



NEW STUDENT REGISTRATION PROCEDURE

Statement of Aim

The aim of this procedure is to ensure a seamless transition for new students enrolling at MEF International School. This process provides clear guidelines for integrating new students into the school community, ensuring that all relevant departments are informed and that each student receives the support and resources necessary for their academic and social success.

Rationale

MEF International School is committed to creating a welcoming and inclusive environment for all students. This registration procedure is designed to ensure that each new student's individual needs, whether academic, linguistic, or social, are addressed in a timely and efficient manner. By streamlining communication and coordination between the admissions, academic, and administrative teams, we ensure that students and their families experience a positive introduction to the school community. The procedure supports the school's philosophy of fostering student well-being, academic achievement, and holistic development as outlined in the MEF International School Admissions Policy.

New Student Registration Procedure

1. Admissions Team Notification & Information Transfer

- Upon the successful registration of a new student, the **Principal and Deputy Principal** confirms that the student meets all criteria as outlined in the **Admissions Policy**, including grade-level suitability, availability of resources for any identified learning needs, and language proficiency.
- The Admissions Team shares the complete student profile, including Modern Foreign Language (MFL) choices and any special requirements (e.g., learning support or EAL), with the relevant staff.

2. Data Entry and Record Keeping

- The **Academic Assistant** enters all student data into the Student Information Sheet for Primary and Managebac for Secondary, ensuring the information is consistent with the school's spreadsheet system, including the student's name, date of birth, grade level, class choices (MFL for both Primary and Secondary), and any other relevant information.
- Any food allergies are communicated to Counselors and the School Nurse.
- Any required documentation (e.g., transcripts, health records, previous school reports) provided by the **Admissions Team** is checked and securely filed.

3. Platform Update:

- The **Deputy Principal** updates the school's educational platform (**Renweb**), with the student's information and class choices.

5. Creation of Student Email and Login Details

- The **IT Assistant** creates the student's school email account and generates login credentials for all necessary school applications (e.g. RazKids, Mathletics, Toddle, etc.)
- They then share these details with the **Homeroom Teacher**, who will then pass this information to the student and their parents/guardians as part of the onboarding process.

6. Communication from Homeroom Teacher

- The assigned **Homeroom Teacher** sends a personalized welcome letter to the student's parents/guardians, introducing themselves and providing essential information such as:
 - The school's supply list (for Primary and Secondary students).
 - Orientation details or key information about the start of school.
 - A request for the student's preferences for clubs and after-school activities.

7. House Assignment

- The **House Coordinator** assigns the student to one of the school's Houses, and the Athletic Coordinator provides them with their PE kits for the school year.

Policy last reviewed, August 2025