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**Clever Fish School Admissions Policy and Procedures**

**Policy**

Clever Fish School is an inclusive, co-educational, non-religious high school catering to 30 students in Years 7 – Year 11.

CF School offers a challenging and stimulating educational curriculum based on the British system leading to Cambridge IGCSEs. CF School encourages all students to uphold its core values, to work hard and to be kind.

CF School’s curriculum is challenging, its expectations are high, and all students are encouraged to reach their full potential. Clever Fish only accepts students only on the basis that their educational needs can be met and that they will benefit from our educational programme. It would be disingenuous for CF School to accept any child who would not see success in our rigorous academic programme.

CF School has a diverse student body and welcomes applications from all denominations, cultures, and communities. We are an inclusive school and will accept children with additional learning needs. However, due to the small size of our school and the number of vulnerable learners we have enrolled, we do not accept any child with complex behavioral issues.

**Admission Procedures**

The procedure to register a child at CF School is as follows:

1. Completion of the CF School application form.
2. The following documents should be submitted with the CF School application form:

* School reports - the child’s last received report and previous end of year report
* Copy of Birth certificate and passport
* For students with additional learning needs, reports from Educational Psychologists, Speech and Language Therapists, Psychologists and any other.
* Any relevant medical information
* Copy of child’s passport and birth certificate
* Evidence of the child’s legal status on island

3. Once these have been received, the child will be asked to sit an online cognitive abilities test (CAT 4). This is to ascertain success in our rigorous academic programme.

4. If the child is on island, he/she will be invited into Clever Fish, with their parents, to meet with the school’s head-teacher. If a child is not on island, a virtual call will be organized.

5. The school will then review all documentation and will then be able to confirm whether a place can be offered to the child.

6. If a place is offered, to confirm acceptance, we require payment of the first month’s school fees. These fees will be refunded if a place does not become available. If a place does become available, these fees will cover the first month’s school fees. If a place becomes available and a parent does not take this place, the month’s fees paid are non-refundable.

CF School reserves the right to:

* Request other documentation as required to assist in assessing of an applicant’s suitability.
* Ask for additional references from previous schools or supporting agencies.

**CF School**

**Application / Registration Form**

Full name of child: DOB:

Gender: Place of Birth:

Primary Contact Phone Number:

Proposed Start Date:

Nationality: Immigration Status on island:

Child’s main language of communication:

**Emergency Contact Parent / Guardian**

Name of parent / guardian to be contacted in an emergency

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact 2**

Name of person to be contacted in an emergency in the event that the person named above cannot be

contacted:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School History:

Name of current or last school attended:

Dates attended:

Year / Grade currently attending or last completed:

Child’s most and least favourite subjects:

Additional Learning Needs:

Has your child ever been formally assessed for any additional learning needs?

If your child has been formally assessed for additional learning needs please list the findings:

Has your child ever received any additional learning support within school?

If your child has received additional support within school, explain the support they received.

Has your child any significant medical problems or a disability of any kind?

(Please attach relevant supporting documentation)

Does your child have any specialist reports ?

(Please attach these )

Has your child any significant medical problems or a disability of any kind?

(Please attach relevant supporting documentation)

The following documents should accompany this application

* School Reports - last school report and previous end of year reports
* Copy of Birth Certificate, Passport and Proof of Immigration Status on Island.
* For students who have SEND please include reports from Educational Psychologists, Speech and Language Therapists, Psychiatrists or other
* Any relevant medical information and documentation
* Any other significant or relevant information.

Signed : Date:

(Parent / Guardian)

Immigration Status:

Detail the child’s immigration status in the Cayman Islands.

Are they:

Caymanian

Dependent of a work permit holder

Dependent of a Permanent Resident