



NORTHFIELDS

VIRTUS ET HONOR

Dear Prospective Parents and Students,

We're delighted that you want to explore Northfields.

We are an inclusive, multicultural community offering internationally recognised qualifications through Cambridge Assessment International Education and the International Baccalaureate. Our students are focused on developing the skills to creatively collaborate on the challenges of the future. We encourage their growth into change makers who can work at both local and global levels to create a world with environmental, economic and social well-being for everyone.

We seek students who demonstrate a spirit of curiosity, empathy and passion about their world. We strive to create an authentic learning community in which we genuinely get to know, value and nurture each and every student, and his or her unique skills and strengths.

We appreciate that choosing the right school for your child is an enormous decision and we are here to help as you move through the admissions process.

Please do not hesitate to contact a member of the admissions team with any questions.

Sincerely,

The Northfields Admissions Team

Empowering learners to reach their full potential

Labourdonnais Village, Mapou 31803, Mauritius
Tel: (+230) 266-9448/9 | e-mail: office@northfields.school
website: www.northfieldsinternational.school
BRN: C09039721



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ADMISSIONS POLICY

The Northfields admissions team is committed to helping international and local families understand who we are and what we do. This is part of an ongoing determination to help each family identify the school that is the best possible match for them and their child.

Every family is different and has a unique story to share. It would be our pleasure to hear yours, and to guide you as you explore the details that define the Northfields experience.

Prior to an application online, parents are welcome to visit Northfields and discuss their children's schooling needs. This can be done by telephoning or e-mailing the Admissions Office to arrange a convenient date and time. Most students join Northfields in August, but we are happy to admit students throughout the year provided that we have places available.

Students will be placed in their age-appropriate year group based on their age at the start of the academic year (starting in August).

Correlation of Programmes

The academic school year is from August to June.

SCHOOL SECTION	AGE ON ENTRY
Toddler Community	Pre Nursery (age 18 months - 3 years old)
Children's House	Nursery (age 3 - 4) Reception (age 4 - 5) Year 1 (age 5 - 6)
Lower Primary	Year 2 (age 6 - 7) Year 3 (age 7 - 8) Year 4 (age 8 - 9)
Upper Primary	Year 5 (age 9 - 10) Year 6 (age 10 - 11)
High School	Year 7 (age 11 - 12) Year 8 (age 12 - 13) Year 9 (age 13 - 14) Year 10 (age 14 - 15) Year 11 (age 15 - 16) The year most students take their IGCSE exams Year 12 (age 16 - 17) Year 13 (age 17 - 18) IBDP exams taken in this year

Read and Understood:

Date:

AP. 03.2022. 2. ADM

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APPLICATIONS

Applications for enrolment at the school must be submitted through our online application form. Parents unable to complete an application online can call the admissions office for assistance. Do however note that completing the application form does not confirm the admission.

Completed files may be sent electronically to admissions@northfields.school (5MB limit per e-mail) or via post.

ELIGIBILITY REQUIREMENTS

Language (EAL)

English is the language of instruction in all classes except Modern and Foreign languages. The ability to successfully access the curriculum within a reasonable time and to thrive in our English-language learning environment are the main guiding principles for admission to the school. For students who do not have a level of English that is proficient enough to fully access the curriculum, extra support for English language acquisition is available through our English as an Additional Language (EAL) department. Should the school have some concern regarding an applicant's ability to access the curriculum, students may be enrolled on a conditional basis without obligation. Parents may also be asked to provide supplementary external English tutoring at their own expense as a condition for admission.

Parent Communication

English is the language of instruction at Northfields International School. It is also the primary language used by the school for communicating with parents. At least one parent or guardian should be able to communicate comfortably with school personnel in English. In addition, parents must be able to access electronic communications from the school.

Sixth Form

Students applying to enter Year 12 will need to meet the subject pre-requisites for the IB Diploma Program. Individual subject entrance assessments may be required in some cases. Students may be admitted to complete the full IB Diploma or in some cases, complete individual certificate courses, depending on their prior experience and academic performance levels. Students who do not satisfy pre-requisites in enough subjects may be encouraged to pursue other options outside Northfields International School. Students will meet with the Head of Sixth Form to discuss their subject options prior to admission.

Learning Support (including Counselling)

Northfields has a Special Educational Needs (SEN) department which provides learning support to students with mild to moderate special educational needs. Each application for admission is assessed on an individual basis. Students may be offered enrolment on a conditional basis to monitor how they adjust to the demands of the curriculum and also to the level of support that is available for their learning.

Our learning support department offers support in the form of grouped in-class observation and support or small-group teaching. We are not able to provide regular one-to-one support for any students admitted to the school.

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Please note that any special educational, social / emotional, physical, psychological or behavioural issues and needs must be described in detail in the application for admission. Reports or professional assessments, along with details of extra support the applicant is receiving, should also be provided at the time of application. Failure to fully disclose such information at this time may result in revocation of admission or, if discovered after enrolment may require withdrawal from school.

Should significant social, emotional, behavioural issues or learning difficulties become apparent following enrolment in the school, the school reserves the right to review a student's progress and determine the appropriateness of his/her continued enrolment in the school. This review will include close consultation with parents but may also involve requesting parents to obtain external assessments. If the school determines that they are unable to accommodate a student's special needs, or if parents are unwilling to obtain requested external assessments, parents will be directed to more suitable options and the student may not be able to continue enrolment at Northfields.

STAGES

- Stage 1: Enquiry
- Stage 2: Online Application
- Stage 3: Document Submission
- Stage 4: Entry Assessments
- Stage 5: Review Process
- Stage 6: Committee Decision

Stage 1: Enquiry

Before you can decide to apply to Northfields, you must decide that Northfields is right for you. We are here to help you do that. If you do not find your answers on the website, please connect with the Northfields Admissions Team in order to get them.

Once you have identified Northfields as a possible match for your family, we would invite you to come visit us on campus by scheduling a visit with a member of the admissions team.

Stage 2: Online Application

Applications for enrolment at the school must be submitted through our online application form. Parents unable to complete an application online can call the admissions office for assistance.

Once you have submitted the Online Application, the time comes for submitting the supplementary corresponding application materials.

Exactly what is required varies slightly depending on the age of your child. The checklist can be found on the application form.

Completed files may be sent electronically to admissions@northfields.school (5MB limit per email) or via post.

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Special Educational Needs/Counselling

At this stage, if an application shows a need for learning support (academic and/or social/emotional/behavioural), the SEN department and/or the school counsellor will be contacted to discuss the student's needs and inclusion strategies. We may request an interview with the parents/guardians and the child, before processing fully processing the application. If the child has already been screened and diagnosed with a learning disability, then the parent will be requested to submit the relevant clinical documentation (dated not more than 2 years). The documentation will be handled confidentially and permission will be requested from the parent/s or guardian/s if any other stakeholders need access to the documents.

English as an Additional Language (EAL)

Should a learner present with a low level of English understanding / speaking / writing, the school may decide that the learner should be supported by the EAL department after admission. The admission of an EAL learner will be in line with the school's Language Policy. If English is declared as an acquisition language at application level, then an EAL placement test will be administered to determine the level of the student's English and the level of support that will be required. If the level of the student is too low to access the curriculum, then admissions to the school may be affected.

Stage 4: Entry Assessments

As soon as we receive a complete application (from you) together with the required supporting documents, the admissions team will schedule an entrance assessment. This assessment consists of English, Mathematics and French papers (not applicable to beginners). These assessments are taken at Northfields at a fee of Rs 1,000. For overseas students, Northfields will arrange for the assessments to be taken at the student's current school. Parents must notify and make arrangements with the student's current school. Once done, parents should provide a contact name and an official school email address of the coordinator to our Admissions Team.

The school may request a learner to re-sit an assessment for a different year, should they need to further investigate the student's ability for placement.

For learners who have declared a need for learning support, supportive strategies can be provided, such as extra time, if students have already been using these access provisions if sitting for the entrance assessments as Northfields.

Upon satisfactory results achieved, the child will move on to the next stage in the application process.

Stage 5: Review Process

Once entrance assessments are corrected, the complete student file will undergo a detailed review by our Admissions Committee. This committee includes members of our Admissions Team, the Heads of School and other members of the educational team, as deemed appropriate. Each student's application is given careful consideration. This may involve some additional follow-up in certain cases, when we feel this is necessary to enable us to make a decision.

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We endeavour to communicate the Admissions Committee's final decision and information regarding next steps within two weeks of entrance assessments being taken. In all cases, we try our best to keep you informed as the process moves forward.

Stage 6: Committee Decision

When the Admissions Committee has reached a decision, this is communicated to you via email. There are four main possible outcomes:

- The candidate is accepted.

If your application is successful and we have a suitable space available, you will be offered a place at the school. When a place is offered, all conditions for acceptance forms will need to be signed and payments made.

- The candidate is conditionally accepted.

If your assessment results do not meet the criteria set, you could be offered a conditional place at the school. When a place is conditionally offered, all conditions for acceptance forms will need to be signed and payments made.

- The candidate is offered a space on the waiting list.

Sometimes, we have a number of candidates competing for the same spot, and in such cases some applicants (unfortunately) can only be offered spaces on the waiting list.

- The candidate is not accepted.

Sadly, we do sometimes have to deny admission to candidates. This normally occurs when the Admissions Committee feels that Northfields would not be the most appropriate environment for the student, based on the services we offer and our criteria for admission.

Northfields admissions team reserves the right to contact any student's previous school for information that will provide more insight into the child's academic performance and integration.

I (parent name) have read and understand the admissions policy of Northfields International School.

Parent / Guardian signature:

Date:.....

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