

Kinder to Year 10 Admission Process



CRAIGHOUSE
SCHOOL



KINDER - YEAR 10 ADMISSION PROCESS

CRAIGHOUSE SCHOOL

This protocol enables our admissions procedure to safeguard the validity of the Craighouse School Educational Project, in accordance with current legislation with reference to academic freedom.

This document contemplates the following points:

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

1. GENERAL OBJECTIVE OF THE PROCESS

1.1 Qualitative

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

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

In these cases, the admission process considers the following:

- a) The number of vacancies that are available yearly for each level, which will be published on the website on the first day of school of the academic year. This information will be updated after the winter holidays of the same year. 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.

b) Pupils who obtain an achievement percentage equal to or higher than 70% 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 of the applicant by a professional of the Formative Area, which allows the school to determine whether his/her entry to the school is recommended.

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

d) 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 tolerance of approximately 10%.
2. Adherence to the Educational Project, with strong emphasis on the family, considering the following distribution:

2.1 Families with children in the school and new families of Craighouse School former pupils who do not have children in the school.

2.2 Chilean or foreign families who are applying to the school for the first time.

e) International Baccalaureate (IB) programme.

Please note that vacancies for Year 10 are for pupils who have already taken the International Baccalaureate (IB), and they will be closed in May of each year, coinciding with the record of candidates to the programme.

In Year 10, all pupils enter the IB Diploma Programme (DP) in June of each year.

At the beginning of Year 11 they must decide, together with their families, whether or not they wish to be DP candidates. The only difference for pupils who decide not to be DP candidates is that they do not write the extended essay. However, all students take the English IB certificate.

The requirements established by Craighouse School for IB Diploma Programme candidates are the following:

- 1) Academic responsibility: handing in drafts and work on time.
- 2) Academic Integrity: not breaching academic integrity during the two years of the DP.

- 3) Minimum results in the core components of the DP:
 - a. Not having a predictive grade E in the extended essay.
 - b. Not having a predictive grade E in Theory of Knowledge.
 - c. Not being evaluated as insufficient (I) in CAS.

2. ADMISSIONS EVALUATION

2.1. Interview with both parents' of the applicant

- a) Interviews are conducted by two of the following people: the Headmaster, ; Heads of Section, Compliance, Communications, 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:
 - In relation to the school and its distinguishing attributes.
 - In relation to the family.
 - 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 families who already have or have had children in the school, who are automatically accepted, except in those cases where the Educational Project does not benefit the child's development and learning process.

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) From Years 1 to 10 there will also be an interview conducted in English at the level to which they are applying.
- d) The admission process also includes an interview 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.

Parents' interviews with both parents and evaluations may be done in person or online, via Google Meet. This decision will be made by the school.

3. RESULTS OF THE ADMISSIONS PROCESS

- The school's Headmaster, together with a committee made up by the Head of the relevant section, the Director of the Formative Area, and the Directors of Compliance and Communications, will collect all the information provided by the Admissions Officer, 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 parents whose interview 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 an applicant is not accepted, the parents 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 all their children. This is valid both for the interview to parents and for the applicants' evaluation results. In addition, the acceptance is subject to whether or not Craighouse School can offer a vacancy for all the children of the family.



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- The committee will publish, in a prominent location of the school admissions office, the list of names of pupils who have been accepted, as well as a waiting list. The results are informed by e-mail to the applying families.
- Parents of pupils 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 whose interview has been evaluated in the “satisfactory” or “unsatisfactory” category in the Prekinder admissions process will not be allowed to reapply.
- b) Families and pupils who have not been accepted in the application process from Kinder to Year 10 will not be allowed to reapply in further levels.
- c) The only case in which reapplying is accepted is when families have been part of Craighouse School, 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.

5. REQUIRED DOCUMENTS

5.1 The child’s parents must fill in the application form. [Click here](#), attaching the following documents:

- a) Birth certificate.
- b) Certificate of promotion from the two previous years, granted by the previous school.
- c) 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 \$60,000.



6. PROCESS DATES

Foreign pupils may apply at any time of the year. Applicants from Chilean schools must do so during the school term just before the term to which they apply. 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 in the Admissions office, and by e-mail.

Revised: April, November 2022

Updated: March, 2023

Note:

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

Appendix 1
Year 1 to Year 10 Admission Process
Recognition and Convalidation of Studies

Definitions

1. Pupils who must undergo recognition of studies: they are those Chilean or foreign pupils who come or return to the country and wish to recognise their primary or secondary studies carried out abroad.
2. Recognition and convalidation of primary or secondary studies carried out abroad: it allows the recognition of primary and secondary studies carried out by Chileans or foreigners who come or return to Chile. Study certificates must be legalised by the Ministry of Education, the Ministry of Foreign Relations of the country of origin, and the Chilean consulate. The documents must then be legalised by the Chilean Ministry of Foreign Relations. If the country where the documents were originated is a member of the Hague Convention, the documents should only come apostilled by the Ministry of Education of the country of origin.
3. Validation of studies: 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.

National identification document
Provisional school identifier (IPE - *Identificador Provisorio Escolar*)

Following the new instructions issued by the Ministry of Education, if a foreign student who enters the Chilean school system as from 2017 cannot obtain his/her national identification document for foreigners, his/her parents will have to request an IPE, and then present it at the school so that the pupil is officially enrolled while he/she obtains his/her Chilean identification card.

The IPE will enable the student to take part in the School Admission System for pre-primary, primary, and secondary levels, and will also allow the recognition of studies carried out abroad so that the student has the same rights as Chilean pupils. The procedure can be carried out on the following link: <https://solicitud-ipe.mineduc.cl/solicitud-identificador-provisorio>.

In 2023, the procedure will be carried out by Craighouse School.

Process for convalidation and/or validation of studies

- I. Countries that belong to the Andrés Bello and/or bilateral agreement
 1. Andrés Bello agreement
 - Bolivia, Chile, Colombia, Cuba, Ecuador, Spain, Mexico, Panama, Paraguay, Peru, Dominican Republic, and Venezuela
 2. Bilateral agreement
 - Argentina, Brazil, Costa Rica, El Salvador, Spain, Guatemala, Haiti, Honduras, Paraguay, and Uruguay

Recognition and convalidation of studies

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

- a) For this purpose, he/she must visit the *Unidad Nacional de Registro Curricular* of the Ministry of Education (MINEDUC), at Fray Camilo Henríquez 262, Santiago Centro.
- b) There, he/she must fill in the request for recognition and convalidation of primary or secondary studies done abroad and hand in the study certificates issued by the previous schools and appropriately apostilled (**).
In addition, he/she 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 him/her the attention receipt, which must be shown to the academic director's assistant no later than 15 business days after the date of the procedure. This document must clearly indicate the year levels 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. A copy can also be obtained online.

II. Rest of the world

Validation of studies - Decree 2272 of November 14th 2007

The validation of studies is a mechanism that enables the certification of primary and/or secondary studies supported by Exempt Decree no. 2272/2007 through exams created by the Academic Direction for this purpose. The purpose of this process is to certify studies in a specific year level for people who have been enrolled in a school in order to continue regular primary or secondary studies and who find themselves in one of the following situations:

- Having studied abroad in countries with no convention with Chile.
 - Having studied abroad in countries in convention with Chile, but not having their study documents duly legalised or apostilled.
 - Having studied in educational institutions that are not recognised by the State.
- a) Once the application has been accepted, the applicant's parent must go to the academic director's office, where the assistant will give him/her a document called a "provisional registration request". In 2022 this procedure will be carried out by the school.
 - b) This document must be presented by the applicant's parent at the Provincial Education Department in Santiago Oriente, located at Rosita Renard 1191, Ñuñoa, where he/she 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 30th of the current year at the latest.
 - e) If the applicant is accepted after June 30th, the school accepts him/her 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

EUROPE

01.- Albania 02.- Germany 03.- Andorra 04.- Armenia 05.- Austria 06.- Azerbaijan 07.- Belarus 08.- Belgium 09.- Bosnia and Herzegovina 10.- Bulgaria 11.- Croatia 12.- Cyprus 13.- Czech Republic 14.- Denmark 15.- Slovakia 16.- Slovenia 17.- Spain 18.- Estonia 19.- Russia 20.- Finland 21.- France 22.- Georgia 23.- Greece 24.- Hungary 25.- Island 26.- Ireland 27.- Italy 28.- Kosovo* 29.- Liechtenstein 30.- Latvia 31.- Lithuania 32.- Luxemburg 33.-



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Macedonia 34.- Malta 35.- Moldavia 36.- Monaco 37.- Montenegro 38.- Norway
39.- Netherlands 40.- Poland 41.- Portugal 42.- United Kingdom 43.- Rumania
44.- San Marino 45.- Serbia 46.- Sweden 47.- Switzerland 48.- Turkey 49.-
Ukraine

AMERICA

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

ASIA / OCEANIA / MIDDLE EAST / AFRICA

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
therefore not be valid between Chile and Kosovo.

Appendix updated on November 2022