



Admissions Policy

As a multi-cultural, parent-run school, Gecko Garden Preschool values diversity as an opportunity to learn about other cultures. We accept students from all nationalities and linguistic backgrounds.

The Gecko Garden Preschool ("The School") Admissions Policy is as follows:

1.0 General Admission

- 1.1 The School accepts applications for children of all nationalities from the ages of 18 months to 6 years as at 15 September of the admission year.
- 1.2 Admission to all classes is based primarily on the order in which applications are submitted.
- 1.3 Preference is given, however, to:
 - 1.3.1 Maintaining cultural diversity by ensuring the total number of students from any one nationality will be no more than 30% per class. 'Nationality 1' nominated on the student enrolment form will determine the nationality of each child;
 - 1.3.2 Children of parents who fully understand the concept of parent-run and can commit to being active in the school community;
 - 1.3.3 Children who currently have siblings enrolled at the school.

2.0 Deferred Admission

- 2.1 The School recognises that from time-to-time some families in Phnom Penh face situations in which deferred enrolment for newly admitted students, or an extended absence for existing students, may be required.

In these instances, families have two choices:

 - 2.1.2 Return to the top of the waitlist, at no additional cost, and be offered a space in the class as spaces become available;
 - 2.1.3 Pay a holding fee of 50% of the regular term fee for each term that is missed in order to guarantee a space for their child at their desired commencement date. (At any given time, there can be, at most, two places per class reserved in this manner.)
- 2.2 Further, if a student will be absent for more than 5 weeks of any term, the family can pay 50% of the regular term fee, with prior agreement from the School Director.

3.0 Tadpole Admission

- 3.1 If a child is at the top of the Tadpole waitlist but is not yet 18 months by 15 September, the family can:
 - 3.1.1 Reserve a space for the child for when they turn 18 months by paying the full registration fee in advance and the full annual capital fee at the time of commencement;
 - 3.1.2 Remain at the top of the waitlist and be offered a space in the class as spaces become available once the child is 18 months of age. Upon commencement the family will pay the full registration fee and a *pro rata* of the capital fee.

-- End of Policy --

Additional Notes

Admission dates

The date for determining a student's age at in-take is 15 September of the admission year. However, if a child's birthday falls shortly after 15 September and the family is keen for them to be in higher year level then the child's acceptance into the higher class is at the discretion of the School Director.

Admission procedures to maintain multicultural diversity

Background

In early 2014, discussions were held with the PMG, teachers and parents to develop a Mission and Vision Statement for Gecko Garden Preschool. A key theme from those discussions was the need to maintain cultural diversity amongst the student population. It was agreed that the introduction of a quota system would be an appropriate way to manage school enrolments. A quota based on nationality (rather than linguistic background) was chosen, given it would be more transparent to administer.

Detailed Admissions Policy Regarding Multicultural Diversity

1. The total number of students from any one nationality will be no more than 30% per class.
2. The nationality of each child is based on the 'Nationality 1' nominated on the student enrolment form.
3. For children with dual nationalities, parents are required to determine which nationality will be considered 'Nationality 1' and which will be considered 'Nationality 2'.
4. In some circumstances, it may be appropriate to consider a child's 'Nationality 1' as being different from the nationality stated in their passport (for example, where a child is adopted and their nationality cannot legally be changed to reflect the nationality of one/both parents). In these situations, the International Director, together with the parents, has discretion to determine which nationality is most appropriate to reflect the child's family situation.
5. If a space becomes available in a class that already has 30% representation from one nationality, priority will be given to filling that space with the next child on the wait list who has a different nationality (where that nationality does not exceed 30% representation in the class).
6. If the only children on the wait list are from a nationality that already has 30% representation in the class, the School Director will discuss the situation with the Head Teacher of that class. Following discussion the case will be brought to the Treasurer. Together the School Director and Treasurer will consider factors such as the school's financial status (year-to-date), overall enrolments, and expected variance in the class. Together they will decide whether the vacancy can be maintained (from a financial perspective) for the remainder of the term. If it is determined that the vacancy cannot be maintained (from a financial perspective), the Treasurer will bring the issue for discussion to the next PMG monthly meeting (or for earlier discussion by email if the situation is urgent). The PMG will then vote to increase the quota beyond 30% for that particular nationality in that class.
7. Each case must be considered on an individual basis and will not lead to precedent.
8. This policy does not establish a minimum nationality quota to be maintained per class. The PMG may set aspirational quotas at the beginning of each school year (for example, that each class will have two children from ten different nationalities), depending on enrolment trends, composition of the waitlist, success in marketing, etc.

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Preference for families who commit to being actively involved

Background

In October 2016, the PMG discussed the challenge of low parental involvement in helping to organise school events and recognised the need for clearer communication during the admission process about the expectation of parents to be involved in the school community. The Admissions Policy and enrolment documentation was subsequently amended.

Waitlist process for Tadpole class

Background

Enrolment of children to Tadpole class is more staggered throughout the year compared with other classes at Gecko Garden Preschool due to minimum age requirements (18 months). To date, parents have been required to pay the registration fee to reserve a place for when their child turns 18 months, and children who have a place reserved are charged the full capital fee when they commence. In comparison, parents of children who join without a reserved place pay a pro rata of the capital fee. Income is potentially lost when children who are already 18 months are unable to join (and pay term fees) because places may be fully reserved for children who have not yet turned 18 months (and are not paying anything beyond the full capital fee). However, Gecko Garden Preschool's financial status does not appear to have been significantly affected by the current practice.