



*A Division of
Finnish Educational Schools & Services Ltd.
RC 1571422*

TERMS AND CONDITIONS OF ADMISSION AND EXCLUSION FOR INGENIOUS MARIAN SCHOOL

1. GENERAL PROVISIONS

1.1. The terms and conditions of admission and exclusion (hereinafter the Procedure) of Ingenious Marian School (hereinafter IM School) provides the basics for admission, a list of necessary documents, bases for selection criteria and exclusion of pupils (hereinafter child/children).

1.2. The Procedure is made available on IM School website (<https://imschool.com.ng>).

1.3. The Director of IM School is entitled to change the present Procedure if it is necessary for bringing the Procedure into compliance with the Nigerian law, other legal acts, international agreements or the terms and conditions approved by the Keeper of the School.

1.4. The Procedure remains unchanged from the introduction of the admission time schedule until the beginning of the next school year, unless the Nigerian law of admission terms and conditions or a regulation that is issued under this law requires the change.

2. ADMISSION

2.1. Ingenious Marian School enrolls:

2.1.1. Children of Nigerian citizenship.

2.1.2. Children of foreigners legally living and working in Nigeria, if the child's mother tongue/dominant language (hereinafter L1) is English, or Finnish, or Estonian;

2.1.3. Children who have studied abroad in Finland, Estonia, UK or America due to the fact that one of their parents works or worked in the foreign country and the preferred education follows the Finnish, Estonian, UK and / or American Early Childhood Education & Care (ECEC) concept.

2.1.4. Children who are interested in studying in English speaking international school, and also interested in learning the Finnish and Estonian Languages.

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- 2.2. IM School enrolls children for 2019/2020 school year at Crèche, Nursery and Primary levels.
- 2.3. In exceptional cases children may be up to 2 (two) years older than the average age of children in the same class.
- 2.4. The following procedures are carried out during the admission:
- 2.4.1. The parent or legal representative will complete the school application form (Annex 1).
- 2.4.2. IM School will make a pre-selection based on the applications and will decide which families will be invited to the Family Interview;
- 2.4.3. During the Family Interview, the Special Educational Needs and language level of the prospective pupil is ascertained.
- 2.4.4. For Nursery, children Play Sessions may be carried out.
- 2.4.5. IM School has the right to postpone or cancel the Play Session in case the child does not reside in Nigeria.
- 2.5. IM School has the right to carry out Language Tests for first and second language to determine the child's language level.
- 2.6. The contact for admission inquiries is the Office Manager who will provide prospective families with information regarding IM School and admission procedures. The Office Manager coordinates the organisation of admission procedures.
- 2.7. The Director has the right to form an Admission Committee consisting of school staff.
- 2.8. Potentially the procedures and duties to be followed:
- 2.8.1. To carry out Family Interviews,
- 2.8.2. To carry out Play Sessions for Nursery level,
- 2.8.3. To carry out trial days for Crèche, Nursery and Primary levels. To carry out a Language Test in English and in Language 2 for Nursery and Primary levels.
- 2.8.4. To evaluate the results of the Language tests.
- 2.9. The family interview is based on the IM School application form.
- 2.10. IM School will handle all personal data in confidentiality. The Director will make the final decision on admission based on the proposal of the Admission Committee. On reasoned occasions, the Director is entitled to change the admission decision.
- 2.11. The child is officially considered to be a pupil of IM School after a schooling contract has been concluded between IM School and a parent or a legal representative.

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2.12. IM School has the right for conditional admission of a child in case all the facts which form the basis of the application have not been ascertained (i.e. in case the Play Session or the Family Interview have been postponed until the relocation of the child to Nigeria, or in case the requirements for changes and adjustments of the study organisation due to the child's special educational needs are not clear therefore it might later become evident that the school is not able to provide such changes and adjustments). The fact of conditional admission will be fixed in the contract.

3. REQUIRED DOCUMENTS

3.1. A parent or their legal representative with written consent may submit the application for enrolment.

3.2. The following documents are submitted when applying to IM School:

3.2.1. Copy of the photo page of the parent's or their legal representative's passports or ID-cards (showing date of birth);

3.2.2. Passport-size photograph of the child;

3.2.3. Copy of the photo page of the child's passport or ID-card (showing date of birth) or copy of the child's birth certificate;

3.2.4. If an international student candidate has relocated to Nigeria, a document which shows that he/she has a permanent or a valid temporary residence permit or a right of residence, or in the absence of such document, evidence of the legal stay of the student candidate in Nigeria from a competent authority in a format which can be reproduced in writing;

3.2.5. School reports from foreign state educational institutions or official certified copies that include the descriptions of subjects and learning outcomes (not applicable for the first year). In case the school reports are not in English, a translation to English language may need to be provided;

3.2.6. A certificate or a copy of the child's state of health that is issued by his/her healthcare provider; certified copies of documents related to any Special Educational Needs, in English, has to be provided;

3.2.7. Filled Application Form.

3.3. The documents are submitted to the IM School Director.

3.4. IM School is entitled to handle the child's application for enrolment and to make a decision about the admission throughout the school year.

3.5. Prospective families will get the admission decision in written form at the latest, 7 work days after the submission of application documents.

4. SPECIAL EDUCATIONAL NEEDS

4.1. Special educational needs are changes and adjustments needed in the ordinary study organisation due to the child's giftedness, health condition, physical disability, behavioural and emotional difficulties or a long period away from studies.

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4.2. In cooperation with parents or legal representatives, IM School, taking into consideration the school's resources, attempts to find the best solutions for integrating and supporting pupils with special educational needs, while also considering the circumstances of the pupils' special needs, the availability of the necessary support services and economic aspects.

4.3. In certain cases, when considering the best interest of a child with special educational needs, the child may require the support of an external specialist, the development of a support programme, or the acquisition of additional supporting resources, the implementation of which may require co financing by the parents or legal representatives of the child. The Director will appoint a coordinator who is responsible for organising the necessary cooperation between support specialists, instructors of talented pupils and teachers, to support the educational development of the child with special educational needs. The coordinator supports and supervises teachers in identifying potential special educational needs and makes suggestions to teachers, parents and the Director on future pedagogical work. This includes proposing measures offered at IM School in support of the development of the child. Upon further research, the coordinator might suggest to all relevant parties the evaluation of the child by external specialists.

5. LANGUAGE OF INSTRUCTION

5.1. The official study language at IM School is English. Students may choose to learn Finnish, Estonian and/or any of the Nigerian languages.

5.2. If necessary, IM School, in cooperation with a parent or legal representative, will consider arranging intensive courses of language support for reducing the child's language lag.

6. SELECTION CRITERIA

6.1. When making the admission decision the following criteria will be considered:

6.2. Crèche & Nursery:

6.2.1. The child has achieved the minimum required age at least by 31 December of the academic year concerned (below 2 years for crèche, age of 2 for nursery if the child shows signs of readiness);

6.2.2. The application has been submitted in the form set out together with the required documents;

6.2.3. Availability of places in a specific class;

6.2.4. Results of the Family Interview and the Play Session have been assessed as sufficient.

6.3. Primary:

6.3.1. The application has been submitted in the form set out together with the required documents;

6.3.2. Availability of places in a specific class;

6.3.3. Results of the Family Interview have been assessed as sufficient;

6.3.4. Results of the trial-day have been assessed as sufficient;

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6.3.5. Results of the Language Tests and the learning outcomes acquired in a previous educational institution have been assessed as sufficient.

7. EXCLUSION

7.1. A pupil will be excluded from IM School:

7.1.1 If a parent or their representative with a written consent submits a corresponding application to IM School (Annex 2).

7.1.2. If studies in IM School are not pursued in the class where the pupil is supposed to continue his/her studies;

7.1.3. If the child has not participated in studies for at least 50% (fifty percent) of the volume of lessons, except in cases where the absence is due to illness or other valid reasons. The reasons mentioned under this clause must be certified in writing (e.g. medical certificates);

7.1.4. If the pupil does not meet the graduation requirements of IM School during the standard period of study;

7.1.5. If the parent or a legal representative has failed to inform IM School of all significant circumstances related to the pupil or of new significant circumstances (e.g. special educational needs) that have emerged during the study period and that may affect or interfere with the proper performance of the Schooling Contract by IM School, the pupil, the parent or the legal representative;

7.1.6 When the Schooling Contract expires due to the pupil meeting the graduation requirements;

7.1.7. In case of the death of the pupil (God forbid).

7.2. IM School has the right to exclude a pupil from the school upon substantial breach of the Schooling Contract which results in termination of the contract.

7.2.1. Such a breach of contract among other things is:

7.2.1.1. A significant violation of requirements laid down in IM School regulations;

7.2.1.2. Failure to pay tuition fees or fees for additional services;

7.2.1.3. When a pupil arrives to participate in studies in a state of intoxication (that includes drugs and alcohol);

7.2.1.4. When the pupil's behaviour was or could be dangerous to other students, parents or IM School personnel.

7.3. The Director decides the exclusion of the pupil.

7.4. In case of exclusion, IM School will issue the parent or the legal representative:

7.4.1 A graduation certificate due to graduation;

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7.4.2. A school report for the current school year signed by the Director and authorised with the IM School seal when the pupil is excluded from IM School after the end of the study period;

7.4.3. A school report signed by the Director and authorised with the IM School seal and a results report for the current study quarter of the school year when the pupil is excluded from IM School during the study period;

7.4.4. An extract from the pupil health card claimed by the parent or legal representative.

7.5. When a pupil is excluded from the list of pupils, the pupil, the parent or the legal representative undertakes to return the student card, books received from the IM School library, locker keys if any, and settle all other arrears related to IM School and external service providers.

Annexes

Annex 1: IM School Application for Enrolment form.

Annex 2: IM School Application to Exit form.

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