

# Admission Policy

Dar es Salaam International Academy enrolls students regardless of sex, nationality, religion or race, who demonstrate an ability and willingness to participate in an all-encompassing international environment. Dar es Salaam International Academy follows an enriched international curriculum at both the primary and secondary levels, taught by qualified staff. The school aspires to high academic standards, yet at the same time is committed to attending to the social and developmental needs of the child. The school is committed to attending to the values inherent in the UN Convention on the Rights of the Child.

## 1. Age Requirements

Please refer to age and grade chart.

## 2. Enrolment and Acceptance Procedures

- Submission of fully completed application forms
- Submission of at least two (2) years report cards, including the most recent as well as any transfer certificates or documents from previous school - please note these must be submitted in English
- Submission of Vaccination Records, Birth Certificate copy, or Residence Permit Copy of applying student
- Submission of Confidential Report completed by previous school
- DIA highly recommends all applying students undergo hearing and vision tests before commencing school
- Application Fee of USD200

## 3. Class Sizes

Kindergarten to Grade 5: Maximum 21 students per class\*

Grades 6 – 10: Maximum 21 students per class\*

\*Up to one (1) additional seat may be made available in each PYP/MYP class, this will be a decision made by the Executive Committee. The creation of an additional seat is rare and will only be added on to accommodate a family that DIA feels it can uniquely serve.

## 4. Diagnostic Assessment

In order to gauge the academic and social level of students applying to DIA all applicants will be given an initial assessment, which includes reading and comprehension, writing and mathematics. A verbal interview is also conducted to assess verbal ability and language skills, as well as assessing independence and adaptability to new surroundings.

Parents/Guardians will also go through an informal interview process when submitting their child/ren's application. All required documentation must be submitted before acceptance is decided upon.

Acceptance and grade placement will be decided upon within 3 working days. The timeline may vary if it is a Student Support case.

If parents/guardians would like more information on curriculum or information about specific grades, please

request for an appointment with the Executive Director or Principals.

## 5. Admission of Students with Learning Support Requirements and English Language Learners (ELL)\*

Due to DIA's facilities and resources, we cannot admit students with moderate or severe learning support requirements. Students with mild learning requirements will be considered. The decision will be made following discussions between the Head of Student Services and the respective Principal. Information from relevant professionals (e.g. previous teachers, psychologists, doctors etc.) will be considered. A student with foundation English and mild learning requirements may be admitted into the Primary & Grades 6 or 7 of the MYP. It is unlikely that students with ELL and learning requirements will be admitted into Grades 8 - 11. Students who are English Language Learners and are not at a high level of proficiency may be admitting into Grades 9 - 11, however decisions will be made on a case-by-case basis.

\* If your child/ren fits into the above category, please request to see the complete DIA Student Services Policy for further information.

## 6. Categories of Admission:

**a. Unconditional Acceptance** – meets all criteria for acceptance.

**b. Conditional Acceptance** – extra support and at-home tutoring may be recommended in certain subject areas. Parents/Guardians must ensure a tutor is found and complete the necessary form with contact details and information about the tutor. All tutors will be required to maintain regular contact with the school. Recommendations that are not followed may result in the discharge of the child from DIA. Please refer to the Discharge of Students clause.

**c. Provisional Acceptance** – student will be admitted on a maximum two term provisional basis (only in Terms 1 and 2).

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During this period it will be assessed whether the child is able to meet objectives of the mainstream curriculum with support and at-home tuition. Regular feedback will be given to the parents/guardians. At the end of the provisional period the terms of acceptance will be re-assessed. If it is found that the requirements have not been met this may result in the discharge of the child from DIA.

## 7. Admission to Primary Years Programme (PYP)

Dar es Salaam International Academy is an International Baccalaureate World School implementing the IB Primary Years Programme (PYP) from Grades KG – 5.

Students within DIA's Grade 5 class will be required to sit an assessment during the academic year to ensure they meet the requirements to enter the Middle Years Programme (MYP). Parents/Guardians will be informed in advance if the DIA MYP cannot cater for their child/ren once they have completed Grade 5.

It is a requirement that students in Grades 4/5 participate in the annual Study Tours, which are a vital component of the curriculum.

## 8. Admission to Middle Years Programme (MYP) & Diploma Programme (DP)

DIA is an International Baccalaureate World School implementing the IB Middle Years Programme (MYP) from Grades 6 – 10 and the IB Diploma Programme (DP) from Grades 11 - 12.

Students within DIA's Grade 10 class will be required to sit an assessment during the academic year to ensure they meet the requirements to enter the Diploma Programme. Parents/Guardians will be informed in advance if the DIA DP cannot cater for their child/ren once they have completed Grade 10.

It is a requirement that all students enrolled in the MYP/DP have access to a computer/laptop and the Internet at home in order to keep up with the demands of the curriculum. It is expected that 8th - 12th grade students also have a personal laptop that they are able to bring to school. Students in Grades 9/10/11/12 are also expected to have a graphing calculator to access the curriculum.

### 8.1 Admission to Full Diploma Programme (see Diploma Handbook for details)

Students will study all components of the Diploma Programme; 6 subjects (with at least 3 at Higher level), Creativity Activity Service, Theory Of Knowledge & Extended Essay.

- Submission of school report for Grades 9 and 10 in MYP or Years 10 and 11 in IGCSE (or equivalent)

- Students must have completed Grade 10 (MYP) or Year 11 (IGCSE) (or equivalent)

- Overall grade 4 or above in at least four subjects at MYP or overall grade C or above in at least four subjects at IGCSE (or equivalent)

- Overall grade 5 (MYP) or grade B (IGCSE) or above in subjects being studied at Higher Level (or equivalent)

### 8.2 Admission to Diploma Courses programme (see Diploma Handbook for details)

We encourage students to study five courses. In order to aid their university applications, we recommend this should include a course from each of Groups 1 (Studies in Language and Literature) and Group 5 (Mathematics). In addition, they must complete Creativity Activity Service.

- Submission of school report for Grades 9 and 10 in MYP or Years 10 and 11 in IGCSE • Completion of Grade 10 (MYP) or Year 11 (IGCSE)

Applications will be considered on a case by case basis.

### 9. Discharge of Students:

a. If DIA finds that its resources are insufficient to meet the child's needs.

b. If a student is admitted on a conditional or provisional basis and DIA finds that either the child or the parents/guardians are not meeting stipulated requirements.

c. If a student is not meeting the DIA behavioral requirements.

Please note that sufficient time will be given to the parent/guardian to find an alternative school and if the student displays no behavioral issues they may be allowed to complete the academic year.

**Please be advised that the Executive Committee makes the final decision on all admission and discharge cases, decisions will be based on the well being of the child and/or the school.**