

**CF School Admission Policy**

**Effective Date:** August 2025

**Introduction**

CF School is committed to providing a nurturing and inclusive learning environment that supports the academic, social, and emotional growth of every student. This Admission Policy outlines the guidelines and criteria for admission to our school and ensures that the process is fair, transparent, and based on the best interests of the students.

**1. General Admission Criteria**

* **Age Requirements:** Students must meet the minimum age requirement for their grade level as per the school’s academic calendar. Age eligibility is determined by the following:
	+ Grade 2-12: Age requirements will vary based on the grade level and the student’s previous educational background.
* **Academic Records:** Students must provide academic records (report cards, transcripts) from their previous schools. These records should reflect the student’s academic progress and adherence to school rules and regulations.
* **Language Proficiency:** CF School may require proof of language proficiency for non-native speakers of English, depending on the student’s background. This may include language assessments or English as a Second Language (ESL) evaluations.
* **Behavioral Standards:** CF School expects all students to adhere to the school’s code of conduct. Any history of significant behavioral issues may require additional assessments to ensure the student's needs can be met within the school environment.

**2. Application Process**

* **Step 1: Submission of Application Form**
Parents or guardians must complete and submit the official school application form, available on the school’s website. This form includes personal information, academic history, and other relevant details.
* **Step 2: Interview and Assessment**
After the initial application is submitted, students will be invited for an interview and admissions assessment. The assessment is used to evaluate the student’s academic readiness, language proficiency (if applicable), and social skills. This process helps ensure that the school can adequately support the student’s needs.
* **Step 3: Review of Application**
The admissions committee will review all submitted documents, including academic records, teacher recommendations (if applicable), and the results of the assessment.
* **Step 4: Notification of Admission Status**
Parents or guardians will be notified of the admission decision within one week of the interview/assessment. Accepted students will receive an official acceptance letter and instructions for completing the enrollment process and paying the non-refundable place deposit.

**3. Priority Considerations**

While CF School strives to be inclusive and accessible to a diverse range of students, the following factors may be considered when prioritizing applicants:

* **Sibling Preference:** Siblings of current students may receive priority in the admission process, subject to available space in the desired grade level.
* **Children enrolled at Island Primary:** Children enrolled in Island Primary will be given priority registration for CF School.
* **Faculty and Staff Children:** Children of current faculty and staff may receive priority consideration for admission.
* **Diversity and Inclusion:** The school aims to create a diverse and inclusive student body, considering factors such as cultural background, socioeconomic status, and special educational needs.

**4. Special Educational Needs (SEN) and Support**

At CF School, we are dedicated to fostering an inclusive learning environment and welcome students with diverse learning needs. However, due to the rigorous nature of our curriculum, we must be transparent about the expectation that students thrive in this environment. Families of students with SEN are required to provide relevant information during the application process to ensure that appropriate support can be arranged. All necessary documentation related to the child’s needs should be submitted at the time of registration to allow for a fair and informed decision in the child’s best interests. Failure to disclose this information may result in the revocation of the offer of a place.

Admissions testing will be conducted at our school under the supervision of a teacher. In cases where the child is off-island and the assessments are sent overseas, it is essential that the child completes these tests independently, without assistance from a parent or any adult. If we have reason to believe that external help was provided during the assessments, we will conduct additional testing upon the child’s arrival. Depending on the results, the offer of a place may be rescinded.

**5. Non-Discrimination Statement**

CF School does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

**6. Fees**

**Tuition and Fees:** Upon acceptance, parents or guardians will receive detailed information regarding tuition fees and additional costs (e.g., uniforms, school supplies, extracurricular activities).

**7. Withdrawal and Re-Admission**

If a student is withdrawn from CF School, re-admission is not automatically guaranteed. Re-admission will depend on space availability, the student’s academic and behavioral history, and other factors.

**8. Appeals**

If an applicant is not admitted, parents or guardians may request a review of the decision. The school will provide a transparent and fair process for addressing any concerns regarding the admissions decision.

**9. Amendments to the Admission Policy**

CF School reserves the right to amend this Admission Policy at any time. All amendments will be communicated to prospective families through the school’s official communication channels.

This policy aims to ensure that the admission process is clear, consistent, and reflective of the school’s values and mission. Please contact the admissions office at admissions@cfschoolcayman.com for more information or assistance regarding the admissions process.

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**Approved by: Nicola Sowerby**
August 2025