



AVIATION CITY INTERNATIONAL SCHOOL

EARLY YEARS

PRIMARY

SECONDARY

Molding a **WHOLE** Child



📍 Aero Garden Estate,
Along Kuje Overhead Bridge,
Near Civil Defence Quarters,
Airport Road, Abuja

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✉ principal@acisedu.org,
enquiry@acisedu.org

🌐 www.acisedu.org



ADMISSION **BOOKLET**

Introduction

Aviation City International School (ACIS) Abuja is an exciting, national and international centre of excellence in education where parents choose to bring their children to study, work and play; where everyone has equal access to opportunity and prosperity. At ACIS, we aim to deliver a curriculum of international standards blended with Nigerian and British contents with a view to producing independent and autonomous learners, in Science, Technology, Business, Arts and entrepreneurship



THE VISION

Our vision is to produce all round global problem solvers, well-integrated into the international arena with distinct personality development and robust digital application.



THE MISSION

Our Mission is to:

1. Promote critical thinking among members of the school community
2. Instill and inspire self-discipline and confidence
3. To embrace new and emerging digital windows in advancing learning experience.



OUR CORE VALUES

- Integrity
- Leadership
- Creativity
- Community

1. Eligibility for Admission

- 1.1 Admissions to the Early Years Foundation Stage is accepted on a play-based assessment and age correlation to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.
- 1.2 Admissions for years 1 to years 11 will be subject to a review of the child's most recent school report and may include further additional placement test and/or an interview.
- 1.3 We work in accordance with age enrolment guidelines and aim to place children in the appropriate year group.

Class	Minimum Age Range for Admission
Creche	4 months- 23 months
Play Pen	2 years
Preparatory	3 years
Nursery	4 years
Reception	5 years
Year 1 (Primary 1)	6 years
Year 2 (Primary 2)	7 years
Year 3 (Primary 3)	8 years
Year 4 (Primary 4)	9 years
Year 5 (Primary 5)	10 years
Year 7 (JSS 1)	11 years
Year 8 (JSS 2)	12 years
Year 9 (JSS 3)	13 years
Year 10 (SS 1)	14 years
Year 11 (SS 2)	15 years
Year 12 (SS 3)	16 years



- 1.4 English is the language of instruction and daily operation at ACIS. We aim for all students to become fluent English, able to read and write in English at an appropriate level for their age. ACIS does provide English Language support for students for whom English is an additional language at an extra cost and extra support. Parents will be encouraged to provide additional support, for English language learning activities at home as well for best outcomes.
- 1.5 ACIS is a fully inclusive school and does accept children with specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure ACIS can provide appropriate support. If needs are identified at any time parents are expected to work in full collaboration and ensure they provide all necessary support and also pay for any additional support like language or any learning support that may be recommended by the school.

2. Admission Priorities

- 2.1 Admission will be subjected to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. Following successful assessments, children will be offered places with the following priorities:
- a) Students with siblings in the school
 - b) Waiting list according to submission of completed application

3. Accepting an offer of a Place

- 3.1 If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 3 days. To secure the place, a non-refundable tuition deposit must be paid within 3 days. Your first term's fees will be adjusted by this amount. This amount is non-refundable unless the family has to move outside before the start of the academic year. Parent must inform the school earliest possible and not later than 2 weeks to resumption.
- 3.2 Parent should also submit the following documents
- 3.2.1 Signed Application Form completed in full;
 - 3.2.2 An official Birth certificate of child;
 - 3.2.3 Copy of Parent/Sponsors ID Card
 - 3.2.4 2 passport-size photographs of the student
 - 3.2.5 1 copy of the student's Birth Certificate
 - 3.2.6 1 copy of the Student's Vaccination Card
 - 3.2.7 1 copy of the original report sheet of the last examination passed at the previous school
 - 3.2.8 Original Transfer Certificate.
 - 3.2.9 Medical Documents incase or any medical needs like allergies, asthmas etc.

All relevant information regarding the applicant must be included with the online Registrations along with up-to-date contact details and emergency telephone numbers for both parents

4. Conditional Offers of a Place at ACIS

- 4.1 You may be offered a conditional place at ACIS. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide:
- 4.1.1 Further documentation about your child's schooling (e.g. transfer certificate);
 - 4.1.2 agreement to providing additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
 - 4.1.3 If the conditional criteria are not satisfied, ACIS retains the right to withdraw the place.
 - 4.1.4 It is a requirement that all documentation must be submitted to the school before a child may attend as a pupil.

5. Fees

- 5.1 ACIS reserves the right to make further charges for additional services for children for whom additional support is required.
- 5.2 If after consultation parents will not pay for additional support, then ACIS reserves the right to withdraw the child's place so that the education of others is not jeopardized.
- 5.3 Tuition fees must be paid termly (By the 10th of September/January/May- as per the term) Failure to pay school fees within 30 days of the start of term may result in a child removed from school activities.
- 5.4 All payments are made to the bank only. In addition, payments of fees and tuition can also be paid online.
6. Fee Concessions
- 6.1 Sibling policy

Sibling policy:

It is the policy of the school that siblings shall receive discounted fees. The deductions apply to tuition fees only and do not include other fees. Deductions are to be calculated as follows:

Sibling	Deduction rating
Sibling 2	5%
Sibling 3	5%
Sibling 4	5%

7. Notice of Leaving

- 7.1 All students withdrawing from the school must submit notification of their withdrawal. A 30-day notification period is required to ensure all necessary documents are ready.
- 7.2 All fees before withdrawal must be paid. Children are not entitled to receive a transfer certificate, their final reports or any other documents from school/authorities until fees have been paid.

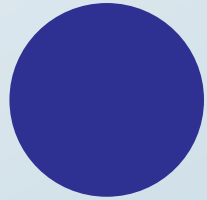
8. Returning students- Re enrollment fees

- 8.1 The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.
- 8.2 If there is any outstanding fees by the end of the year, the child will lose a seat for the next academic year.

9. ACADEMIC CALENDAR

The school runs the trimester system which is in line with the approved National School Academic Calendar. It usually runs from September to July annually.

1. First term: September-December
2. Second term: January-April
3. Third term: May-July



Procedure for the Admission of New Students at ACIS

Application form received by Admission Committee and
any other requested paperwork

- Parents are requested to fill in the mandatory information form

CRITERIA

1. Satisfactory school reports
2. Literacy and Maths attainment matches with the age-related expectations for National Curriculum.
3. Chronological age within broad average of year group
4. Availability of places

- If any serious medical needs are recorded by parent then the Medical Team must screen and invite parents in before an offer is made.

- Medical and education needs are considered before offer is made

Admission team conducts an assessment at AVS which includes:

- Reading comprehension
- Written Language
- Mathematics
- Science

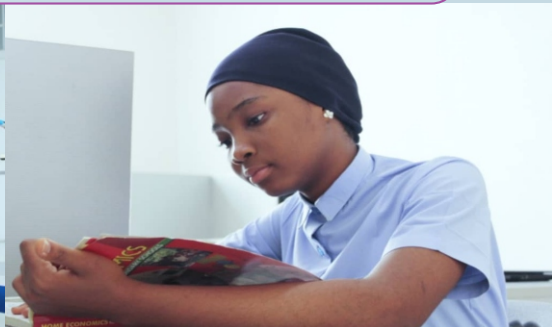
Application referred to the Achievement centre if:

1. Attainment levels are well below age related expectations
2. Any SEND or learning difficulties are indicated
3. There are any emotional /behavioral concerns

- Offer if prior steps have been met / appropriate support can be offered

Achievement Centre makes recommendations

Unable to support student's needs at the time of review.



Students Behavioral Policy

Policy Statements

All scholars have the right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment. Aviation City International School also has a responsibility to provide staff with a safe, secure and respectful environment in which to work.

The aim of this policy/procedure is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times.

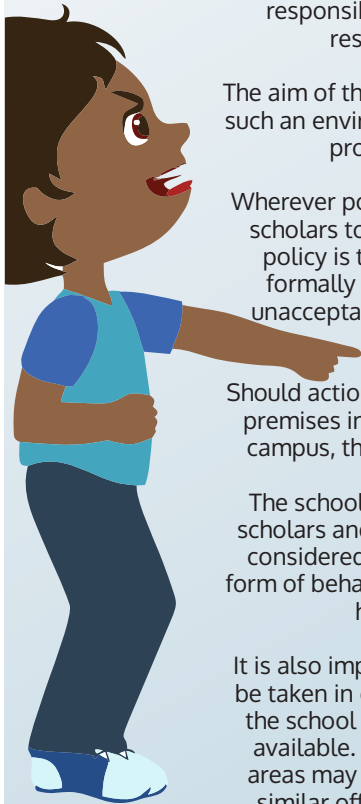
Wherever possible, the school will work constructively with scholars to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, formally record and, in certain circumstances, punish unacceptable conduct which disrupts learning or shows disrespect.

Should actions undertaken by scholars outside of the school premises impact upon maintaining good order within the campus, then disciplinary action will also be considered.

The school expects high standards of behaviour from its scholars and any breach of the expected standards will be considered misconduct. It is not possible to define every form of behaviour which will result in disciplinary action, nor has an attempt been made to do so.

It is also impossible to define every type of action that may be taken in each circumstance. Each case will be judged by the school in the light of the circumstances and evidence available. Varying circumstances in different curriculum areas may allow different actions for what are, basically, similar offences. It is, however, our objective to aim for consistency and fairness.

The examples given in this document are designed to give an indication of the actions, which may result in disciplinary proceedings being followed. Omissions in terms of examples are not in themselves ground for appeal.



S/N	INFRACTION	CONSEQUENCE	LEVEL OF AUTHORITY	REMARK
1	Bullying (physical assault, intimidation, verbal abuse, doing chores for others)	<u>First offence</u> Suspension <u>Second offence</u> DICOM	Principal Disciplinary Committee	Every Leader must feel safe at school. We have zero tolerance to bullying. We will not accept Leaders doing chores for others in the school.
2	Innapropriate language/swearing	<u>First offence</u> Warning <u>Scond offence</u> Parents' Notification	Any staff handling the issue Admin Staff	We expect all our Leaders to use polite, clean and suitable language
3	Innapropriate behaviour with the opposite sex: hugging, holding hands, kissing, being in isolated areas	<u>First offence</u> Warning <u>Second offence</u> suspension/parent Notification <u>Third offence</u> DICOM	Guidance Counsellor Principal Disciplinary Committee	Our Leaders will have a collegial relationship with other scholars only.
4	Sexual harrassment	DICOM	DICOM	We expect that there will be no harrassment of one Leader to another.
5	Jacking of locker/stealing	<u>First offence</u> Suspension/parent notification <u>Second offence</u> DICOM	Principal DICOM	Leaders may only use what is theirs. We will not accept stealing at school.
6	Possession of mobile Phones and any other electronic device.	<u>First offence</u> Confiscate the item <u>Second offence</u> Suspension	Principal Disciplinary Committee/Principal	Leaders should not have a mobile phone or electronic device in the school. These devices take the concentration of Leaders away from studies
7	Found with Drugs, alcohol and cigarette	Explulsion	Principal	Drugs, alcohol and cigarette endanger the health of Leaders. We have a zero tolerance policy on this.
8	Not using prescribed medication	Parents notofication	Nurse	Leaders who have been prescribed medicine must take thier medicine to remain or get healthy.
9	Fighting	<u>First offence</u> Suspension /parent Notification <u>Second offence</u> DICOM	Principal DICOM	Leaders of AVS must not be seen fighting

10	Rudeness to staff	<u>First offence</u> 2 days community service <u>Second offence</u> DICOM	DICOM DICOM	Leaders must not be rude to teachers or any other staff
11	Lateness to school or for any school function	<u>First offence</u> Counselling <u>Second offence</u> 2 days community service <u>Third offence</u> parent Notification	Guidance Counsellor Guidance Counsellor Guidance Counsellor	All scholars should be on time for all activities in school.
12	Disrupting the class/Prep	<u>First offence</u> Community service <u>Second offence</u> In-house suspension / parent Notification	Guidance Counsellor Guidance Counsellor	Scholars must keep the noise level down and engage themselves in their studies during prep/class
13	Inappropriate dressing and disrespecting the school uniform	<u>First offence</u> Counselling <u>Second offence</u> In-house suspension	Guidance Counsellor Guidance Counsellor	Leaders must dress smart and neat at all times.
14	Not cleaning tables and classes	Community service	Class Teachers	Leaders are responsible for cleaning their tables and classes after each meal.
15	Throwing of food, cups, cutleries	<u>First offence</u> Community service <u>Second offence</u> In-house suspension / parent Notification	Class Teachers Hostel Parents	We expect that all Leaders behave in a safe manner at school. Throwing anything or endangering leaders in any way will not be tolerated.
16	Disrupting school programme (switching lights off, switch on fire alarm etc)	<u>First offence</u> Community service <u>Second offence</u> Suspension / parent Notification <u>Third offence</u> DICOM	Guidance Counsellor Principal DICOM	Leaders must not disrupt the operation of the school.
17	Graffiti/destruction of school properties	<u>First offence</u> Community service <u>Second offence</u> Suspension/parent Notification <u>Third offence</u> DICOM	Principal Principal	Leaders should not be destructive. They must be able to keep the school properties safe

18	Speaking vernacular	<u>First offence</u> Counselling <u>Second offence</u> Counselling <u>Third offence</u> Community Service	Guidance Counselor	At AVS, English is the means of communication.
19	Plagiarism	<u>First offence</u> Zero score for all students involved / in-house suspension <u>Second Offence</u> Zero score for all students involved and to face DICOM	Staff whose subject is involved DICOM	We will only accept work if the scholars involved completed it themselves. All references should be footnoted. We will not accept cheating.
20	Examination Malpractice	Zero score in the subject	DICOM	Cheating of any form during Test or Examination
21	Bringing contrabands to the school.	Confiscaion	Principal	With the help of the parents, leaders aren't allowed to bring contrabands to the school.

***** DICOM***- Disciplinary Committee**
*****SCHOLARS *** Pupils and Students**



Scope

When dealing with students suspected of misconduct, ACIS recognizes that it has a duty to act fairly, which informs and underpins all its processes when working with students. The school will therefore endeavour to ensure that our systems, panels and communications adhere to the following set guiding principles that will contribute to making our operations both transparent and clear.

We will:

- i. Inform you of the basis of the issue and give you an opportunity to respond before any decisions are made.
- ii. Avoid bias when dealing with issues.
- iii. Be transparent in all our dealings whilst maintaining confidentiality.
- iv. Not delay in communicating with you.
- v. Where appropriate, we will seek to resolve issues relating to student discipline informally through our student support system.
- vi. Not delay in carrying out any necessary investigations to establish the facts of the case.
- vii. Provide all the information and documents to which any hearing or panel has access to you, in alternative format as appropriate.
- viii. Ensure that all the appropriate school regulations and policy documents are easily accessible and available to you.
- ix. Confirm the decision in writing.
- x. Monitor and review the effectiveness of our student disciplinary procedures and ensure appropriate action is taken.



AVIATION CITY

INTERNATIONAL SCHOOL

*Detach this Application form
fill and submit to the school
on or before the date of
entrance examination*



APPLICATION FOR AVS ADMISSION

(Please print neatly in Capital Letters)

STUDENT'S INFORMATION

Name:
Date of Birth: City/Country of Birth:
Nationality: State of Origin: L.G.A:
Religion: Male ☐ Female ☐
Mailing Address:

EDUCATION

Class of Application: Play Pen ☐ Prep ☐ Nur ☐ Reception ☐ Yr 1 ☐ Yr 2 ☐ Yr 3 ☐
Yr 4 ☐ Yr 5 ☐ Yr 6 ☐ Yr 7 ☐ Yr 8 ☐ Yr 9 ☐ Yr 10 ☐ Yr 11 ☐ Yr 12 ☐

Name of Previous School:

PARENT/GUARDIAN'S INFORMATION

Parent/Guardian's Name:
Address:
Occupation:
Office Address:
Telephone/Mobile No: (include country & City Code)
Email Address:

HEALTH INFORMATION

Blood Broup:
Genotype:
Physical Challenge Yes ☐ No ☐ Any Health Issue ☐

REQUIREMENT FOR ADMISSION

Please attach the following document on submission of application form

1. Last Primary/Secondary School Result
2. Copy of Candidate's Birth Certificate
3. Transfer Certificate (If Coming from another school)
4. Two Passport

TERMS OF ADMISSION

WITHDRAWAL: If a parent intends to withdraw his/her ward, a full term must be given to the school in writing or a full term fee will be charged.

DISMISSAL: Any pupil dismissed shall pay the full term's fees. However, no refund after payment

SICKNESS: Ordinary ailments are treated in the school Sick Bay, but more serious cases are referred to the Hospital for treatment and the charges added to the student's bill. The school authorities should be informed of students who fall sick at their homes within one week of the reporting date.

DECLARATION BY PARENTS/GUARDIAN

I hereby make application for the admission of the above-name student into Aviation Village School and I agree to pay all fees and charges, I shall also give a full term's notice to the principal before withdrawing the student from the school or pay a full term's fees in the line thereof.

FOR OFFICIAL ONLY

ISSUING OFFICER

Admission No: Name:
Signature: Date:

OFFICIAL INFORMATION

Admission Status Admitted ☐ Not Admitted ☐
Class Admitted: Admission Officer's Name:
Signature Date: