



**ISLAND ACADEMY**  
**I N T E R N A T I O N A L**

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**U N I T Y   I N   D I V E R S I T Y**

An IB World School



# Admissions Policy

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## General Information

All enquiries in regard to applying to Island Academy International School should be directed to our Administration Department either by emailing [admissions@islandacademy.com](mailto:admissions@islandacademy.com) or by calling (268) 460 1094.

Application forms are available at reception and are also available for download at [www.islandacademy.com](http://www.islandacademy.com). Completed application forms and supporting documents can be submitted in person to the reception desk or emailed to [admissions@islandacademy.com](mailto:admissions@islandacademy.com). All documents received are kept confidential.

Island Academy reserves the right, at its sole discretion, either to accept or to reject any application for admission. Island Academy does not discriminate on the basis of gender, race, socio-economic or political background, religion or ethnicity.

There is a \$200XCD non-refundable fee for each application. Generally speaking, applications are made to the school **up to 2 years** in advance of the child starting at IA. For example, for a September 2025 start, we will accept applications from September 2023 and not before. An application submitted after our February Open Day for a September start in the same year is considered a late application, and the student will almost certainly have to go onto a wait list.

The school runs an Open Day on a Saturday in February and then smaller Open Afternoons the last Wednesday in March, April, May and June. At the open events, families have the opportunity to tour the school, meet staff and students sit entrance exams.

The information regarding admission at all grade levels can also be accessed by the public on Island Academy's website, [www.islandacademy.com](http://www.islandacademy.com).

## Kindergarten Admissions

Each application to Kindergarten is considered using the following guidelines:

1. Every applicant must submit:

- i) Completed, dated and signed Island Academy application form
- ii) Passport biographical page. Where no passport exists, a birth certificate is required.
- iii) Immunization records. In Antigua and Barbuda, it is a legal requirement for children to be vaccinated against tetanus, pertussis, polio and diphtheria before they start school (Antigua and Barbuda, Chap145, The Education Act). This is also our policy here at Island Academy.
- iv) Parent/ grandparent's passport biography page for Antiguan students without Antiguan passport/ birth certificate)
- v) Non-refundable \$200XCD application fee

Please note that prospective international students (non-citizens of the Organization of Eastern Caribbean states) will need to apply for a student permit to be admitted. At least the date of an immigration appointment for the permit will be required for admission.

2. Each applicant is expected to attend an Open Day induction on campus.

3. Each applicant must complete a short assessment screening. This assessment is conducted on campus by members of Island Academy staff.

4. At times, applicants' families are interviewed by the Principal personally.

5. Applicants must have had their 5<sup>th</sup> birthday by March 31<sup>st</sup> of the academic year they wish to enter Island Academy.

6. Priority consideration is given to applicants with a sibling already enrolled at the school.

Admission is dependent on there being no undisclosed conditions that might seriously impair the child's learning.

## Grade 1 to Grade 10 Admissions

Applications for Grades 1 to 10 are on a rolling basis. Student applications to Grade 11 or Grade 13 are not accepted because of the nature of CSEC/IB 2 year courses. Each application to Grades 1 through 10 considered using the following guidelines:

1. Every applicant must submit:

- i) Completed, dated and signed Island Academy application form
- ii) Passport biographical page. Where no passport exists, a birth certificate is required.
- iii) Immunization records. In Antigua and Barbuda, it is a legal requirement for children to be vaccinated against tetanus, pertussis, polio and diphtheria before they start school (Antigua and Barbuda, Chap145, The Education Act). This is also our policy here at Island Academy.
- iv) Parent/ grandparent's passport biography page for Antiguan students without Antiguan passport/ birth certificate)
- v) Most recent report card and student reference from current school
- vi) Non- refundable \$200XCD registration fee

Please note that prospective international students (non-citizens of the Organization of Eastern Caribbean states) will need to apply for a student permit to be admitted. At least the date of an immigration appointment for the permit will be required for admission.

2. A secondary applicant seeking to join specific CSEC courses, such as Chemistry, must show evidence, via past school documentation, that s/he has studied the subject during the past year, and has scored well in the course.

3. Each applicant is expected to attend an Open Day induction on campus. There is more than one opportunity to attend. Only in the case of unavoidable circumstances which prohibits a student from attending an induction, may a student be exempted.

4. Each applicant must complete Island Academy assessment exams in Mathematics and English at the Island Academy campus under supervision. Grade 1 assessments are conducted by a member of staff. These exams range from 40 to 90 minutes each, depending on the grade and subject.

5. Secondary applicants must pass the entrance exams. Exceptions are made for the following:

- i) English as Additional Language (EAL) applicants
- ii) Applicants who have previously academically underperformed but have demonstrated academic potential
- iii) Applicants who are wards of the state and have high academic potential

6. At times, applicants and their families are interviewed by the Principal personally.

7. Priority consideration is given to applicants with a sibling already enrolled at the school.

Admission is dependent on there being no undisclosed conditions that might seriously impair the child's learning.

## IBDP Admissions

Grade 12 applications are on a rolling basis. Each application to the 2-year, International Baccalaureate Diploma Programme (IBDP) is considered on its individual merits using the following guidelines:

1. Every applicant must submit:

- i) Completed, dated and signed Island Academy application form
- ii) Passport biographical page. Where no passport exists, a birth certificate is required.
- iii) Immunization records. In Antigua and Barbuda, it is a legal requirement for children to be vaccinated against tetanus, pertussis, polio and diphtheria before they start school (Antigua and Barbuda, Chap145, The Education Act). This is also our policy here at Island Academy.
- iv) Parent/ grandparent's passport biography page for Antiguan students without Antiguan passport/ birth certificate)
- v) Most recent report card and school transcript
- vi) Non- refundable \$200XCD registration fee

Please note that prospective international students (non-citizens of the Organization of Eastern Caribbean states) will need to apply for a student permit to be admitted. At least the date of an immigration appointment for the permit will be required for admission.

2. A student either must have completed the regional examinations Caribbean Secondary Education Certificate (CSEC) with the majority of their scores being **Is and IIs** (I being the highest and up to III 3 a basic pass) including Mathematics and English, and Biology preferably, or have other equivalent qualifications, with acceptable school reports.

3. A student seeking to join specific courses, such as Chemistry, must show evidence, via past school documentation, that s/he has studied the subject during the past two years minimally, and has scored well in the course.

4. Each applicant is expected to attend an Open Day event.

5. Each applicant must complete Island Academy assessment exams in Mathematics and English at the Island Academy campus under supervision. These exams are 45 minutes each.

6. On a regular basis, applicants, and sometimes their families, are interviewed by the Principal personally.

Admission is dependent on there being no undisclosed conditions that might seriously impair the child's learning.

## Admission Decisions

The school will take into consideration the following when determining an offer of admission:

- The results of the school's assessments, which are designed to indicate the student's current academic standing in a number of core areas, as well as his/her academic potential.
- The past report cards, and reference letters/forms from previous schools

Typically, applicants are informed of the school's decision within two-four weeks of completing all steps of the admissions process.

If a place is not immediately available, the incoming student is informed, and their name placed on the waiting list for the grade level. Places will be offered to students on the waiting list as they become available.

Once all requirements are met and a place at the appropriate grade level is available, an offer of admission will be presented. An offer of admission must be accepted within 14 days. In order to secure the offered place for the student, the deposit payment of EC\$1,500 toward the term's tuition fee is required. This amount is non refundable.

Students who secure their offer of admission by submitting the non-refundable deposit, are entered into the school, added to the class register. Whilst the majority of our students begin school at the start of the academic year in September, we do accept students throughout the year. However, this start date is determined by Administration so as to ensure the positive integration of the student into the class. If the student is not attending immediately (i.e. at the start of the academic year/term) the payment of \$1,500.00EC must still be submitted to secure their place.