

Protocol agreement for Admissions Decisions (prior to Assessment)

Angela Reilly

Purpose of Admissions Committee

The Admissions Committee shall meet to agree upon the enrolment of student who meet the following 'amber' criteria for a committee-led decision. The Admissions and Enrolment Manager is privileged to make decisions on the enrolment of students who meet the 'green' criteria. The Admissions Committee shall decide what further steps need to be taken to ensure that we can meet the needs of 'amber criteria' students, what program is required, what assessments may need to be taken etc.

*Formula*

2 or more 'Amber' checks = Referral to Admissions Committee

Identified Needs = Referral to Admissions Committee

Less than 2 'Amber' checks = admission decision made by Admissions and Enrolment Manager

**Confidential Teacher Reference Forms**

**Green** = student performing at grade level. No academic, behavioural or learning needs identified, parental support good.

**Amber** = Concerns in any of the above areas supported with evidence.

**Progress Reports**

**Green** = student performing at grade level and/or showing sufficient and increasing progress toward meeting grade level expectations. Less than two concurrent concerns about attitude/motivation/task completion highlighted by teachers

**Amber** = More than one subject area where student is below grade level expectations or one core area. More than two teacher concerns about attitude/motivation/task completion.

**Parent Statement**

**Green** = parents clearly articulate the mission and values on HKA in their statement and relate it to their family.

**Amber** = Statement fails to address the mission of the school.

**Student Statement** (to be defined by school)

**Green** =

**Amber** =

**Student Work**

**Green** = Work which supports the progress report statements.

**Amber** = Work presents standards well below HKA standards or curriculum incompatible with IB.

**Identified ESL or LS needs (circle)**

**No** = Green

**Yes** = Amber

Area	Green	Amber
Teacher Recs		
Progress Reports		
Parent Statement		
Student Statement		
Work Samples		
Identified needs	No	Yes

### Admissions Committee Members

#### Permanent Members:

Admissions and Enrolment Manager

Elementary School Principal

Secondary School Principal

#### By Invitation or Consultation (depending on agenda items)

Social and Emotional Counsellor

Academic and College Counsellor

ELL teacher

LS teacher