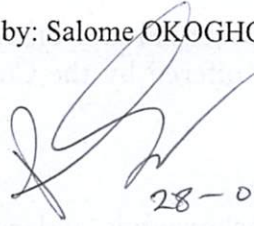





**BRIDGE HOUSE COLLEGE**  
**IKOYI, LAGOS**

....Knowledge for success

## ADMISSION POLICY

<p>Complied by: Salome OKOGHO</p> <p>Signature: </p> <p>Date: 28-04-2023</p>	<p>Approved by the Advisory board</p> <p>Print Name: Tosin Akale</p> <p>Signature: </p> <p>Date: 20/04/23</p>
<p>Creation Date: August 2019</p>	<p>Next Review Date: August 2023</p>
<p>Related Policies, Procedures and Guidelines:</p> <ul style="list-style-type: none"><li>• Scholarship Policy</li><li>• School Fees Discount Guidelines</li></ul>	<p>Policy Superseded by this Policy:</p> <ul style="list-style-type: none"><li>• N/A</li></ul>

## **The Aims of this policy**

- To ensure compliance with the College's objective as a Sixth Form College established to provide Pre-University education comparable to what obtains internationally, especially in the UK. Bridge House College provides independent education for children between the ages of 15-18.
- To set admission criteria and procedures that are consistent with our objective and that are fair to applicants.
- To identify and admit students whose academic potential and other abilities will enable them to benefit from the opportunities offered by the College and contribute positively to the brand.

## **Equal treatment**

We welcome students from all ethnic groups, backgrounds and religion as long as they meet up with our Admission standards.

## **General Procedures**

Our Admission Procedure includes:

- ❖ Competitive entry testing
- ❖ Minimum of 5 O-Level Credits in relevant subjects, Math and English inclusive
- ❖ Character Reference and Academic Transcripts from the current /previous school.
- ❖ Oral Interview

## **Entry Periods**

Admissions are in September for all students and January (for the University Foundation Programme only). Applications into Bridge House College are open in January of the year of desired admission and closes August 31<sup>st</sup> depending on availability. Applications for January admissions opens last week in September and closes last week of January.

## **Application Forms/Entrance Exams**

Sale of applications forms for September entry commences in January of the desired year of admission. Entrance examinations are held on designated dates between the months of April - August for a September start.

Where there are requests outside this window, examinations and interviews can be arranged as needed by the Admissions Unit based on availability. Admissions for September end in the week before half term of the first term.

***Admissions are not given outside this time frame except in serious extenuating circumstances and only with the approval of the Principal or Executive Director.***

We do not issue past questions, neither do we provide applicants with an overview of topics to be tested in the examination. Examination is subject based and with reference to basic curriculum-based material covered in O-Levels (IGCSE, WAEC, and Cambridge O-Levels).

### **Age Guideline**

All applicants must be at least 15 years old and no older than 18 on or before September 30<sup>th</sup> of the year of entry.

*Admissions are not given outside this age bracket except in serious extenuating circumstances and only with the express approval of the Principal or Executive Director.*

Please note that although admission to Bridge House College is open to students from all nationalities, the main language of instruction is English and full participation in our curriculum requires proficiency in the English Language.

### **APPLICATION PROCESS**

Prospective students who wish to apply to Bridge House College will need to purchase and complete an Application Form in order to be considered against the admissions criteria and be offered a place. Application Form costs N15, 000 and is non-refundable.

Application Forms can be downloaded from the College website; [www.bridgehousecollege.com](http://www.bridgehousecollege.com) or obtained in hard copy format from the College.

#### **Step 1 - Application**

Documents necessary for Application include:

- A completed and signed Application Form
- A completed and signed Course Form
- A completed and signed Medical Form
- A completed and signed Reference Form
- Birth Certificate of Applicant
- A copy of the receipt of payment made for application form
- Original Transcript from most recent school
- O-Level Results (Cambridge, IGCSE, WAEC or equivalent) as soon as available.
- Bio data Page of International Page
- Current Passport size photographs (x 2)

NB: Originals of the above stated documents would be required for sighting where applicable.

## **Step 2 – Entrance Examination and Oral Interview**

### **1. Entrance Examinations**

Applicants, who have completed and submitted the documents for Application, will be scheduled to sit the Entrance Examination on their preferred dates. Entrance examinations are computer based tests in Use of English and two additional subjects relevant to their intended course of study from the list of subjects indicated in the Application Form and on the website.

### **2. Oral Interviews**

**Stage 1:** The first stage is an academic interview by relevant staff members and will focus on assessing the child's academic strength, comporment and attitude to school. Interviewing staff shall write comments based on their assessment of the applicant's academic competency.

**Stage 2:** The Principal, the Marketing Consultant or the Head of Counselling along with any member of the Executive Management, where available, shall conduct the second stage interviews and may invite the parents as deemed necessary. This stage of the interview will focus on behavioural, social and moral assessment as well as review the academic competence of the applicant.

### **3. Online Applicants**

Online exams will be scheduled for candidates outside Lagos only.

A guideline of instructions and login information will be sent to both candidate and parents' emails at least 18 hours before the agreed test date by the ICT/Admissions team.

Successful applicants will be scheduled for video interviews with the Principal or any member of the stage 2 Interview Team.

### **Step 3 – Assessment/File Review**

The files of candidates who are deemed successful in the Entrance Examination and Oral Interview will be passed on to the Admissions Unit who will check the application file and ensure all documents have been duly signed and submitted. More information may be requested from the applicant or the previous school as deemed necessary by the Management team during the Oral Interview stage. The Principal will then review all files to ensure compliance before signing provisional letters of admission.

### **Step 4 – Provisional Letter of Admission**

Provisional Letters of Admission will be issued after the Admissions Unit has duly assessed all documents and the Principal has reviewed student files.

Successful candidates will be contacted within 5 working days and must submit the completed Medical Form before picking up the Offer of Admission.

The School reserves the right to decline admission without disclosing the reasons.

## **Step 5 – Acceptance of Admission**

### **Emergency Contact Information**

The College must have parents' current address, e-mail and home, mobile and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs in the parents' address, telephone number, or emergency contact information.

### **Guardianship**

All students resident outside Lagos must have a legal guardian resident within Lagos and all contact information for the appointed guardian must be communicated to the College via email within 2 weeks of receiving the Offer of Admission.

### **Waiting List/Accommodation**

If a place is not available at the time a student wishes to join, the candidate's name will be placed on the waiting list and will be notified as soon as a vacancy is available. Please notify the College Secretary of any changes of address or other contact details, or if your circumstances change.

Please note that accommodation availability is strictly based on early payment and in the order of payment and priority is given to students who reside outside Lagos.

### **School Changes**

Bridge House College, like other colleges, is likely to undergo a number of changes during the time your ward is here. There may be changes in staff, in facilities and their use, in the curriculum, the size and composition of classes, the handbooks, policies, the disciplinary framework and the length of the school year. Tuition and other fees will be regularly reviewed and adjusted where appropriate annually or bi-annually.