



JEPHTHAH COMPREHENSIVE SECONDARY SCHOOL

ADMISSION POLICY

Policy Scope:

This Policy applies to all prospective families applying for the admission of their children into Jephthah Comprehensive Secondary School (JCSS).

General Guidelines:

- i. No child shall be excluded from admission into JCSS on the basis of race, gender, colour, or state/national origin.
- ii. The final admission decision rests with the Administrator/Principal after the parents have agreed to the school policies by appending their signatures on the required documents and making the required financial commitment.

Admission Criteria:

- i. Student enrolment is subject to space and programme limitations. An admission list will be ranked and published based on the following:
 - a. Merit performance in the entrance examination
 - b. Children of families already attending JCSS
 - c. International transfer students
- ii. Parents must accept their financial responsibility as outlined in the Tuition Fee structure established by the Board of Directors.
- iii. FAITH: The school is of the non-denominational Christian faith. Students and parents are required to support the teachings of the school and cheerfully support the rules and authority in the spirit of Christ (Heb. 13:17). Students from other faith apart from the Christian faith may not attend the school.
- iv. Junior Secondary School 1 (JSS1) students must attain the age of ten (10) years on or before September 30th of the current year of admission.
 - v. The admission into Junior Secondary terminates after three (3) years (JSS3).
- vi. Students who graduate from JSS3 and wish to continue in Senior Secondary are expected to purchase, fill, and submit a new admission form.
- vii. Mid-stream admission is based on available space and information from previous school.
- viii. In the event of any consideration for Mid-stream/Transfer admission, the Principal will make the final decisions considering the school's ability to provide for the social and instructional needs of prospective students. The Principal will also determine the new students' grade placement. The family will then be notified promptly by the admission officer.

Application Procedures:

- i. Prospective parents will be provided an information package, complete with application forms.
- ii. Prospective parents are to submit all the completed forms and necessary documents to the admission officer. These documents include;
 - a. Application for Enrolment Form
 - b. Copy of current class result
 - c. Copy of birth certificate from National Population Commission
 - d. Copy of bank deposit slip/online money transfer advice
 - e. Passport photograph of candidate

Review

The admission policy shall be reviewed by a committee which consists the following:

- Principal as the chairman and/or vice principal
- All the departmental heads as members
- Student affairs officers (junior and senior school) as members