Admission Policy, Procedures and Entrance Requirements

Families are given the admission packet to provide them with a quick overview of the programs, philosophy, mission statement and application requirements. Once the application and required documents are submitted, the applicant will be scheduled for an in-house evaluation. An application is not complete and space cannot be reserved until the entire application process is complete, including the in-house evaluation and payment has been received.

Age Requirements

To be admitted to the Pre-Kindergarten 2 program, the child must be four (4) years of age prior to September 1 of that school year. To be admitted to the Kindergarten program, the child must be five (5) years of age prior to September 1 of that school year. To be admitted to the First Grade program, the child must be six (6) years of age prior to September 1 of that school year.

Priority Consideration for Student Admissions

Provided the students have the academic ability to compete successfully in Union School academic program and have demonstrated previous academic success in a similar U.S., American or International School, priority for admission will be given to applicants in the categories in the following order:

2. Siblings of currently enrolled students and former USH Students
3. Children of Faculty and Staff of Union School
4. Children of USH Alumni
5. New applicants transferring from overseas
6. Students currently enrolled in a local school.

*All US Mission children will be admitted, at all times, without regard to their arrival date to Union School.

When space limitations indicate that there are more candidates in any one category mentioned above than spaces, then admissions will be based on a first come, first serve basis. The date of the original application to the registrar will be used.

Wait List

When a grade level is filled, a wait list is established. Students are placed from the wait list according to the priority considerations above-mentioned as vacancies occur. If no space becomes available in the applicant’s respective grade, they may re-apply beginning October 1st for the following academic year. Updated transcripts, teacher recommendations and another evaluation are required for reapplication. Being on a wait list is not a guarantee of space.