Year 1 (or equivalent).

Appendix 2

Year Group Allocation According to Birth Date

Birth Date Range			Sep-23	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28	Sep-29	Sep-30	Sep-31
September 1st 2005	to	August 31st 2006	Year 13								
September 1st 2006	to	August 31st 2007	Year 12	Year 13							
September 1st 2007	to	August 31st 2008	Year 11	Year 12	Year 13						
September 1st 2008	to	August 31st 2009	Year 10	Year 11	Year 12	Year 13					
September 1st 2009	to	August 31st 2010	Year 9	Year 10	Year 11	Year 12	Year 13				
September 1st 2010	to	August 31st 2011	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13			
September 1st 2011	to	August 31st 2012	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13		
September 1st 2012	to	August 31st 2013	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	
September 1st 2013	to	August 31st 2014	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
September 1st 2014	to	August 31st 2015	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
September 1st 2015	to	August 31st 2016	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
September 1st 2016	to	August 31st 2017	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
September 1st 2017	to	August 31st 2018	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
September 1st 2018	to	August 31st 2019	KG (EYFS)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
September 1st 2019	to	August 31st 2020		KG (EYFS)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
September 1st 2020	to	August 31st 2021			KG (EYFS)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
September 1st 2021	to	August 31st 2022				KG (EYFS)	Year 1	Year 2	Year 3	Year 4	Year 5
September 1st 2022	to	August 31st 2023					KG (EYFS)	Year 1	Year 2	Year 3	Year 4
September 1st 2023	to	August 31st 2024						KG (EYFS)	Year 1	Year 2	Year 3
September 1st 2024	to	August 31st 2025							KG (EYFS)	Year 1	Year 2
September 1st 2025	to	August 31st 2026								KG (EYFS)	Year 1
September 1st 2026	to	August 31st 2027									KG (EYFS)