

# Admissions Process Kinder to Year 10



**CRAIGHOUSE**  
SCHOOL



## **KINDER - YEAR 10 ADMISSIONS PROCEDURE**

### **CRAIGHOUSE SCHOOL**

This protocol enables our admissions procedure to safeguard the validity of the Craighouse School Educational Project, in accordance with Article 19 No 11 of the Chilean Constitution with reference to academic freedom.

This document includes the following items:

1. General objective
2. Admissions evaluation
3. Results of the admission process
4. Reapplication
5. Required documents
6. Dates of process

#### **1. GENERAL OBJECTIVE**

##### **1.1 Qualitative objective**

To receive the largest possible number of families who share and comply with the Craighouse School Educational Project and who reflect the school's principles and values.

Because the family is at the centre of the Educational Project, in cases where candidates reach similar standards in the selection process, preference will be given to members of our school families. If similar standards are achieved by applicants of school families, a random choice will be made.

##### **1.2 Quantitative objective**

In these cases the admission process considers the number of vacancies that are available yearly for each level. For the available vacancies the gender parity criterion must be complied with in each level, and a 10% margin of difference between girls and boys is accepted.

- a) The school will accept those pupils who have an achievement percentage of 70% or higher in the Spanish, Mathematics and English tests, and whose parents' interviews have been evaluated with grade 6.0 or higher (good or

outstanding categories). An additional requirement of this process is a psychological interview to the applicant by a professional of the Formative Area, which allows the school to determine whether his/her entry to the school is recommended.

All pupils in Year 10 enter the International Baccalaureate's Diploma Programme (DP) in June. Every pupil has the possibility to be a DP candidate should they wish to be one. When they begin Year 11 they have to decide, together with their families, whether or not they want to be DP candidates. The only difference for students who do not wish to be a DP candidate is that they will not have to submit an extended essay. However, all pupils have to sit for the IB English certificate.

The requirements set down by Craighouse School for DP candidates are:

- 1) Academic responsibility: handing in drafts and work on time.
  - 2) Academic honesty: not having incurred in any acts of academic dishonesty during their two years in the DP.
  - 3) Minimum results in the DP core elements:
    - a. Not having a predicted grade of E in the extended essay.
    - b. Not having a predicted grade of E in TOK.
    - c. Not having failed to complete any of the requirements in CAS.
- b) If not enough families qualify, places will be left vacant.
- c) When selecting new families, the following parameters will be considered:
1. Gender parity: a balance of girls and boys per class, with a margin of error of about 10%.
  2. Adherence to the Educational Project, with strong emphasis on the family, considering the following distribution:

2.1 Craighouse families and new families of Craighouse old girls and old boys (approximately 80%)

Craighouse families are those who have children at the school.

New families of Craighouse old girls or old boys are those where at least one of the parents is a Craighouse old girl or old boy and has no children at the school.

2.2 New families: Chilean or foreign families (approximately 20%)

New families are those who are applying to the school for the first time.

## **2. ADMISSIONS EVALUATION**

### **2.1. Parents' interview**

- a) Interviews are conducted by two of any of the following people from the school: the Headmaster, Heads of Section, Director of the Communications Department, Director of Human Resources, Deputy Heads of Section and school psychologists.
- b) Interviews last approximately 40 minutes.
- c) The interview will be evaluated under each of the following parameters:
  1. In relation to the school and the distinguishing attributes.
  2. In relation to the family.
  3. In relation to the child.
- d) The interview also considers relevant information from the child's school history.
- e) The interview will be awarded one of the following categories, according to the grade:
  - Outstanding (grade 6.5 - 7.0)
  - Good (grade 6.0 - 6.4)
  - Satisfactory (grade 5.5 - 5.9)
  - Unsatisfactory (grade 5.0 - 5.4)
- f) The above does not consider Craighouse families, who are automatically accepted, except in those cases where the Educational Project does not benefit the child's development and learning process.
- g) An additional procedure has been established for simultaneous families, i.e. those parents who have children at Craighouse and later separate and form new families with children who wish to apply to the school. It should be noted that this new family will correspond to the above description as per point 1. 1.2. c) 2.2 In this case the school interviews the mother and the father and enquires about the relationship with the children of the first marriage. Later, the ex-spouse (with children at the school) is interviewed in



order to find out their feeling about the new applicants being accepted into the school.

If conflicts between the two families are detected, the school may decide not to accept the new applicant.

## 2.2 Evaluation of the child

- a) In the case of children who apply to Kinder and Year 1, the school will conduct an evaluation of basic skills for the acquisition of reading, writing and calculation. The child is required to obtain at least 70% achievement in this evaluation.
- b) In the case of children who apply to Years 2 to 10, the school will conduct an evaluation in the areas of Spanish, Mathematics and English. The child is required to obtain at least 70% achievement in each one.
- c) The admission process also includes an interview if the child with the Head or Deputy Head of Section and a psychological interview with a professional from the Formative Area. If the psychological interview shows the presence of a socio-emotional condition that suggests that the child should not join Craighouse School, this will be sufficient motive for denying the acceptance to the school, regardless of the child's performance in the aforementioned tests.

During the health crisis situation, due to the COVID-19 pandemic, parents' interviews will be done online, via Google Meet. The applicants' evaluations will be carried out in person on the school premises, taking all the measures recommended by the Ministries of Education and Health during phase 2 of the step-by step protocol. When a phase changes, Craighouse School will adapt its protocols as indicated by the authority.

## 3. RESULTS OF THE ADMISSION PROCESS

The school's Headmaster, together with the corresponding Head of Section, will collect all the information provided by the Head of Admissions, the results of the interview to parents and the child's evaluations. With this information, they will decide on the acceptance of the applicant to Craighouse School.



Those families whose interview to parents has been placed in the satisfactory or unsatisfactory categories will be eliminated from the process. Those children who get results lower than 70% in the Spanish, Mathematics and English tests will also be excluded from the process.

If a family is not accepted, they may request a written report with the grades obtained in the process, in accordance with the law.

As a Craighouse School policy, in the case of families applying for places for more than one child, acceptance will be subject to the fulfilment of minimum requirements on the part of the families and their children. This is valid both for the interview to parents and for the applicants' evaluation results. In addition, the acceptance of the family is subject to the fact that Craighouse School can offer places for all the children of the family.

Those families who are accepted in the school will be required to sign a document stating that they know about, accept and share the Craighouse School Educational Project, policies and programmes, notwithstanding the documents they have to sign as parents.

#### **4. REAPPLICATION CLAUSE**

- a) Families and pupils who have not been accepted in the application process for Kinder to Year 10 will not be allowed to reapply in further levels.
- b) The only case in which reapplying is accepted is when families have been part of Craighouse, had to leave the school due to financial or relocation reasons and reapply two years after the first application. This case also applies to families who were accepted and did not enrol their children due to relocation.

Those families who have been accepted must sign a document indicating that they have read, accept and agree with the Educational Project and the policies and programmes of Craighouse School, as well as all the documents that they must sign as the child's official guardian.

#### **5. REQUIRED DOCUMENTS**

5.1. The child's parents must fill in the application form, attaching the following documents:



- a) Birth certificate with child's mother and father name (original)
- b) Passport-size photograph of applicant
- c) Certificate of promotion from the two previous years, granted by the previous school
- d) If the child comes from abroad one of the requirements will be to have begun the process of approval of study certificates issued by the previous school, in order to continue with the process required by the Chilean Ministry of Education as stated in the appendix "Convalidation and validation of studies".

5.2. The child's parents must also pay the registration fee for a total of \$45.000,--.

## **6. PROCESS DATES**

During the whole year for foreign pupils and during October for Chilean applicants. Three weeks after the process has ended the applying families will be informed of the results in a list that will be posted in a visible place inside the school, and by e-mail.

March, 2021



## Year 1 to Year 10 Admission Protocol - Appendix Convalidation and validation of studies

### Definitions

1. Foreign pupils: they are those pupils who have studied at least one year abroad, which must be the year immediately before the year of application.
2. Convalidation: it is the official recognition of the year(s) studied abroad by Chileans or foreigners who come or return to the country, in accordance with the agreements signed by Chile and the current ministerial norm. Convalidation will be done examining the legality of the school documents presented by the applicant in order to prove the education level required.
3. Validation: it is the process by which a certification of studies for a specific year or level is granted to people who, having requested it, pass application or knowledge exams in a particular area at the end of a tutorial or as the result of the end of a formative evaluation process, as appropriate to the validation methodology.

### Importance of the national identification document

The national identification document is a condition required by the Ministry of Education (MINEDUC) to consider applicants accepted as regular pupils. If an applicant does not have this document at the moment of registration, his/her family will have a maximum of ninety days to hand in a photocopy of the identification document for foreigners to the school. If after those ninety days the family fails to present the corresponding legal identification or a document certifying that the document is being processed, the school will not consider the child a regular pupil and consequently at the end of the academic year Craighouse School will not be able to issue the certificates that prove that the pupil studied at the school.

### **National identity document IPE (temporary school identifier)**

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The Ministry of Education declares that in order for an applicant to be accepted as a regular pupil, he/she must have a national identity document. According to the Ministry's latest instructions, as from 2017 if a foreign pupil who is entering the Chilean school system cannot obtain a national identity document for foreigners, his/her parents will have to request an IPE and bring it to the school in order to be legally enrolled, while they obtain the national identity document.



The IPE can be obtained in the Ministry's *atención ciudadana* offices. One of these offices is the *Secretaría Ministerial Oriente*, at Rosita Renard 1191, Ñuñoa.

### **Process for the convalidation and/or validation of studies**

#### **I. Countries that belong to the Andrés Bello and/or cultural agreement**

##### **1. Andrés Bello agreement**

- With southern-hemisphere calendar (like Chile): Bolivia, Colombia, Panama, Paraguay and Peru
- With northern-hemisphere calendar: Cuba, Spain, Mexico, Dominican Republic and Venezuela
- With mixed calendar (October-July / May-February): Ecuador

##### **2. Cultural agreement**

- With southern-hemisphere calendar (like Chile): Argentina, Brazil and Uruguay

### **Convalidation of studies**

This process must be done personally by the applicant's parents / legal guardians.

- a) For this purpose, she/he must go to the *Unidad Nacional de Registro Curricular* of the Ministry of Education (MINEDUC), at Fray Camilo Henríquez 262, Santiago Centro.
- b) There, she/he must fill in the convalidation of studies request and hand in the study certificates issued by the previous schools and appropriately apostilled(\*\*).

In addition, she/he must present the applicant's identification document, IPE or passport, and that of his/her mother or father in the case of applicants under 18.

- c) The Ministry of Education will give her/him the request receipt, which must be shown to the academic director's assistant no later

than 15 days after the date of the request. This document must clearly indicate the classes being convalidated and the class in which the child will be authorised to begin studying, as well as the record number, the reception date and the date when the document may be withdrawn.

- d) On the date indicated by MINEDUC to withdraw the document, the applicant's parent must go in person to the *Unidad Nacional de Registro Curricular* (mentioned in section b) to withdraw the official receipt and the study recognition letter, which must be handed in at the academic director's office within 15 business days from the date stipulated in the request receipt for withdrawing the document. This copy can also be obtained online.

## II. Rest of the world

### **Validation of studies - Decree 2272 of November 14<sup>th</sup> 2007**

- a) Once the application has been accepted, the applicant's parent must go to the academic director's office, where the assistant will give her/him a document called a "provisional registration request".
- b) This document must be presented by the applicant's parent at the Provincial Education Department in Santiago Centro, located at Rosita Renard 1191, Ñuñoa, where she/he will be given the provisional registration certificate.
- c) Within 10 business days the applicant's parent must bring to school the provisional registration certificate, a copy of the identification document (both sides), a copy of the previous studies certificate (two previous years) and an affidavit signed by the applicant's parent certifying the reason for the move to Chile, the identification number (RUT), the address, the *comuna* and the contact number.
- d) With all the aforementioned documents, the school will send an application request of decree 2272 to the Ministerial Education Secretary. The maximum time limit is established by MINEDUC and this process must be carried out by June 30<sup>th</sup> of the current year at the latest.
- e) If the applicant is accepted after June 30<sup>th</sup>, the school accepts her/him as a non-regular pupil and all acceptance procedures by MINEDUC must be carried out in March of the following year, as

instructed by the Ministerial Education Secretary. If the pupil leaves the school before this procedure, MINEDUC will not recognise the studies and the school will not be able to issue a certificate proving that the pupil studied there for a specific period of time.

- f) After the school has been authorised to validate the previous studies, by ruling (authorisation of application, articles 7 and 14 of decree 2272 of year 2007) issued by the Ministerial Education Secretary, the school can begin the following procedures:
1. Pupil's evaluation
  2. Preparation of records and study certificates by the academic director's office and the sections, in order to send these documents to the Ministerial Education Secretary.
  3. Reception of stamped records. With this procedure the process for the convalidation or validation of studies finishes.

## **Apostille**

(For documents issued in Chile or abroad)

### **What is an apostille?**

An apostille is a unique certification that simplifies the process for legalising foreign public documents, which modifies the current authentication system with a single procedure. In other words, it allows you to certify a document issued by an official entity of the same country, to guarantee its authenticity abroad.

Documents issued in Chile to be used in a country belonging to the Apostille Convention, and which have been certified by means of an apostille, must be recognised in all other signatory countries without need for further certification. Likewise, documents issued abroad with an apostille, which come to Chile from a signatory state, must be recognised without need for further certification.

## **Members of the Apostille Convention**

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50.- Antigua and Barbuda 51.- Argentina 52.- Bahamas 53.- Barbados 54.- Belize 55.- Brazil 56.- Chile 57.- Colombia 58.- Costa Rica 59.- Dominica 60.- Ecuador 61.- El Salvador 62.- United States 63.- Grenada 64.- Honduras 65.- México 66.- Nicaragua 67.- Panama 68.- Paraguay 69.- Peru 70.- Dominican Republic 71.- Saint Kitts and Neves 72.- Santa Lucía 73.- Saint Vincent and the Grenadines 74.- Surinam 75.- Trinidad and Tobago 76.- Uruguay 77.- Venezuela

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78.- Australia 79.- Bahrein 80.- Botswana 81.- Brunei 82.- Burundi 83.- Cape Verde 84.- Fiji 85.- India 86.- Mauritius 87.- Cook Islands 88.- Marshall Islands 89.- Israel 90.- Lesotho 91.- Liberia 92.- Japan 93.- Kazakhstan 94.- Kyrgyzstan 95.- Malawi 96.- Morocco 97.- Mongolia 98.- Namibia 99.- Niue 100.- New Zealand 101.- Oman 102.- South Korea 103.- China (only Hong Kong and Macao) 104.- Samoa 105.- São Tomé and Príncipe 106.- Seychelles 107.- South Africa 108.- Swaziland 109.- Tajikistan 110.- Tonga 111.- Uzbekistan 112.- Vanuatu

\* Chile does not recognise Kosovo as part of the Apostille Convention, and it will be therefore not be valid between Chile and Kosovo.

September 2020