



INTERNATIONAL KINDERGARTEN

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Admissions Policy and Procedures 2020/21

Date: 25 September 2019
Next review: April 2021
Related policies: Terms and Conditions of Enrolment, Special Needs Policy

I. INTRODUCTION

- Happy Kids International Kindergarten and Nursery offers an international English language day care and education, serving Budapest's international community and those members of the local community who wish to take advantage of the unique nature of the kindergarten, and share its philosophy and objectives.
- Our Admissions Policy is designed to support our *Mission Statement*.

Mission Statement

Happy Kids International Kindergarten and Nursery aims to synthesize the best practices from a range of educational systems, balanced by its own unique multicultural experience to create a day care and learning environment of excellence for children in the age range 18 months – 7 years. To create this environment our aims include the following:

- *Our youngest students follow the EYFS (Early Years Foundation Stage) until the end of Reception (4-5 years).*
 - *Our students also start an inquiry-based curriculum with an international approach from the age of 3 which is being continually developed and improved in harmony with the cultural beliefs of the host country and multinational community.*
 - *To develop motivated well rounded and culturally rich students.*
 - *To focus individual care and attention on the stage of readiness of each child so that they can achieve personal success by learning through play.*
 - *To create an environment where qualified, experienced staff can develop themselves and continuously give their best performance in the classroom.*
 - *To encourage parent participation in the life of the kindergarten.*
- The admissions process is managed by the School Director and the Office Manager.
 - The final decision on all applications is taken by the School Director of Happy Kids International Kindergarten and Nursery.
 - This policy sets out the overarching principles of admission to Happy Kids International Kindergarten and Nursery. Specific procedures are set out in documents which include the Terms and Conditions of Enrolment.



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II. APPLICATION TIMING

- Parents may apply for a place for their child at any time in the year.
- An application is considered to be submitted when all required documents have been received and the registration fee has been paid.

III. OVERSUBSCRIPTION

- When Happy Kids International Kindergarten and Nursery is oversubscribed, or when further applications are in process, applicants may be placed on the Waiting List for future consideration.
- A judgement on placing an applicant on the Waiting List is made by the School Director.

IV. PRIORITY LEVELS

Priority level 1

Siblings of children already enrolled at Happy Kids International Kindergarten and Nursery and children of teaching staff.

Priority level 2

Children coming directly from outside Hungary.

Priority level 3

Children transferring from another international kindergarten or nursery in Hungary.

Priority level 4

Other qualifying children (who meet the Admissions Policy but do not fall into sections 1-3).

V. WAITING LIST - In Year Applications

- Parents will be advised in which year groups there is a Waiting List.
- Prospective students will be invited to apply and if they are successful may be offered a place on the Waiting List.
- When a current family gives notice of withdrawal with a confirmed date, the files of those on the Waiting List will be considered by the School Director. A decision will be made which of the prospective students is to be offered a place.
- These subsequent offers could still be subject to further assessment.



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- An acceptance e-mail will then be sent out to the student's family with details of when the place will be available and inviting the family to accept the place.
- The invoice will then be issued and will be immediately payable. If the registration invoice is not paid the place will be re-offered to another student.
- While on the Waiting List, families will be contacted regularly to ensure that they are still able to take up a place if one becomes available.
- The School Director will regularly review the files on the Waiting List to assess the candidates.

VI. SPECIAL EDUCATIONAL NEEDS (SEN)

Our aim is to be as inclusive as possible. Happy Kids International Kindergarten and Nursery provides support for students with a range of Special Educational Needs (SEN). However, there are limitations to the support we are able to provide. The list below provides some indication of the profiles of students, for whom we may be unable to provide adequate educational opportunities for:

- Students with certain diagnosed memory problems
- Students with certain diagnosed learning development disorders
- Students who endanger their safety or others
- Students who exhibit extreme behaviours that have not responded to prior interventions
- Students who refuse to go to kindergarten
- Students who are not able to physically take care of themselves
- Students who need complex medical care

We recognize that each student is unique and so each individual case will be considered carefully by the guidance team who will determine whether or not we are able to cater for the student's needs and therefore able to offer a place at Happy Kids International Kindergarten and Nursery.

For students with any type of educational or behavioural difficulty, parents will need to provide complete documentation of their child's academic history, psychological/educational evaluations, and details of extra academic/specialist support they have had or are currently receiving. Parents will also grant permission for Happy Kids International Kindergarten and Nursery to contact previous schools or professionals involved with the child in order to obtain details relevant to the child's education and well-being. Once the application information is complete, we will evaluate the application and decide if Happy Kids International Kindergarten and Nursery can accommodate the student.

If a student joins the kindergarten and, after a period of no more than six weeks in school, we feel we cannot meet the academic, social/emotional or physical needs of your child, we reserve the right to recommend a transfer to an establishment that we (the school) believe can better accommodate these needs. Please note that failure to disclose information to Happy Kids International Kindergarten and Nursery relating to a child's existing learning or behavioural difficulties may jeopardize your child's kindergarten place.