

Parents interested in enrolling their child at Kairos should make an appointment to visit the school. Typically, this introductory visit takes place during a 1-1 school meeting, in which both Parents should attend.

Children's House children (ages 3-6) must be toilet-trained before starting, and must be at least three years old by September 1st of the current school year. Students entering Elementary must be six years old by September 1st of the current school year. Students entering the Adolescent Programme must be twelve years old by September 1st of the current school year. New students may apply for admission at any time. Applications will be dated at the time they are received, and a determination of admission will be made following the Priority Registration Period (see below).

Kairos allocates places on the basis of class composition - mix of boys and girls, relationship with other families at School, location (proximity to School), involvement with the Local Parish, and expected length of stay in Portugal.

### **Enrolment Procedure for New Students**

The enrolment procedure involves the following steps:

1. Review School Handbook in detail
2. Complete Pre-registration form
3. Both parents to attend One-to-One meeting at Kairos
4. Letter of Application
5. Class Experience with child
6. Final Answer
7. 10 days to accept offer by completing Registration Form, and completing the Registration fee

### **Class Experience**

The assessment procedure for admission is a visit, seen as an informal session. The assessment procedure for pupils seeking to join the School can involve up to a three-day trial period, with observations around social and emotional awareness. For older pupils, there will be more formal written assessments in Reading, English, Mathematics and Reasoning. During the visit, the teachers converse with the child, noting the students' interests, eye contact, cooperation, ability to remain focused on a task, overall behaviour and interaction within the class. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

## Children's House Admission Windows

Children's House admissions are grouped into 2 admission windows: 1) Early Admission - September/October; 2) Final Admission - March/April. In each case Kairos collects all admissions up to the window date, and then on the basis of places available, offers class experiences and places in the subsequent month.

## Introductory Period

For all new students, **and for all returning students for whom Kairos deems necessary**, the **first term** is an Introductory Period. During this time teachers will communicate with the parents of new children to share any concerns. The Introductory Period concludes at the end of the first term in December. During the Introductory Period, if the school decides that it is not able to adequately serve the needs of the child and simultaneously address the overall needs of the entire class, enrolment will be terminated without any tuition obligation beyond the child's actual period of attendance.

## Guidelines for Children Identified with Special Needs

### Review Periods

- Registration of children with special needs will be reviewed annually between administration and parents prior to acceptance of registration.
- Special attention will be given prior to promoting the child to the next level (i.e. promotion from Children's House to year 1; year 2 to year 3 ).
- Children with special needs will be reviewed every 6 weeks to assess the continuation of education and whether Kairos can serve the child and that the classroom community can benefit from their participation.

### Specialists & Aides

- Children with identified needs and specialists need to submit a proposed schedule of classroom visits to the office as part of the admissions process. The schedule will be reviewed by the School Head and approved classroom visits will be scheduled by the office. All extra costs of specialists are covered as an extra by parents.

## Re-enrolment Procedure for Existing Students & Enrolment of Siblings

Although enrolment priority may be given to returning students and their siblings, re-enrolment is not guaranteed. Kairos reserves the right to deny enrollment to any student that Kairos believes it cannot appropriately serve.

All continuing students must re-register for the upcoming school year and will be allowed to do so during the Existing Student Priority Registration Period (typically prior to January 15th). Sibling Priority registration is typically completed prior to October 15th of the prior School year.

Students who re-apply after the Priority Registration Period ends are no longer given preference for re-enrolment for the next school year.

Returning students pay a re-registration fee (see Fee Policy for details). Kairos may require returning Children's House students graduating to Elementary to go through an Introductory Period as described above. The same applies to Elementary students graduating to the Adolescent Programme. Kairos reserves the right to deny re-enrolment to any student that Kairos believes it cannot appropriately serve. The re-enrolment procedure for returning students involves the following steps.

1. During the Priority Registration Period, enrollment priority will be given to returning students and their siblings.
2. To be considered for re-enrolment, the parent submits a re-enrolment contract along with a deposit for the upcoming school year, which is non-refundable and non-transferrable.
3. Tuition payments must be completed as stipulated by the Kairos Fee Policy.

### **Promotion and Retention**

In a Montessori programme with multi-age groupings, certain "rites of passage" require consideration of the child's readiness to move to the next level.

The child's readiness to advance is assessed at an educational, emotional and developmental level rather than purely from a chronological point of view. Each environment is geared to a developmental stage of childhood, and the primary aim is to match the child's needs with the nature of the Montessori environment.

In determining the optimal environment for the child, parents and school staff must consider the following developmental qualities:

- a. Cognitive development, including academic skills;
- b. Social maturity;
- c. Emotional maturity; and
- d. Physical maturity.

Although a child may be chronologically expected to progress to the next level, developmental signs may indicate that an added year at the child's current level is the best match for the child's needs. If a teacher feels that this added year may be in the child's best interest, the teacher will discuss this with parents at the parent teacher conference in the Autumn Term. Then, the parents and teacher will carefully encourage and monitor the child's development through the ensuing school year. This will be done in light of lists and descriptions of developmental traits and academic skills required for successful progression to the next level of education.

Indicators of the child's proper placement will include: classroom assessment; teacher observations; the child's success with didactic materials and learning experiences in the classroom; anecdotal records; attendance; standardised tests and other formal assessment measures. In February, a final decision will be made regarding the child's placement for the subsequent school year (in some cases, depending on enrolment considerations, this decision may be delayed until later in the spring)

**Half-Day Children's House:** Students can stay for half days for their 1st year in Children's House, provided they are under 4 years of age. Children who turn 4 by September 1st of the school year will spend a full day at school so that they are academically, socially and emotionally ready to then spend their last year in Children's House the following year. Half-day Children's House students attend the general morning session (08:30-13:30) five days per week and fees are the same as full day.