

Prekinder Admissions Procedure



CRAIGHOUSE
SCHOOL



PREKINDER 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. Final selection
4. Special process - integration programme
5. Reapplying
6. Required documents
7. 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, which reflects the school's values and principles.

Because the family is at the centre of the Educational Project, preference will be given to members of our school families who have or have had children in Craighouse School. If similar standards are achieved by applicants of school families, a random choice will be made.

1.2 Quantitative objective

- a) Every year there are 138 places available to be assigned to those families who qualify, as a result of the child's evaluation and the parents' interview. If not enough families qualify, places will be left vacant.
- b) Craighouse families with other children in the school will be accepted automatically, unless the evaluation shows serious difficulties in terms of comprehensive and expressive language, communication difficulties, and/or

developmental delay. In situations like these the school will study the possibility of accepting the child via the Integration Programme, always considering whether she/he will benefit from our Educational Project, which includes total immersion in English from Prekinder.

- c) When selecting new families, the following parameters will be considered:
- Gender parity: a balance of girls and boys per class, with an approximately margin of about 10%.
 - Adherence to the Educational Project, with strong emphasis on the family, considering the following distribution:
 1. Craighouse families and new families of Craighouse School old girls and old boys (it comprises approx. 80% to 85% of the available places).

Craighouse families are those who have children at the school.

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

2. New families: Chilean or foreign families (it comprises approx.. 15% to 20% of the available places).

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) Prior to the interview, parents will answer a written questionnaire, which they will receive at the beginning of the admissions procedure.

d) The interview will be evaluated with a grade for each of the following three parameters:

1. In relation to the school and the distinguishing attributes.
2. In relation to the family.
3. In relation to the child.

Rubric marks:

- Outstanding (6.5 to 7.0)
- Good (6.0 to 6.4)
- Satisfactory (5.5 to 5.9)
- Unsatisfactory (5.0 to 5.4)

e) An additional procedure has been established for 'simultaneous families', i.e. those parents who have children at Craighouse School and later separate and form new families with children who wish to apply to our institution. It should be noted that this new family will correspond to the above description as per point 1. 1.2. c) 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.

f) The above does not consider Craighouse families, which are automatically accepted, except that the Educational Project does not benefit the child's development and learning.

2.2 Evaluation of the child

- a) Number of applicants: approximately 25 candidates per day are evaluated.
- b) Two classrooms are set up to receive the children, identified by colours.
- c) Parents accompany their children to the classroom, according to the colour. In the classroom, teachers receive the children and parents go to the other classroom to meet the Head of Section, who gives them information about the procedure and answers questions about the school.
- d) The children's evaluation process lasts approximately two hours. The children take part in different classroom activities such as story reading, group games, shared snack, graphomotor activities, free time in the playground, etc. These



CRAIGHOUSE SCHOOL

activities are in charge of two Preschool teachers of the school. During the two hours, each applicant is evaluated in the following areas and evaluation is made to each applicant, in the areas of language, *grafo-motricidad*, *pre-cálculo* and comprehension, which is made by an educational needs specialist or one of the schools psychologist.

The evaluations are graded as Very Good, Good, Satisfactory or Unsatisfactory, taking into consideration the achievement percentage obtained by the child in the evaluation according to his/her age. Age groups are established based on years and months.

- e) At the end of the evaluation process, results are given to the admissions evaluation committee and are treated as confidential.

2.3 Open Day

- a) At an assembly for all applicants, the headmaster presents the Educational Project, pointing out its special features, and discusses the admissions procedure.
- b) Parents are invited to take a tour of the school.
- c) Attendance at least of one of the parents to the Open Day is mandatory. Those families who are unable to attend due to special circumstances must send a written explanation. If a family does not attend and does not send an excuse in advance, they will automatically be eliminated from the admissions process.

3. FINAL SELECTION

The admissions evaluation committee is made up by the headmaster, members of the Senior Leadership Team (SLT), heads of section, and members of the Formative Area. They will gather the results of the child's evaluation and the parents' interview, and will also consider the family's participation in the Open Day. With this information, they will make a final decision.

The child's evaluation has a 30% weighting, and the general participation together with the interview 70%. A final average is obtained, and the minimum to be accepted is 6.0.

Those families who have been graded as unsatisfactory are eliminated from the process. Similarly, those children belonging to new families who are evaluated as unsatisfactory are also excluded from the process.

A child's performance is evaluated using "very good", "good", "fair", and "poor". These categories consider the achievement percentage in the evaluation according to the child's age. To continue with the process families must have a minimum grade of 6.

After these procedures have been completed, we will proceed as detailed in 1.2 c).

The committee then proceeds to publish, in the school admissions office, the list of names of families who have been accepted for the following year, as well as a waiting list. The results are informed by e-mail to the applying families.

In the case of a rejection, parents may request a written report of the grades obtained in the procedure, 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 all their children. This is valid both for the interview to parents and for the applicants' test 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 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.

4. SPECIAL PROCESS - INTEGRATION PROGRAMME FOR PUPILS WITH SPECIAL NEEDS

- a) The Craighouse School Integration Programme has two places available each year in the Prekinder admission process. These places will be assigned to those families who qualify according to the child's evaluation and the parents' interview. The school reserves the right to leave these places vacant if the applying families and children do not meet the required standards.
- b) In order to qualify for this programme, the family evaluations must be graded in either good or outstanding categories (please refer to point 2. 2.1 d) Marking guide.)
- c) The evaluation of the child will be taken into consideration according to the information provided by his/her parents as well as the medical diagnosis. Based on all these details, we will determine if his/her acceptance into

Craighouse School is recommended or beneficial, considering our Educational Project and the Craighouse School Inclusion Policy.

The following areas will be considered for the child's evaluation:

Language: she/he must have basic comprehension skills and be capable of expressing herself/him in the mother tongue in order to acquire a second language through the full immersion in English programme as established in the school's Bilingualism Policy.

Autonomy: she/he must be able to eat on her/his own and be fully toilet trained.

Ability to adapt to the school environment: she/he must be able to follow basic instructions, adapt to school routines and interact with teachers and classmates. She/he must also have a basic emotional regulation ability so as not to disrupt the class.

If not enough families qualify, places will be left vacant.

5. REAPPLYING

- If a family is not accepted because the child has obtained a result in the evaluation procedure that leaves her/him in the "insufficient", "sufficient", or "good" level, and the family has been placed in the "good" or "outstanding" level, they will be allowed to reapply, once only, the following year, to Kinder.
- Families who have been placed in a satisfactory or unsatisfactory category in the Prekinder admission process will not be allowed to reapply.

6. REQUIRED DOCUMENTS

The applicant must be four years old by December 31st of the year of application, and must comply with the following requirements:

1. Pre-registration for new families: to apply, fill in the online application available in the following link. [Click here](#) and fill in the online application form.
2. Pre-registration for Craighouse School families: to apply, please access SchoolNet. [Click here](#) and fill in the online application form.
3. In order to formalise your application the following documents must be handed in personally at the admissions office of the school during the month



CRAIGHOUSE SCHOOL

of March, between 8.30 a.m. and 1 p.m., at Avenida Paseo Pie Andino No. 8837, Lo Barnechea, Santiago. At that time, we will inform you of the dates and times of the parents' interview, child's evaluation and Open Day.

- ✓ Birth certificate with the names of the child's mother and father.
- ✓ Photograph of the applicant with her/his parents (10 x 15 cm).
- ✓ Passport-sized photograph of applicant.

4. Applying families must pay the registration fee for a total of \$45.000,--.

7. PROCESS DATES

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| Registrations: | During March of each year. |
| Interview to parents: | As from the second week of March and during April of the same year. |
| Open Day: | Mid-April. |
| Pupils' assessment: | In April of the year of application. |
| Results: | During May of each year. |

Revised October 2019