

Cambridge Academy Ethiopia



Student Admission, Registration and Distribution Policy

Updated January 2026

Purpose: To provide assurance that Cambridge Academy Ethiopia operates fairly and appropriately in its decisions about admission, registration and placement of students.

Policy: This policy sets out the Cambridge Academy Ethiopia requirements for the admission, registration and placement of students. Cambridge Academy Ethiopia has prepared this admissions, registration and placement of students policy to set out clearly the procedures for admission, enrolment and placement.

The Cambridge Academy Ethiopia admission, registration and placement of students policy takes into account the rights of persons with special needs. It sets out the order of priority for the admission of students if there are more requests than places available.

English Proficiency: Students are expected to demonstrate English language proficiency through standardised tests or interviews.

Admission: Cambridge Academy Ethiopia complies with the admission requirements below and takes them into account in this admission, registration and placement of students' policy:

Fair, Non-Discriminatory and Transparent Approach

- Cambridge Academy Ethiopia adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- Cambridge Academy Ethiopia allows prospective parents/guardians and their children to visit the Cambridge Academy Ethiopia school prior to registration so that they may familiarize themselves with the environment.
- Cambridge Academy Ethiopia re-registers its students in the next year, if the parents/guardians wish so, as long as there are no behaviour issues that justify refusal of the students' re-registration, no fee debts or no special educational needs that cannot be managed by the school.
- Cambridge Academy Ethiopia admit students with mild to moderate special education needs and offers additional appropriate learning support as required or needed (see Cambridge Academy Ethiopia Inclusion and SEN policies).
- Cambridge Academy Ethiopia will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and will offer appropriate support as per the student's needs.

Interviews and Placement Tests

- Cambridge Academy Ethiopia will admit students into Nursery and Foundation Stage classes without requiring the students to sit for any form of tests or interviews, though observation and evaluation of students may be required to ensure students are fully supported on entry to the school.
- Cambridge Academy Ethiopia may conduct an interview from Year 1, and may require the student to take certain placement tests to give an indication of their

performance level(s) to be able to provide proper learning support but not for the purpose of accepting or rejecting a student.

- Cambridge Academy Ethiopia may conduct an interview with a student with mild to moderate special needs, and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support but not for the purpose of accepting or rejecting a student.

Admission Information, Documents, and Records

- Cambridge Academy Ethiopia will require parents/guardians to complete a registration form giving full contact details for the student's parents/guardians, and details of the student. For example this may include:
 - Basic details (full name, date and place of birth, nationality, address, information about parents/guardians, etc.).
 - Official documents (identity card or passport, etc.).
 - Health records (vaccination card or similar).
 - Documents pertaining to students with special educational needs such as previous individual education plans and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions (if needed).
 - Details of any previous behavioural matters, including exclusions.
 - Submission of academic records from the previous school, including transcripts and reports is required.
 - Any other relevant information deemed necessary by the school.
- Cambridge Academy Ethiopia will keep records of all student admission files including required information and documents.

Student Capacity and Admission Priorities

- Cambridge Academy Ethiopia will have a maximum number of twenty students for each class in Foundation Stage.
- Cambridge Academy Ethiopia will have a maximum number of twenty-five students for each class of Year 1 to Year 13.
- Cambridge Academy Ethiopia will apply admission priorities if there are more requests for places than available places, as follows:
 - Students who attended the school in the previous year or period.
 - Students with siblings already in the school.
 - Children of school staff.

Registration

- Cambridge Academy Ethiopia will officially register a student once the student meets the admission requirements and conditions.

- Cambridge Academy Ethiopia may register students at any time of the year at its discretion, subject to space availability and provided that the school satisfies itself that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.

Placement of Students

Students will be placed in school years according to their age and year group progression (if a student has had to repeat any year).

Stage	Year	Minimum age on 31st August
Nursery	N	2 years
Foundation Stage	FS1	3 years
	FS2	4 years
Primary	YR1	5 years
	YR2	6 years
	YR3	7 years
	YR4	8 years
	YR5	9 years
	YR6	10 years
Secondary	YR7	11 years
	YR8	12 years
	YR9	13 years
	YR10	14 years
	YR11	15 years
	YR12	16 years
	YR13	17 years

Admissions Policy Addendum

Regulatory Compliance and Government-Mandated Enrolment Restrictions

1. Purpose of this Addendum

This addendum forms an integral part of the School's Admissions Policy. Its purpose is to clarify the School's position and authority in circumstances where government policy, ministerial directive, or regulatory condition requires changes to student admissions, enrolment composition, or continued registration.

2. Overriding Regulatory Authority

The School operates under licence from the relevant national and regional education authorities. As such:

- All admissions, enrolments, and continued registrations are subject to prevailing government policy, regulation, and licensing conditions.
- Where a conflict arises between this Admissions Policy (or any associated agreement with parents) and a government directive, the government directive shall take precedence.

3. Government-Mandated Enrolment Restrictions

In the event that a government authority introduces or enforces a policy that:

- Limits or caps enrolment by nationality, residency status, or any other demographic criterion; or
- Requires the School to maintain a specific proportion or balance of student nationalities as a condition of continued operation,
- The School reserves the right to adjust admissions, suspend new enrolments, or take corrective action to ensure full regulatory compliance.

4. De-registration of Students

Where compliance with a government policy or regulatory requirement necessitates a reduction or rebalancing of the student population, the School may be required to de-register one or more currently enrolled students, including Ethiopian nationals.

Such action may be taken:

- To protect the School's legal licence to operate;
- To ensure continued access to education for the wider student body; and
- To avoid regulatory sanction, closure, or loss of accreditation.

5. Basis for De-registration Decisions

Any de-registration arising from regulatory requirements will be:

- Non-disciplinary in nature;
- Unrelated to academic performance, behaviour, or parental engagement;
- Based solely on the legal and regulatory obligations imposed on the School.
- The School will seek, where practicable, to apply decisions fairly, transparently, and with due regard to student wellbeing, while recognising that regulatory compliance must take priority.

6. Notice and Communication

Where de-registration becomes necessary due to government policy:

- The School will provide formal written notice to affected families as soon as reasonably possible;
- The School will clearly communicate the regulatory basis for the decision;
- Supportive transition guidance may be offered, subject to feasibility and timing.

However, families acknowledge that advance notice periods may be limited where compliance deadlines are imposed by authorities.

7. Limitation of School Liability

The School shall not be held liable for:

- Loss of enrolment arising from compliance with government policy;
- Any financial or educational disruption caused by regulatory changes beyond the School's control;
- Decisions required to maintain legal operation under national law.

8. Acknowledgement by Parents and Guardians

By accepting a place at the School, parents and guardians acknowledge and accept that:

- Continued enrolment is conditional upon regulatory compliance;
- Government policy changes may override individual enrolment expectations;
- The School cannot guarantee continued registration where this would place it in breach of licensing conditions.

Approved by: The School Board

Review Due: January 2027