

# Kinder to Year 10 Admission Process





## **KINDER - YEAR 10 ADMISSION PROCESS**

### **CRAIGHOUSE SCHOOL**

This process enables our admissions procedure to safeguard the validity of the Craighouse School Educational Project, in accordance with current legislation with reference to academic freedom.

This document contemplates the following points:

1. General objective.
2. Admissions evaluation.
3. Results of the admissions process.
4. Reapplication clause.
5. Required documents.
6. Dates of the process.

#### **1. GENERAL OBJECTIVE OF THE PROCESS**

##### **1.1 Qualitative**

To receive the largest possible number of families who share and comply with the Craighouse School Educational Project, which reflects the school's principles and values.

Because the family is at the centre of the Educational Project, preference will be given to members of our school families who have or have had children in Craighouse School. If similar standards are achieved by applicants of school families, a random choice will be made.

##### **1.2 Quantitative**

In these cases, the admission process considers the following:

- a) The number of vacancies that are available yearly for each level, which will be published on the website on the first day of school of the academic year. This information will be updated after the winter holidays of the same year. For the available vacancies the gender parity criterion must be complied with in each level, and a 10% margin of difference between girls and boys is accepted.

- b) Pupils who obtain an achievement percentage equal to or higher than 70% in the Spanish, Mathematics and English tests, and whose parents' interviews have been evaluated with grade 6.0 or higher (good or outstanding categories). An additional requirement of this process is a psychological interview of the applicant by a professional of the Formative Area, which allows the school to determine whether his/her entry to the school is recommended.
- c) In the case of Kinder, each applicant is evaluated in the areas of language, graphomotor skills, *pre-cálculo* and comprehension. This evaluation is made by an educational needs specialist or one of the school psychologists. The evaluations are graded as MB-B-S-I (Very Good, Good, Satisfactory or Unsatisfactory), taking into consideration the achievement percentage obtained by the child in the evaluation according to his/her age. For these purposes, three age groups are established considering the years and months of life.
- d) If not enough families qualify, places will be left vacant.
- e) When selecting new families, the following parameters will be considered:
1. Gender parity: a balance of girls and boys per class, with a margin of tolerance of approximately 10%.
  2. Adherence to the Educational Project, with strong emphasis on the family, considering the following distribution:
    - 2.1 Families with children in the school and new families of Craighouse School former pupils who do not have children in the school.
    - 2.2 Chilean or foreign families who are applying to the school for the first time.
- f) International Baccalaureate (IB) programme.

Please note that vacancies for Year 10 are for pupils who have already taken the International Baccalaureate (IB), and they will be closed March 31st of each year, coinciding with the record of candidates to the programme.

In Year 10, all pupils enter the IB Diploma Programme (DP) in June of each year.

At the beginning of Year 11 they must decide, together with their families, whether or not they wish to be DP candidates. The only difference for pupils who decide not to be DP candidates is that they do not write the extended essay. However, all students take the English IB certificate.



The requirements established by Craighouse School for IB Diploma Programme candidates are the following:

- 1) Academic responsibility: handing in drafts and work on time.
- 2) Academic Integrity: not breaching academic integrity during the two years of the DP.
- 3) Minimum results in the core components of the DP:
  - a. Not having a predictive grade E in the extended essay.
  - b. Not having a predictive grade E in Theory of Knowledge.
  - c. Not being evaluated as insufficient (I) in CAS.

## **2. ADMISSIONS EVALUATION**

### **2.1. Interview with both parents' of the applicant**

- a) Interviews are conducted by two of the following people: the Head of School, Heads of Section, Compliance, Communications, Human Resources; Deputy Heads of Section; and school Psychologists.
- b) Interviews last approximately 40 minutes.
- c) The interview will be evaluated under each of the following parameters:
  - In relation to the school and its distinguishing attributes.
  - In relation to the family.
  - In relation to the child.
- d) The interview also considers relevant information from the child's school history.
- e) The interview will be awarded one of the following categories, according to the grade:
  - Outstanding (grade 6.5 - 7.0)
  - Good (grade 6.0 - 6.4)
  - Satisfactory (grade 5.5 - 5.9)
  - Unsatisfactory (grade 5.0 - 5.4)
- f) The above does not consider families who already have or have had children in the school, who are automatically accepted, except in those cases where the

Educational Project does not benefit the child's development and learning process.

- g) In the case of families that leave the school due to relocation and have been abroad for two years or more and wish to apply, both parents will be interviewed upon return.

## 2.2 Evaluation of the child

- a) In the case of children who apply to Kinder and Year 1, the school will conduct an evaluation of basic skills for the acquisition of reading, writing and calculation. The child is required to obtain at least 70% achievement in this evaluation.
- b) In the case of children who apply to Years 2 to 10, the school will conduct an evaluation in the areas of Spanish, Mathematics and English. The English evaluation consists of a written test and an oral evaluation, corresponding to the level the child is applying. The child is required to obtain at least 70% achievement in each one.
- c) Foreign applicants must take exams on campus. If the applicant is outside of Chile, written evaluations will be sent to the applicant school, so they can take them abroad.
- d) The admission process also includes an interview with the Head or Deputy Head of Section and a psychological interview with a professional from the Formative Area. If the psychological interview shows the presence of a socio-emotional condition that suggests that the child should not join Craighouse School, this will be sufficient motive for denying the acceptance to the school, regardless of the child's performance in the aforementioned tests.

Parents' interviews with both parents and evaluations may be done in person or online, via Google Meet. This decision will be made by the school.

## 3. RESULTS OF THE ADMISSIONS PROCESS

- The Head of School, together with a committee made up by the Head of the relevant section, the Director of the Formative Area, and the Director of Compliance, will collect all the information provided by the Head of Admissions, the results of the interview to parents and the child's evaluations. With this information, they will decide on the acceptance of the applicant to Craighouse School.
- Those parents whose interview has been placed in the satisfactory or unsatisfactory categories will be eliminated from the process. Those children



who get results lower than 70% in the Spanish, Mathematics, and English tests will also be excluded from the process.

- If an applicant is not accepted, the parents may request a written report with the grades obtained in the process, in accordance with the law.
- As a Craighouse School policy, in the case of families applying for places for more than one child, acceptance will be subject to the fulfilment of minimum requirements on the part of the families and all their children. This is valid both for the interview to parents and for the applicants' evaluation results. In addition, the acceptance is subject to whether or not Craighouse School can offer a vacancy for all the children of the family.
- The committee will publish, in a prominent location of the school admissions office, the list of names of pupils who have been accepted, as well as a waiting list. The results are informed by email to the applying families.
- In the event that the school does not have vacancies at a given level, families may apply and be placed on the waiting list only if their results meet the criteria set out in this Protocol. In that instance, when a space becomes available, the vacancy will be awarded to the applicant family with the best results.

#### **4. RE-APPLICATION CLAUSE**

a) Reapplications will not be accepted from families whose interviews were evaluated as average or poor during the Pre-Kinder admission process.

b) Students whose parents received a satisfactory or excellent rating in their admission interview may reapply for higher grades.

c) Re-applications will be accepted from families who were part of Craighouse School but had to leave the school for financial reasons or due to a family move, and who are re-applying two years after their first application. Likewise, in the case of families who, having been accepted, did not enroll their child due to a move.

#### **5. REQUIRED DOCUMENTS**

5.1 The child's parents must fill in the application form. [Click here](#), attaching the following documents:

- a) Birth certificate.
- b) Certificate of promotion or Study Certificate from the two previous years.
- c) If the child comes from abroad one of the requirements will be to have begun the process of approval of study certificates issued by the previous school, in order to continue with the process required by the Chilean Ministry of Education as stated in the appendix “Convalidation and Validation of Studies”.

5.2 The child’s parents must also pay the registration fee for a total of \$60,000.

## **6. PROCESS DATES**

Foreign pupils may apply at any time of the year. Applicants from Chilean schools must do so during the school term just before the term to which they apply.

Three weeks after the process has ended the applying families will be informed by e-mail of the results in a list that will be posted in a visible place in the Admissions office.

Once a family has been notified of their acceptance to Craighouse School, they will have a maximum of 8 working days to complete the enrolment process.

It is understood that families who have not formalised the enrolment process within the established period will be deemed to have withdrawn from Craighouse School and, for this reason, vacancies may be made available.

Revised: April, November 2022, March 2023, August 2023, August 2024  
Updated: December 2025

**Note:**

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

**Appendix 1**  
**Year 1 to Year 10 Admission Process**  
**Recognition and Convalidation of Primary and Secondary Studies**

Definitions

1. Pupils who must undergo recognition of studies: they are those Chilean or foreign pupils who come or return to the country and wish to recognise their primary or secondary studies carried out abroad. Only levels taken will be recognised, but there will be no equivalence of their grades. Pupils who enter Secondary School and take this procedure must take into consideration that the recognised course(s) will not be part of the secondary school marks for the calculation of the NEM.
2. Recognition and convalidation of primary or secondary studies carried out abroad: it allows the recognition of primary and secondary studies carried out by Chileans or foreigners who come or return to Chile.
3. Validation of studies: it is the process by which a certification of studies for a specific year or level is granted to people who, having requested it, pass application or knowledge exams in a particular area at the end of a tutorial or as the result of the end of a formative evaluation process, as appropriate to the validation methodology.

**National identification document**

**Provisional school identifier (IPE - *Identificador Provisorio Escolar*)**

The identity card is a condition required by the Ministry of Education (MINEDUC) to consider accepted applicants as regular pupils.

Following the new instructions issued by the Ministry of Education, if a foreign student who enters the Chilean school system as from 2017 cannot obtain his/her national identification document for foreigners, his/her parents will have to request an IPE, and then present it at the educational school so that the pupil is officially enrolled while he/she obtains his/her Chilean identification card.

The IPE will enable the student to take part in the School Admission System for pre-primary, primary, and secondary levels. Will also allow the recognition of

studies carried out abroad so that the student has the same rights as Chilean pupils. The procedure can be carried out on the following link:  
<https://solicitud-ipe.mineduc.cl/solicitud-identificador-provisorio/>

## **Process for convalidation and/or validation of studies**

### **Recognition and convalidation of studies**

**The validation of studies is the recognition of the level or course taken abroad, equivalent to Basic Education or Secondary Education, by Chileans or foreigners returning or entering the country, in accordance with the provisions of the treaties or agreements signed by Chile and the special regulations in force.**

#### **I. Countries which have an Agreement for the Recognition of Primary or Secondary Studies with Chile**

1. The Andrés Bello Agreement, to which Bolivia, Chile, Colombia, Cuba, Ecuador, Spain, Mexico, Panama, Paraguay, Peru, Dominican Republic and Venezuela are parties.

If you studied in a member country of the Convenio Andrés Bello, the requirements to access to the procedures are the following:

- Certificate of Studies (marks/grades) of the last level taken in your country of origin, original and duly legalised and/or apostilled.

If you wish to obtain more information about the course taken in your country and the equivalence with Chile, you can access <http://convenioandresbello.org/tabla/aplicación-de-la-tabla-comparacion-entre-paises/>

2. Bilateral agreements: Argentina, Brazil, Costa Rica, El Salvador, Spain, Guatemala, Haiti, Honduras, Paraguay and Uruguay.

The documents to be presented for the application are:

- Pupil's original identity card or passport.
- Original transcripts (grades) of primary or secondary education levels.  
**Photocopies or notarised copies, scans of the original documents or**

**black background copies of the documentation issued by your country are not accepted.**

## **PROCEDURE**

**The procedure is carried out in two stages, the first in the country of origin and the second in Chile:**

### **In the country of origin:**

- If the country of origin is a member of the Hague Convention, the document must be legalised and/or apostilled by the corresponding institution in that country.  
(\*\*)
- If the country of origin of the certificate of studies is not a member of the Hague Convention, you must:
  - Legalise the pupil's (original) study certificates at the Ministry of Education or competent authority of the country where the studies were carried out. At the Ministry of Foreign Affairs and at the Chilean Consulate of the respective country.
  - In the case of children of Chilean nationals and duly accredited international civil servants who have studied in international schools, the legalisation of the certificates of studies, carried out by the corresponding diplomatic authority, will be accepted instead of the legalisation of the Ministry of Education of the country.

### **In Chile:**

- Legalise the documents at the Department of Legalisations of the Ministry of Foreign Affairs of Chile, Agustinas N°1320, Santiago.
- In the case of certificates of studies issued in a foreign language, the applicant will be asked for an official translation -if necessary- after the first review of the documents.
- The procedure must be carried out at the Curriculum and Assessment Unit of the Ministry of Education (Fray Camilo Henríquez 262, Santiago Centro).
- Within a maximum period of 20 working days, the National Curriculum Registration Unit will issue the certificate of recognition of studies that will allow the student to be definitively enrolled.
- In those cases where the pupil is required to continue regular primary or secondary studies, the application for recognition of studies will indicate the course and level at which the pupil should be provisionally enrolled (according to the equivalence table), while the request is being resolved.

The pupil's parent/guardian must hand in the original of the document of Recognition of Studies to the school's Academic Records Office no later than 60 days after the student's entry to the school.

## **II. Rest of the world**

### **Validation of studies - Decree 2272 of November 14<sup>th</sup> 2007**

The validation of studies is a mechanism that enables the certification of primary and/or secondary studies supported by Exempt Decree no. 2272/2007 through exams created by the Academic Direction for this purpose. The purpose of this process is to certify studies in a specific year level for people who have been enrolled in a school in order to continue regular primary or secondary studies and who find themselves in one of the following situations:

- Having studied abroad in countries with no convention with Chile.
  - Having studied abroad in countries in convention with Chile, but not having their study documents duly legalised or apostilled.
  - Having studied in educational institutions that are not recognised by the State.
- a) The parent or guardian must present the school transcripts showing promotion for at least the last two years of study. Once the application has been accepted, the school's Academic Director's office will begin the process of obtaining provisional enrolment at the Santiago Oriente Provincial Department of Education.
  - b) If the applicant is accepted after June 30<sup>th</sup>, the school accepts him/her as a non-regular pupil and all acceptance procedures by MINEDUC must be carried out in March of the following year, as instructed by the Ministerial Education Secretary. If the pupil leaves the school before this procedure, MINEDUC will not recognise the studies and the school will not be able to issue a certificate proving that the pupil studied there for a specific period of time.
  - c) After the school has been authorised to validate the previous studies, by ruling (authorisation of application, articles 7 and 14 of decree 2272 of year 2007) issued by the Ministerial Education Secretary, the school can begin the following procedures:
    1. Pupil's evaluation.
    2. Preparation of records and study certificates by the academic director's office and the sections, in order to send these documents to the Ministerial Education Secretary.

3. Reception of stamped records. With this procedure the process for the convalidation or validation of studies finishes.

### **Apostille (\*\*)**

(For documents issued in Chile or abroad)

What is an apostille?

An apostille is a unique certification that simplifies the process for legalising foreign public documents, which modifies the current authentication system with a single procedure. In other words, it allows you to certify a document issued by an official entity of the same country, to guarantee its authenticity abroad.

Documents issued in Chile to be used in a country belonging to the Apostille Convention, and which have been certified by means of an apostille, must be recognised in all other signatory countries without need for further certification. Likewise, documents issued abroad with an apostille, which come to Chile from a signatory state, must be recognised without need for further certification.

### **Members of the Apostille Convention**

Albania, Germany, Andorra, Antigua and Barbuda, Saudi Arabia, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belgium, Belize, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Bulgaria, Burundi, Cape Verde, Canada, Chile, China, Cyprus, Colombia, South Korea, Costa Rica, Croatia, Denmark, Dominica, Ecuador, El Salvador, Slovakia, Slovenia, Spain, United States, Estonia, Philippines, Finland, Fiji, France, Georgia, Grenada, Greece, Guatemala, French Guiana, Netherlands, Honduras, Hong Kong, Hungary, India, Indonesia, Ireland, Iceland, Cook Islands, Marshall Islands, Israel, Italy, Japan, Kazakhstan, Kyrgyzstan, Kosovo Lesotho, Latvia, Liberia, Liechtenstein, Lithuania, Luxembourg, Macau, Malawi, Malta, Morocco, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Namibia, Nicaragua, Niue, Norway, New Zealand, Oman, Panama, Paraguay, Peru, Poland, Portugal, United Kingdom, Czech Republic, Dominican Republic, Romania, Russia, Samoa, Saint Kitts and Nevis, San Marino, Saint Vincent and the Grenadines, Saint Lucia, São Tomé and Príncipe, Serbia, Seychelles, Singapore,, Eswatini, South Africa, Sweden, Switzerland, Suriname, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela.



Further information can be obtained from Ayuda Mineduc 600 600 2626

References:

<https://ayudamineduc.cl/ficha/reconocimiento-y-convalidacion-de-estudios-basicos-y-medios-no-profesionales-realizados-en-el>  
<http://apostilla.gob.cl/>

Appendix: revised on September 2024

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