



Admission Policy

LEGACY OF GRACE INTERNATIONAL CHRISTIAN SCHOOL (LICS) Admission Policy “Arise and Shine” — Isaiah 60:1

1. Purpose of the Admission Policy The purpose of this Admission Policy is to provide clear guidelines and procedures regarding student admissions to Legacy of Grace International Christian School (LICS). LICS seeks to admit students and families who support the school’s: Vision and mission educational philosophy Christian values Academic expectations Community standards
2. School Philosophy Legacy of Grace International Christian School is a Christ-centered international school committed to developing students academically, spiritually, socially, emotionally, and creatively. LICS emphasizes: Academic excellence Leadership development Character education Critical thinking and creativity Respect and responsibility Individualized learning support the school uses: Play-based and experiential learning in Early Childhood ACE (Accelerated Christian Education) and individualized learning approaches Leadership and project-based learning opportunities
3. Non-Discrimination Policy LICS welcomes students from all nationalities and backgrounds. Admission decisions are made without discrimination based on: Nationality Race Ethnic background Gender Admission is based on: Student readiness Age appropriateness Program availability School’s ability to support the student successfully
4. Age Placement Guidelines Program Recommended Age Toddler Program 2 years old Nursery / Pre-K 3 years old Kindergarten 1 (K1) 4 years old Kindergarten 2 (K2) 5 years old Kindergarten 3 (K3) 6 years old Primary School Based on age and academic evaluation Middle & High School Based on transcript and assessment Placement may be adjusted according to developmental readiness and academic evaluation.



5. Admission Requirements Applicants must submit: Required Documents
Completed Application Form Copy of Birth Certificate or Passport Parent/Guardian Identification Vaccination / Immunization Record Recent Student Photos Previous School Records or Report Cards (if applicable) Transfer documents (if applicable)
Additional documents may be requested when necessary.
6. Admission Process Step 1 — Inquiry and School Visit Families are encouraged to: Visit the school Meet school staff Observe the learning environment Step 2 — Application Submission Parents must complete and submit all required forms and documents. Step 3 — Assessment / Observation Students may participate in: Academic assessment Informal observation English communication evaluation Developmental readiness observation Step 4 — Parent Interview Parents may meet with school leadership or administration to discuss: Student needs Educational goals School expectations Parent-school partnership Step 5 — Admission Decision The school will review: Student readiness Assessment results Available placement Support needs Step 6 — Enrollment Confirmation Accepted students must: Complete enrollment forms Submit required documents Pay registration and required fees
7. English Language Support English is the primary language of instruction at LICS. Students with developing English skills may be accepted if the school believes appropriate support can be provided.
8. Special Learning Needs LICS will review each application individually. Admission may depend on: The student's educational needs Available support resources The school's ability to provide appropriate assistance and care
9. Health and Safety Requirements Parents must: Inform the school of medical conditions or allergies Provide emergency contact information Submit vaccination records the school reserves the right to request medical documentation when necessary.
10. Tuition and Financial Responsibilities Enrollment is confirmed only after: Registration completion Required fees are paid Parents are responsible for: Tuition fees School-related expenses Additional program costs where applicable Late payment procedures will follow the school's Finance Policy.



11. **Withdrawal Policy** Parents wishing to withdraw a student must: Submit written notice Complete clearance procedures Settle all outstanding balances Refunds will follow the school's official refund policy.
12. **Student Conduct Expectations** Students enrolled at LICS are expected to: Respect teachers, staff, and peers Follow school rules and policies Demonstrate responsible behavior Support a safe and positive school environment The school reserves the right to implement disciplinary procedures when necessary.
13. **Parent Partnership** LICS believes education is a partnership between school and family. Parents are expected to: Maintain respectful communication Support school policies Cooperate with teachers and administration Participate in the student's educational development
14. **School Rights and Final Decision** LICS reserves the right to: Accept or deny admission Determine appropriate placement Request additional evaluations or documents Review enrollment status, when necessary, all admission decisions made by the school administration are final.