



WVIS Admissions Policy 2022-23

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1.0 Purpose, Aim and Scope of this Policy

Westview Cambodian International School is an international school dedicated to high quality teaching and learning. The purpose of our admissions policy is to ensure all our school stakeholders understand their role in facilitating the admissions procedure and the necessary requirements students need to meet in order to be able to join us at Westview.

This policy is provided to all parents upon enrollment with us and all staff at the start of their employment. A copy of this policy is available to all Westview staff on the respective Shared Drive with restricted access.

2.0 Admissions Criteria and Procedure

Admission at WVIS is based on whether the student's needs can be met by our school and its programs.



2.1 Receiving Applications

Westview welcomes applications from new students throughout the year. Applications for enrollments are reviewed in the order in which they are received until there are no available spaces left in the respective grade. Should there be no spaces left in a grade when a student wishes to enroll with us, our admissions team offers to add the child's name to our school's waiting list and contact the parent should a space later become available.

2.2 Criteria for Admission

2.2.1. Previous studies

Westview Cambodian International School assesses whether admission to our school will benefit a child by evaluating their previous academic performance and reviewing their previous school report cards. Parents are expected to provide the school with **report cards spanning the last 2 years**, from their previous school.

2.2.2 Entrance Exam

All prospective students are also expected to undergo an entrance exam in order for our school to be able to gain insight on:

- the child's English language proficiency level,
- the child's Khmer language level,
- the child's academic abilities in international core subjects (English language arts, math and science).

During the interview phase of the entrance assessment, our assessor will also gain insight on the student's social and emotional maturity. The assessor will pass the results and observations to the [Academic Manager](#).

The entrance exam alone does not determine if a child is able to join us at Westview, but acts as a starting point to determine how our school can fully support each individual child in their academic and personal growth.

The [Academic Manager](#) will pass the assessment results to the Admissions Officer, who will make a final admissions decision based on these results and the student's historical documentation.

The Westview admissions team is committed to communicating with the parents about

the status of their child's application in an efficient and timely manner, after the student has taken the entrance exam.

2.3 Other Documentation Required

Along with the above requirements, parents must submit the following documentation to support their child's enrollment application with us:

- Completed Enrollment Form
- Completed Student Health Form
- Completed Pick-Up Authorization Form
- Completed School Bus Service Form (if applicable)
- Copy of the Student's Birth Certificate
- Copy of the Student's Passport (if available)
- Copy of Parents' National ID Cards/Passports
- Copy of Family Book/Proof of Residence for Cambodian nationals
- Copy of Vaccination Record (if available)
- Copy of ID/Passport of Authorized Pick-Up Person(s)
- 5 Passport Sized Photographs of all relevant pick up persons, parents, and student
- Application Fee \$50.00 USD (non-refundable if not enrolled)

2.4 Placement

Assignment to a grade is dependent on a child's age and ability level, compared against prospective Westview peers of the same age. The minimum age guideline for entry to grade 5 is 9.8 years. There is a maximum two year leeway period above the age guideline. The school reserves the right to place according to the child's best academic, emotional and social interests.

Once the placement is confirmed, the new parents will be invited to settle the school fees in full by the due date. School Fees Payment can be made in Cash, by bank transfer or by cheque payable to Empire Education Co, Ltd.

3.0 After Enrollment

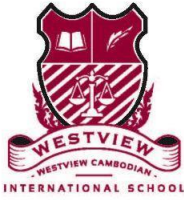
Updated in September, 2022



Once a student is officially enrolled with us, the Academic Manager or his/her designated person (ACS) provides a school orientation for the new student and parents that includes the school program and activities, school textbooks, relevant policies and home-school communication procedure. Finally, the Front Office Class Supervisor monitors the integration of the new student and family into the school community during the first two weeks, and at any further point, upon parent request.



Westview Enrollment Form

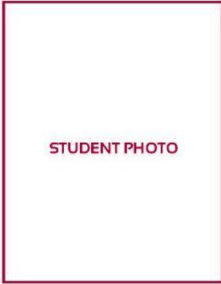


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WESTVIEW CAMBODIAN INTERNATIONAL SCHOOL

ពាក្យសុំចូលរៀន
ADMISSION FORM

STUDENT INFORMATION

Family Name: Given Name:
Preferred Name: Full Name in Khmer:
Date of Birth: Male Female
Nationality 1: Nationality 2:
Current Grade: Current School:
Applying for Grade: Preferred Date of Admission:
Address in Cambodia:



MOTHER

Full Name: Nationality:
Passport/ID No: Residency Status in Cambodia:
Phone 1: Phone 2:
Address (if different from student's):
Occupation: Employer:
Email: Main contact person for student's learning: Yes No

FATHER

Full Name: Nationality:
Passport/ID No: Residency Status in Cambodia:
Phone 1: Phone 2:
Address (if different from student's):
Occupation: Employer:
Email: Main contact person for student's learning: Yes No

WITH WHOM DOES THE STUDENT NORMALLY LIVE?

- Both parents
- Mother
- Father
- Guardian



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If the student is living with a Guardian, please provide the information below:

GUARDIAN

Full Name: Nationality:

Passport/ID No: Residency Status in Cambodia:

Phone 1: Phone 2:

Address (if different from student's):

Occupation: Employer:

Email: Main contact person for student learning: Yes No

EMERGENCY CONTACTS IN PHNOM PENH (OTHER THAN PARENTS OR GUARDIAN)

Full Name: Relationship with the student:

Phone 1: Phone 2:

Full Name: Relationship with the student:

Phone 1: Phone 2:

HOW DID YOU KNOW ABOUT WESTVIEW?

Family/friend(s) having a child studying at the school/LJIS Facebook

Family/friend(s) not having a child studying at the school/LJIS Website

Other: Internet Search

ACADEMIC HISTORY

Name of School:	Location:	From:	To:	Grade(s):
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STUDENT SPECIAL EDUCATIONAL NEEDS

Please tick "Yes" or "No" to the following questions. If "Yes", please provide more details:

Has the student ever been in a special educational program?

Yes No

Details:

Is the student currently receiving any support in his/her learning?

Yes No

Details:

Does the student require any specific educational needs?

Yes No

Details:

PARENT CONSENT

We confirm our consent for the School to administer School approved medications to our child for

symptom relief of minor illness: Yes No

SIBLING INFORMATION

Full Name:..... Birthdate:..... Grade:..... School:.....

Full Name:..... Birthdate:..... Grade:..... School:.....

Full Name:..... Birthdate:..... Grade:..... School:.....

Full Name:..... Birthdate:..... Grade:..... School:.....

STUDENT ADDITIONAL INFORMATION

Common Language Spoken with Parents/Guardians? Khmer English Other:.....

Common Language Spoken with siblings? Khmer English Other:.....

What are the student's favorite activities outside school? Please list at least 3 activities.

1. 2. 3.

How much time do you spend with the student per day?

Mother:.....hours Father:.....hours Guardian:.....hours



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WESTVIEW CAMBODIAN INTERNATIONAL SCHOOL

ADMISSION AGREEMENT

It is hereby agreed as follows:

The undersigned Parent(s) and/or Guardian (herein collectively referred to as "Parent(s)") acknowledge and agree that this Agreement is binding between the School and such Parent(s) subject to acceptance of enrolment of an applicant by the School. The enrolment of each applicant at Westview is subject to the availability of a place at the School and is not guaranteed until: (1) an offer of a place is made to the applicant by the School, (2) all applicable fees have been paid in full.

Any reference to the Parent(s) in plural, and to "we" or "our" in this context, shall also mean a reference to a single Parent who signs this Agreement.

Payment of Fees

All Fees are paid either in Cash or Cheque payable to Empire Education Co.,Ltd at the Admission Office. There will be an extra-charge of 50\$ for non-sufficient funds in case of payment by Cheque. The School reserves the right to amend the Fee Schedule from time to time and any reference to the Fee Schedule herein is a reference to the most up-to-date Fee Schedule. Parents are responsible for the payment of the applicable school fees by the payment due date before the student can attend school.

The School reserves the right to cancel the enrolment of any student or not to accept a student into the School if School Fees are not paid by the payment due date specified in the Fee Schedule. There will be an extra charge of 50\$ per week for late payment.

Withdrawal and Refund of Fees

A Withdrawal Form should be submitted to the Admission Office at least 2 months before the student's last day at School. This ensures that School reports can be issued and the Security Deposit can be refunded. Other Fees already paid to the School are not refundable neither transferable. No refund nor postponement allowed if the student is absent from School for any reason during his/her enrolment period.

Liability Waiver

The undersigned Parent(s) acknowledge and agree that the School is not liable in respect of any injury or accident either on route or at the activity itself, that may occur to the Student whilst attending the School normal day or participating in School organized activities outside school grounds as part of a rich educational program. School staff members will accompany the Student to supervise the activities and will exercise all reasonable caution to maintain the safety of the Student.

The Parent(s) acknowledge and agree that the School is not liable for any loss or damage to a student's personal belongings like Jewel, mobile devices etc.

Parent Declaration

By signing this agreement, we, the undersigned Parent(s) agree that we have read, understood and agree to be bound by the obligations in this and by any subsequent amendment(s) as notified by the School from time to time. We also:

- confirm that we are in receipt of Fee Schedule and agree that we will adhere to the terms and conditions in such Fee Schedule;
- will ensure that our child will comply with the School policies, rules and procedures as applicable, and as amended from time to time. We acknowledge and agree that in the case of non-compliance with the School policies, rules and procedures, the School reserves the right to suspend or expel the Applicant as a student at the School and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School;
- guarantee that: (1) all the information provided is true and correct; and (2) a timely update of all changes will be provided to the School. The School cannot be held responsible for the failure to contact the Parent(s) in an emergency or to deliver any correspondence unless notification of fore mentioned changes has been received;
- agree that in the event of an illness, accident or emergency and if (either of) the undersigned Parents(s) or the Emergency Contact cannot be contacted, we hereby authorize the School to initiate the medical process in the best interests of our child and undertake to pay all costs incurred by the School in doing so;
- agree that in the event of the School requiring parental approval, it is sufficient to obtain the approval of one Parent;
- agree that the School may place our child's photo, video footage, name or school work in School website, social media, marketing materials, corporate communications including school reports and/or publications;
- notify the School immediately in case of any infectious disease, accident, medical condition or any circumstances which might affect the physical or mental performance of the child at School;
- provide the School with a medical fitness certificate prior to the return back to School of our child after his/her absence due to infectious disease/major accident;
- agree to allow our child to participate in all of the School's compulsory activities, including both in campus and off-campus trips;
- ensure that our child will be present him/herself at School in uniform and in a clean and tidy manner on time per his/her class schedule;
- agree to take active part in supporting the education of our child;
- agree to pick up our child from School from 5:00 pm to 6:00 pm and pay an extra-charge of 20\$ per hour for late pick-up fee after 6:00 pm.

Student's Full Name:

Signature of Mother:..... Signature of Father:

Full Name of Mother:..... Full Name of Father:

Date: Date:

On behalf of the School:

Name of the Officer:

Date:



Westview Health Form



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STUDENT HEALTH FORM

STUDENT INFORMATION

Family Name: Given Name:
Preferred Name: Name in Khmer if any:
Date of Birth: Male Female
Nationality 1: Nationality 2:
Applying for Grade Level: Preferred Start Date: / /

MEDICAL INFORMATION

Please tick "Yes" or "No" to the following questions. If "Yes", please provide more details:

Is your child under a physician's care?
Yes No Details:
Is your child is taking any regular medication?
Yes No Details:
Does your child have any particular disease or health condition that may affects his/her daily activities at school?
Yes No Details:
Does your child have any allergy (food, medical, drugs, stings, etc.)?
Yes No Details of possible reaction:
How should the staff respond to your child's allergy situation, if it arises?
.....
.....
.....

IMMUNISATIONS

Please provide the vaccination record of your child or fill out the following:

DTaP - Diphtheria, tetanus, and acellular pertussis vaccine Date: Booster:
PCV - Pneumococcal conjugate vaccine Date: Booster:
MMR - Measles, mumps, and rubella (German measles) vaccine Date: Booster:
HepA - Hepatitis A vaccine Date: Booster:
HepB - Hepatitis B vaccine Date: Booster:



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BCG - (TB Vaccine) Date Booster	Date:	Booster:
TB Skin - Test Date Booster	Date:	Booster:
Influenza vaccine	Date:	Booster:
Rabies	Date:	Booster:
Japanese encephalitis vaccine	Date:	Booster:

Other Vaccinations:(if any)

1.	Date:	Booster:
2.	Date:	Booster:
3.	Date:	Booster:
4.	Date:	Booster:

OTHER IMPORTANT INFORMATION (If any)

.....

.....

.....

.....

.....

I,, legal guardian of
certify that the above information is correct and current as of today.

Parent/Guardian Name:
Parent/Guardian Signature:
Date:/...../.....



WVIS STUDENT DIGITAL CITIZENSHIP POLICY

All students at Westview Cambodian International School must agree to the **WVIS DIGITAL CITIZENSHIP POLICY** in order to use digital devices in school. Failure to comply with this policy will lead to disciplinary action which may include a meeting with the school's senior leadership, a meeting with parents and the privilege of using a device in school being revoked. The conditions of this policy are as follows.

- I will communicate respectfully and with empathy on all digital and online platforms.
- I will think before I post online, understanding that my posts are permanent and leave a digital footprint that is recorded for life.
- I will not use any form of social media while in school.
- I will not use a personal email in school.
- I will only use permitted platforms for chatting with my peers. These include my school email address and the G: Suite platforms. I will use these platforms respectfully and courteously.
- I will point out cyberbullying when I see it and inform a trusted adult of what I have witnessed.
- I will not participate in cyberbullying.
- I will always protect my private information while operating online.
- I will not use a VPN in school to access blocked websites or for other uses.
- I will not watch, share, play or seek the use of violent or inappropriate games in school using my device.
- I will not watch, share or seek violent or inappropriate content/videos online.
- I will not partake in gossip or harmful speech when operating online.
- I will be proactive in learning how to use the digital platforms needed to enhance my learning in and outside of school.
- I will protect the copyright of other people's work and cite my sources accurately.
- I will not purchase any products/materials online.
- I will not install software or download any digital materials without first checking with a trusted adult.
- I will not open emails from someone I do not know.
- I will inform a trusted adult if someone online reaches out to me with inappropriate language or content that makes me feel uncomfortable or uncertain.

As a student of Westview Cambodian International School, I _____ agree to the **WVIS DIGITAL CITIZENSHIP POLICY** as outlined above. I promise to honor the expectations of being a **good digital citizen** by following the conditions of this policy.

I understand that failure to comply with this policy may result in losing the privilege of using my device in school and the academic principal following up on my behaviour with my parents.

Student Signature _____ **Date** _____