



Lighthouse Admissions Policy

REVIEWED: August 21, 2025

AMENDED:

APPROVED:

Policy

1. Policy Lighthouse International School is committed to providing a fair, transparent, and consistent admissions process that supports the school's mission of preparing students to thrive academically, socially, and personally. The Principal and Leadership Team will determine which students are eligible for admission, considering the student's ability to benefit from the school's educational programme and the school's capacity to meet the student's needs.
2. Lighthouse is not academically selective but requires sufficient English language proficiency for students to access the Alberta and Cambridge curricula. Students may be required to undertake English as a Second Language (ESL) support where necessary. Students are normally placed in the age-appropriate grade level, with exceptions considered only when this is clearly in the best interests of the child.
3. Students with disabilities or additional needs will not be refused admission solely on these grounds, provided that reasonable adjustments can be made to support their participation and ensure the safety and wellbeing of all students. The school seeks to partner with parents to enable each child to reach their full potential.
4. Applications are accepted throughout the school year, subject to class capacity. The school aims to maintain secondary class sizes at a maximum of 24 students to ensure a high-quality learning environment. In many cases class sizes will be under 20 students.
5. Decisions regarding admission and placement can be appealed in writing to the Principal within 10 working days of receiving the decision. Appeals will be reviewed by the Leadership Team and, if necessary, referred to the Board. The Board's decision is final.



Procedures

1. Parents complete and submit the application form with supporting documents
2. The school arranges an interview for the student, either through the admissions team or with the one of the Leadership team.
3. An admissions test will be given in English and Mathematics for all students.
4. Previous school records, reports, and references will be requested and reviewed by the Leadership Team.
5. The Principal makes the admission decision, which may include conditional acceptance requiring ESL support or other interventions.
6. Upon admission, the student is placed in the appropriate grade level and assigned to a house (siblings are generally placed in the same house).
7. All relevant information is shared with homeroom teachers and the academic team to support a smooth transition. All new students are assigned a buddy for the first week to support their settling into the school community
8. If an application is declined, parents are given a clear explanation and informed of the right to appeal within 10 working days.

This policy and procedure will be reviewed annually to ensure alignment with the school's mission, values, and legal obligations.