



Deeper Thinking. Confident. World Ready.



Admissions Policy 2025-2026

Richland Academy Mission Statement

At Richland Academy, we are a community of responsible, resilient, compassionate global citizens who are agents of meaningful change.

In our safe and inclusive learning environment, we are all lifelong learners who honour diverse perspectives, intercultural understanding and mutual respect.

We empower students with relevant, transformational, and forward thinking skills that enable them to be deeper thinkers, confident and world ready.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

Our Admission Philosophy

At Richland Academy, we accept and respect the fact that every individual is unique with something special /valuable to offer. We believe that promoting inclusivity and valuing diversity is essential for having all individuals contribute to the common good and world peace. We believe that all children, regardless of race, nationality, gender, ethnicity, culture, sexual orientation, religious affiliation, or political belief, should have an equal opportunity to attend Richland Academy. We welcome students with special learning needs and English Language Learners who we are able to accommodate, taking into consideration our available resources and learning environment

At Richland Academy, it is our goal to ensure that each student attending our school is successful in their social, physical, emotional, and academic development. In order to ensure that we can meet the needs of each new student, prospective families must follow the procedures for admissions.

Admissions and the Learner Profile

Principled: We will admit students whom we believe will be able to succeed academically, socially, and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We will ensure that we consider applicants from our entire community.

Open-Minded: While considering new applicants, we will ensure that we consult and collaborate with experts and consider all resources to determine if we can support a new applicant's needs



Caring: We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, in a warm and welcoming manner.

Procedures for Admission

Step #1

Richland Academy has implemented an online application portal: Veracross, to simplify the admissions process for applicants by providing a convenient alternative to paper forms. Veracross provides an integrated system to support the internal admissions process from first inquiry to enrolment and re-enrolment. Veracross is a web-based application and is free for applicants and families.

Applications for admission are accepted at all times during the school year.

With a completed application form, parents must include:

- A copy of the applicant's three most recent report cards (SK-Grade 8)
- A copy of the applicant's birth certificate or passport.
- A recommendation letter from a previous educator, if applicable.
- Application fee of \$350.00 (non-refundable).

Step #2

Arrange for a Personal Day Visit at Richland Academy. All applicants are invited to spend a day at Richland Academy. During the day visit, the applicant will remain in the class/grade they are presently attending.

During this visit:

- Our Learning Strategist will conduct an assessment for students in Grades 1 to 8 to determine their academic abilities.
- Our Kindergarten Lead will conduct an assessment for students in JK-SK.
- The classroom teacher will complete an observational evaluation (teacher feedback form) of the applicant's visit to the classroom. The evaluation/observation will be focused on the applicant's academic skills, social skills, collaboration skills, and self-management skills, as well as his/her ability to work independently and self-regulate.
- Parents will provide any professional / evaluation reports, individual educational plans, growth plans from previous school years (where applicable).

Note: If the school is not accessible for a Day Visit, or the student is not based locally in the country, assessments and interactions with our Learning Strategist and Kindergarten Lead will take place via Zoom. In order for the student to feel comfortable with the process, a second Zoom interaction may be requested.

Step #3

The Head of School, Admissions Manager, Learning Strategist, and/or Kindergarten Lead meet to determine if Richland Academy is able to meet the learning needs of the candidate and ensure successful social, physical, emotional, and academic development. Decisions are made based on the thoughtful observations and assessment by Richland Academy faculty and staff; and are made in the best interests of the students. Our student population benefits from a range of abilities, and we recognize the potential in every child.



Step #4

Families will receive an email notification once an admissions decision has been made. They will be directed to log into their secure Veracross account to view their decision letter. Each family will receive one of the following three decisions: an offer of enrolment, a waitlist notification, or a notice that we are unable to offer enrolment at this time

Priorities for Admission

Richland Academy accepts applications from new students throughout the year. Richland Academy admits students on the basis of “rolling admissions”, taking completed applications in the order in which they are submitted until classes have reached capacity.

First Priority: Present students and students of Richland Academy staff will have first priority for placement in the following academic year.

Second Priority: Given to siblings of current Richland Academy students.

Third Priority: New applicants will be accepted in the order they complete the application process, as long as there is space in their required grade, and subject to the Admissions Procedures outlined above.

Waitlists: In the case of a child being accepted to Richland Academy but with no space available in the class, the child is placed on a waitlist. The waitlist is strictly in chronological order by the date of the completed application process.

Admissions for Students with Specific Learning Needs

In accordance with our Inclusion Policy, Richland Academy is committed to providing the IB Primary Years Program and Middle Years Program to every student admitted in our school regardless of his/her learning needs.

As an Independent School, Richland Academy is privately funded and most provincial government funding and supports are not available for our students. For this reason, Richland Academy is unable to support students whose learning needs exceed the resources available at our school.

An applicant with learning needs may be placed on the waitlist or have their enrolment declined or deferred if the school has reached capacity in a specialized program (such as ELL) and/or if our Learning Strategies team has a full schedule or student roster. In these circumstances, we cannot provide the level of support required to ensure the student’s success.

Admissions evaluation for those identified and defined by the parents as having specific learning needs will be based on:

- A one to three-day observed visit in the school where the child will participate in the daily activities of the classroom.
- Three most recent Report cards from the previous school, if applicable.
- Individual Education Plans (IEP’s) or Growth Plans from the previous school.
- A recommendation form completed by the teacher from the previous school, if applicable.
- Psychological, behavioural, or any other professional assessments.



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Admissions Contract

To secure enrolment, parents are required to sign the Admissions Contract and submit their enrolment deposit (\$3,000) by the stated due date in the letter.

Connections to Other IB Policies

Admissions and the Language Policy

During the admissions process, a student's language profile is assessed based on his/her current and prior academic performance. Students should demonstrate age-appropriate literacy and proficiency in English and/or mother tongue language.

If students are on an Individual Education Plan or/and have challenges accessing information and expressing themselves students may be required to receive extra tutoring and specialized language instruction. This will be an expense that is not covered by tuition fees.

We aim to balance the levels of language proficiency while considering resources and class make-up to ensure diversity among our students.

Admissions and Inclusion

We aim to balance the levels of academic abilities, identities, and heritage to ensure diversity among our students.

In the admissions process, families are to share information that helps us determine the services required to meet student needs.

Admissions and Academic Integrity

Students who participate in a virtual assessment through zoom are to complete assessments and act in a responsible way and produce legitimate, authentic, and honest scholarly work.

Admissions and Assessment

As part of the admissions process, potential new students will participate in an online or face-to-face assessment visit with our Learning Strategist or Kindergarten Lead.

This policy is reviewed annually by all faculty.