



The Canadian School of Warsaw
since 2000

Enrolment Policy

Children entering Grade 1 (in September)

1. Parents or guardians complete admission forms and submit.
2. Documentation from preschool should be provided:
 - If the child is coming from the Canadian Preschool then the School Readiness Test, Homeroom Teacher's Evaluation and Language report are required.
 - If the child is coming from elsewhere then the results of the School Readiness Test or a similar type of evaluation are required.
3. If applicable then a report from the child's psychologist or counsellor should be provided.
4. The child will be expected to attend an open day at the Canadian School of Warsaw. Children from the Canadian Preschool and from elsewhere are obliged to attend this day. Failure to attend the open day will result in the application being cancelled. This will occur on a Saturday between the months of February through to the end of April (it may be earlier depending on the winter break). The following will occur during this day:
 - The child will be observed in play with other children by our psychologist, PYP co-ordinator and testing teachers.
 - The child will sit individual placement testing.
 - The principal will meet with parents to discuss relevant aspects of the school including the PYP and other pertinent policies.
5. Following the open day the applications will be considered by the enrolment team (psychologist, PYP co-ordinator, testing teachers) and admission will be granted based on the following criteria:
 - Preschool indicates that the child is ready to progress to Grade 1 (e.g. Positive preschool readiness scale or positive results from a similar type of evaluation).
 - Positive placement testing results.
 - Positive assessment by the psychologist.
 - An ability to communicate in English and/or Polish but this is not vital. If the child cannot communicate in English and/or Polish then recommendations will be made that the child attend private English and/or Polish lessons in the lead-



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up to school and will be offered extra support in these languages when they start school.

6. The results of the application process will be communicated to parents in the mail no longer than 2 weeks after attending the open day. For successful candidates recommendations may be provided to parents regarding extra support that their child may require in the lead up to school (e.g. If an articulation disorder is identified by the enrolment team, then speech therapy will be recommended).
7. Parents complete the educational agreement.
8. Registration fees and other relevant payments are made.

Children entering a grade other than grade 1 (in September) or children entering any grade late in the year.

1. Parents complete admission forms and submit.
2. Previous school certificate or report card is required.
3. Where necessary, a report from the child's psychologist or counsellor should be provided.
4. The child is then invited for individual placement testing. This includes language proficiency testing. The child MUST be able to communicate in either Polish and/or English. If the child is entering late in the year then they will also be required to spend up to a day in the class for which they are intended so that they can be observed within the classroom context. Observations will be made by the homeroom teacher and psychologist and feedback provided to the principal.
5. The application will be considered and results communicated to parents by mail within a week of the placement test. Successful candidates will be notified as to what grade level they should enter depending on the results of the placement testing. For successful candidates recommendations may be provided to parents regarding extra support that their child may require (e.g. If an articulation disorder is identified by the enrolment team then speech therapy will be recommended).
6. The educational agreement is completed and signed.
7. Registration fees and other relevant payments are made.



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