

General Provisions:

This policy details the organization and procedures for TAMOS Education's admission policy. It details the conditions of admission, transfer and expulsion of children wishing to enrol for TAMOS Education's educational services. These provisions were developed in accordance with paragraph 2, Article 26 of the law of the Republic of Kazakhstan "Educational Law" and models the rules for admission to educational institutions, implementing educational curricula for primary and secondary education (approved by order of the Ministry of Education and Science of the Republic of Kazakhstan the 25th December y. No. 651)

TAMOS Education accepts as candidates all students and children no matter their nationality, ethnic groups, background, creed or color. We are committed to a policy of equality and diversity for all. TAMOS Education policies are designed to make sure that the rights of the child to an education in a safe, nurturing and supportive environment. We take our duty of care to all our children irrespective of differences.

When assessing suitability for admission into the school the student and parent's nationality, ethnic group, religious faith, social group or area of residence will not have any influence on their acceptance into the school.

TAMOS Education's Admission's Policy aims to:

- Set consistent selection and procedures that are fair to all applicants;
- Select candidates whose beliefs and ethos match those of TAMOS Education;
- Select candidates whose personal qualities have the potential to contribute to the school;
- Select candidates who will benefit from the many opportunities offered by the school.

TAMOS Education independently formulates the conditions of enrolment according to TAMOS Education's policies, terms & conditions, admission procedure and obligations as per the TAMOS Education and Parents contract.

Points of Entry

There are four main points of Entry to TAMOS Education classes. Kindergarten (grade 0), Primary (grade 1), lower secondary (grade 5) and upper secondary (grade 9). In addition to this we can admit pupils in the rest of our classes (grade 2 to 4, grades 6 to 8, grades 10 to 12) if there is space in those classes for more students and the students can provide the proper documentation and pass the entry tests.

These points of entry are for the Russian courses, Kazakh courses and the Cambridge International Courses

Registration

Families and their prospective children are always warmly welcome to visit our school to get an Impression of the daily life of a TAMOS Education student. Parents are invited to register their children at any age and are requested to provide the appropriate paperwork. TAMOS Education will continue to accept applications for as long as there are places available. The registration of a prospective student does not necessarily guarantee a place but does ensure the child will be considered for the selection process to enter the school.



General Admission Requirements:

Admission to the school is carried out under the following conditions:

- Agreement to follow all policies, contractual obligations and rules and regulations as laid in in TAMOS Education policies, the parent hand book and the TAMOS Education terms and conditions as contained in the TAMOS Education parent handbook;
- The acceptance of the TAMOS Education's teaching methods, study loads and independent work requirements;
- The understanding and acceptance of the content of TAMOS Education's teaching programs;
- Students are accepted for enrolment throughout the year under the following conditions;
- The child's age falls into the correct age range for the grade between the moths of September to September;
- The student is able to pass the appropriate exam for the appropriate course and educational level;
- The student has consistent good reports from the previous school both in the areas of academia and behaviour;
- There are available places within the class (TAMOS Education will not except the enrolment of a child if it pushes the number of students in the grade above the acceptable class limit).

Selection Process

Acceptance into grades is made from April the 1st.

The conditions for entry onto the Kazakh, Russian or Cambridge courses are as follows:

The submission of the following paperwork

- Letter or statement of intent from the parents;
- The child's medical records and medical passport;
- Parents certificate of residence and proof of address;
- In the case of grade 2 and up the child's permanent file and records from previous school;
- Appropriate paperwork from the previous school indicating they have left;
- Birth Certificate;
- Any certificate or accommodations for excellent or outstanding work in previous schools;
- 2 x 3"x" photos.

An interview with the student in the language of the selected course (Kazakh, Russian or English).

A competitive entry test designed by TAMOS Education in English, Kazakh, Russian, Math and science depending on the course and grade chosen.

The number of available spaces in each grade.



In the case where attendance to the class is withheld due to the number of students already enrolled the name and surname of the parents and student are added to the waiting list. When a place arises the student and parents will be invited for interview and testing.

Special Classes

Admittance in to the special classes with extra in-depth study of physics and math will take into account the interests, aptitudes and abilities of the student as well as special entrance tests in math and physics designed by TAMOS Education.

Grades 10, 11 and 12

Admittance into the 10th to 12th grades will into account the interests, aptitudes, and abilities of the student based on the application of the parents and the documentation supplied as well as the submission of the state document and state test results from grade 9 showing the level of basic secondary education.

General Admission Information

The Director, the head of admissions and the admissions staff are responsible for ensuring that during the admission process all the enrolment rules contained in the enrolment policy are upheld.

Students graduating up into the next grade do not need to take further testing on the conditions that the academic level required for the end of term has been met and the advice of the homeroom teacher is followed and taken into account.

For new students there is a period of two months' probation to allow the student to settle in, get support from teachers, homeroom teachers, counsellors and the psychologists and problems with the ability to settle in to the school will be discussed with the parent.

Students can be accepted after the beginning of the first term following this criterion:

- The parents agree to the general admission requirements;
- The appropriate paperwork is supplied;
- Good academic results and good behaviour reports;
- Availability in the chosen class.

All admissions into TAMOS Education courses are subject to availability and number of places available in each course. Registering, interview and test results do not necessarily guarantee a place in the school though students not offered a place in the school due to availability will, at the request of the parent, be placed on a TAMOS Education waiting list for the particular grade and will be informed if a place becomes available.

Relocation from TAMOS Education

Students can be transferred from TAMOS Education to another school under the following circumstances:

- Moving to another location outside TAMOS Educations catchment area or a reasonable distance to make it unreasonable for the student to attend;
- Transitioning to another education institution that implement other types of program;
- On health grounds;
- On the professional recommendation of psychological, pedagogical or medical experts, with the consent of the parents a student can be transferred to a correctional general education institution or a class of compensatory education,



ensuring education, upbringing, social adaptation and integration into society can continue;

- Transfer due to the parents' wishes according to a submitted letter.

For the purposes of transfer the parents will be provided with the relevant documentation required for a smooth transition. Including:

- Student Permanent Files;
- Report card or transcripts;
- Medical passport;
- Any other leaving school paper work as needed.
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Expulsion from TAMOS Education

Students can be expelled from TAMOS Education for reason defined in the student discipline policies as detailed in the parent's handbook. These include but are not limited to:

- Repeated acts of disruption or misbehaviour;
- Repeatedly, despite warnings, failing to follow the Behaviour guides and policies as defined by TAMOS Education;
- Bullying;
- Unreasonable behaviour by parents or guardians;
- Not keeping up the required academic level;
- Repeated absences that cause the student to fall so far behind as to be unable to catch up;
- Gross acts of misbehaviour;
- Carrying or using illegal items such as drugs, alcohol, guns or knives.

All behaviours problems will be dealt with under TAMOS Education student discipline policy and any decision to expel a student is at the sole discretion of the General Director

Disclosures

Parents or guardians must disclose, as soon as possible, any known or suspected circumstances relating to their child's health, disabilities, learning or behavioural problems. Where an applicant has a pre-established learning difficulty (e.g. dyslexia or dyspraxia) parents should explain this at the time of registration so that the needs of the child can be discussed in the interview. The psychologist will examine the child and make a report so that the access requirements and appropriate support can be clarified and discussed to ensure the child's needs can be reasonably met before an offer of placement is made.

Applicants from Outside Kazakhstan

TAMOS Education accepts pupils who are citizens of other countries as long as it is understood that it is the responsibility of the parent to enquire for and obtain the correct paperwork in regards to visa requirements to study in the republic of Kazakhstan. Once registration has been submitted it is up to the parent to keep TAMOS Education informed and kept up-to-date on the visa process. TAMOS Education will provide any reasonable paperwork necessary to help with the visa application. Students from overseas must also be accompanied by a parent or guardian over the age of 25, resident in Kazakhstan, who is prepared to be responsible for that student to provide accommodation for that student and be available in case of any emergency situation. The guardian will be asked to sign a declaration to demonstrate their responsibilities towards the student.



TAMOS Education reserves the rights to not accept any child they feel does not fit the policies, rules and regulations at TAMOS Education's discretion.

Contract:

Once the child has been offered and accepted a place into the school the parent will sign a year's contract to be renewed at the end of every school year.



Implemented: March 2019

Выполнено: март 2019 г.

рындалды: 2019 жылдың наурыз айы

To be reviewed: March 2020

Подлежит рассмотрению: март 2020

Қайта қарау: 2020 жылдың наурыз айы



General Director

A handwritten signature in blue ink, appearing to read 'Lydia Shapovalova'.

Lydia Shapovalova

School governor and Cambridge Director

A handwritten signature in black ink, appearing to read 'Paul Collier-Woods'.

Paul Collier-Woods

