7 HILLS INTERNATIONAL SCHOOL
ADVENTURE IN LEARNING

ADMISSIONS POLICY

Reviewed:	August 2026
Next Review Due:	June 2027
Applies To:	All Students
Owner:	Head of School
Approved By:	Board of Directors

Mission, Vision and Values

Mission
To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision
To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim
An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values
Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential

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1. Purpose & Scope

This policy sets out the principles, criteria, and procedures that govern admission to 7Hills. It applies to all applicants regardless of nationality, ethnicity, gender, faith, disability, or socio-economic background.

2. Safeguarding and Child Protection in Admissions

At 7Hills, safeguarding is central to all aspects of school life, including the admissions process. We are committed to ensuring that all students joining our school are entering a safe, supportive, and well-monitored environment. We ensure the following during admissions:

- A confidential reference is requested from the applicant's previous school, which includes safeguarding-related information where appropriate.
- Parents/guardians must disclose any relevant medical, psychological, or social needs that may impact the child's well-being at school.
- All admissions records are handled with strict confidentiality and in line with data protection and safeguarding standards.
- The school's safeguarding and child protection policy is shared with all new families during the admissions process.
- All new students are introduced to the school's Designated Safeguarding Lead (DSL) and the safeguarding team during orientation. 7Hills staff involved in the admissions process are trained in safeguarding and are responsible for identifying any potential concerns raised during enrolment. Where safeguarding concerns arise, they will be managed in line with our Safeguarding and Child Protection Policy.

3. Roles and Responsibilities

Our admissions process involves close collaboration between multiple individuals/departments to ensure that each application is handled with fairness, efficiency, and in the best interests of the student.

3.1 Head of School

- Oversees the entire admissions process to ensure alignment with the school's mission, vision, values, and CIS standards.
- Makes final decisions on student admissions, scholarships, bursaries, and year group placement.
- Participates in interviews and discussions where additional needs or exceptional cases are identified.

3.2 Deputy Head of School

- Supports the Head of School in conducting interviews and assessing student suitability.

- Leads discussions around student support needs and works with coordinators and the SEN team to evaluate provision.
- Participates in interviews and discussions where additional needs or exceptional cases are identified.

3.3 Admissions Officer / Administrator

- Acts as the first point of contact for all admissions enquiries.
- Manages communication with prospective families and coordinates the admissions schedule.
- Prepares and processes all application forms and documentation.
- Liaises with finance, IT, and academic teams during onboarding.

3.4 School Accountant

- Issues invoices for enrolment fees and school tuition.
- Tracks payments and confirms financial clearance before student start date.
- Coordinates with parents on fee-related queries and payment schedules.

3.5 IT Support

- Sets up student accounts, email access, Google Classroom, and digital learning tools once enrolment is confirmed.
- Supports onboarding of students and parents to school communication platforms and learning systems.

3.6 Teaching and Academic Staff

- Participate in assessment feedback and subject placement decisions.
- Welcome and support new students in their academic transition and classroom integration.
- Assign student buddies and monitor initial well-being and progress.

3.7 Designated Safeguarding Lead (DSL)

- Reviews prior school references for safeguarding concerns.
- Ensures all relevant safeguarding policies and expectations are communicated to families upon enrolment.
- Addresses any safeguarding concerns that arise during or after admission.

Each member of the admissions team is expected to maintain the highest standards of professionalism, confidentiality, and responsiveness in line with the values and expectations of 7Hills.

4. Admissions Applications

All admissions applications at 7Hills are handled by our admissions team, who are responsible for facilitating all pre-enrolment activities.

4.1 Admissions Criteria

1. 7Hills accepts applications from students of all nationalities and backgrounds who meet the entry requirements and are able to thrive in an international, inclusive school environment.
2. The applicant should demonstrate the potential to engage meaningfully with the curriculum at the year level applied for.
3. The applicant should show the potential to succeed both socially and academically within our values-driven, inquiry-based learning environment and should have a record of positive behaviour, effort, and school engagement.
4. Parents and guardians must demonstrate a commitment to their role in supporting their child's education and in upholding the values and expectations of 7Hills International School.

4.2 Year Placement Guidelines

All students wishing to enrol are subject to the admissions criteria set out below and students enter 7Hills at their appropriate year level.

Age at 31st August	7Hills Year Group	UK Key Stage	Curriculum Offered
11	7	3	International Middle Years Curriculum (IMYC)
12	8	3	International Middle Years Curriculum (IMYC)
13	9	3	International Middle Years Curriculum (IMYC)
14	10	4	Pearson Edexcel IGCSE
15	11	4	Pearson Edexcel IGCSE
16	12	5	Pearson Edexcel Advanced Level
17	13	5	Pearson Edexcel Advanced Level

4.3 Requests for Admission Outside the Normal Age Group

In certain situations, parents may request a place for their child outside of their normal age group, however, the decision to accept will be made by the school's leadership team on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account:

- Parents' views.
- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.

- Whether they may naturally have fallen into a lower age group if it were not for being born
    - Prematurely.
    - The school leadership's views.

4.4 Mid-Year Admissions

Mid-year admissions are considered on a case-by-case basis, subject to space availability and curriculum continuity. Transfer students must provide full academic and behavioural records before entry to 7Hills can be confirmed.

4.5 Disrupted Learning

Students with interrupted formal education or transferring from alternative systems may undergo additional assessments to determine appropriate year group and support services.

4.6 Class Sizes

The maximum number of students in each class is twenty in years 7-9 and twenty-two in years 10-13 (dependent on subject selection). We reserve the right to increase the limit in each class under special circumstances with approval from the Head of School.

4.7 Confidentiality and Data Protection

All information provided during the admissions process is treated with the utmost confidentiality and in accordance with relevant data protection laws and regulations. Personal data is collected and processed solely for the purpose of evaluating applicants for admission to 7Hills and access to this information is restricted to authorised personnel involved in the admissions process.

4.8 Sibling Admissions

Siblings of currently enrolled students are given admissions priority where possible, subject to space and suitability. Sibling fee discounts may be available.

4.9 Overseas Candidates

Special arrangements can be made for candidates to take assessment examinations and be interviewed in their home country.

4.10 Admissions Process – Application

Step	Stage	Detail
1	Initial Enquiry	An interested parent makes an inquiry for further information. Admin/reception will answer all questions about the school and enrolment process.
2	Initial Meeting	If serious interest is shown, arrange a meeting between the Head of School (HOS) or Deputy Head of School (DHoS) and the prospective parents.
3	Shadow Day (Optional)	If during the school year, an optional shadow day can be arranged for the prospective student to spend a day experiencing the school. If enrollment is during the summer, before the year begins, this step is not possible.
4	Enrolment Information	An enrolment package with documents to be completed is sent to prospective parents for completion. Details of the documents included in the package can be found below. In addition, parents are requested to provide any other additional supporting documentation for review (, academic transcripts, standardised test scores, certificates, awards, medical diagnosis, etc.) which may support their child's application.
5	Student Assessment & Interview	Each student will complete the school enrolment assessment to better understand their ability and competencies. This assessment (CEM Test) will occur under school supervision. After the assessment the HoS or DHoS will interview the student.
6	Enrolment Fee Payment	When the enrolment forms are returned to the school, the enrolment fee is due to be paid. The school accountant will issue an invoice and payment must be made.
7	Letter of Feedback	HoS gives feedback on assessments and seeks permission to send confidential report form to the previous school.
8	Confidential Report Form	If permission is granted, send a Confidential Report Form (CRF) to the previous school.
9	Additional Support Discussion (if necessary)	If any issues come up from the assessment, interview, or CRF, the Principal will have a meeting with parents to discuss any additional support which may be needed for the student. If extensive additional support is needed, additional fees may be required.
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4.11 Admissions Process – Outcomes

Acceptance	Conditional Offer	Declined	Scholarship Potential	Waiting List
Parents will receive an offer letter. Parents to accept the offer within 5 working days and pay security deposit.	Parents will be notified of conditions of acceptance. Parents to accept to terms within 5 working days.	Parents will be notified. Students may reapply after 6 months if appropriate	Following initial application, if the student is considered eligible for scholarship, parents will be notified of the additional application requirements (see below).	If there are more candidates than places available, the parents will be notified their application will be placed on the waiting list.

4.12 Decision Making – Student Admissions

The decision to offer a place to a prospective student is taken by the Head of School following consultation with the school's leadership team and the Admissions department. Admission is based on academic evaluations and assessments, English proficiency, past school records, student interviews, recommendations and where applicable, additional diagnostic testing.

Admissions decisions are overseen by the Head of School, with input from the leadership team and relevant coordinators. Final appeals may be reviewed by the Board of Directors to ensure transparency and fairness

4.13 Admissions Process – Acceptance

Step	Stage	Detail
1	Letter of Acceptance & Key Information	When the above steps are completed the HoS will send a letter of acceptance/welcome email to the student and parents to officially offer a place. Along with the letter of acceptance the following documents should also be sent: ● Student supply list ● Uniform list ● School calendar (clarify starting date) ● Lunch arrangements and cost ● Parent Handbook
2	Fee Agreement	At the same time as the acceptance letter is sent, the accountant will issue an appropriate school fees agreement to the family and have it returned signed. When parents have confirmed lunch arrangements, a lunch invoice should also be sent.
3	Fee Payment	The parents are required to pay school fees to the accountant, either for the year, term or month, depending on the option they chose in the fee agreement. Fees should be paid before the student begins school.
4	Email & IT Access	Once fees are paid, the IT department issues a school email and student login/clock in code. An introduction to Google Classroom can be arranged if necessary.
5	Parent Communication (Whatsapp and email)	Request the parents permission to add them to school WhatsApp groups and which phone number to use. Ensure we have parents emails for official communication, and ensure correct info on the Parent Contact sheet and newsletter list.
6	IT Setup	Setup The student email address is created and they are added to the relevant Google Classroom, Kindle listings and mailing lists
7	Inform Teachers	Inform Teachers Staff are notified of new student information to ensure a smooth entry into the 7Hills community.

5. Enrolment Package

Ahead of the assessment, the enrolment package is sent to the family. The package includes the following documents and forms:

1. School Admission Procedure and bank details
2. School fees structure and additional fees
3. Application Form

5.1 Required Enrolment Documents

The following documents need to be shared with the school's admissions team:

1. 2 years previous school reports
2. Medical form
3. Media consent form
4. Emergency Information form
5. Parents and student copies of passport
6. Passport photos for file

6. Scholarship

At 7Hills, scholarships are offered to students who demonstrate outstanding academic ability, creativity, leadership, or other exceptional talents. The scholarship programme reflects the school's commitment to recognising and nurturing excellence while supporting our mission to develop confident, capable global citizens.

6.1 Eligibility Criteria

- Open to both new and existing students.
- Applicants from Year 7 and above.
- Applicants must show exceptional performance in their entrance assessments and/or past academic records.
- Students may be invited to demonstrate talents in areas such as public speaking, music, science, or leadership.
- The applicant must display strong personal values aligned with the ethos of 7Hills.

6.2 Application Process

1. **Initial Screening** - All new applicants are automatically considered for scholarship potential during the initial application and assessment process.

2. **Invitation to Apply** - Families of students identified as strong candidates will be invited to complete a Scholarship Application Form and submit supporting evidence.
3. **Panel Review** - A scholarship committee (including the Head of School and relevant academic leaders) will review all submitted materials.
4. **Interview and Presentation** (if applicable) - Final candidates may be invited for an interview and/or to give a short presentation or portfolio demonstration.
5. **Award Decision** - Scholarships may be awarded as a percentage reduction of tuition fees and are subject to annual review based on continued academic performance and behaviour.

6.3 Decision Making – Scholarship Admissions

The decision to award a scholarship is made by the Head of School in consultation with the scholarship committee. Criteria include:

- Academic assessment results and interview performance
- Portfolio evidence or presentation (if applicable)
- Confidential report from previous school
- Alignment with the values and aspirations of 7Hills
- Availability of scholarship funding

All decisions are final, and while feedback may be provided upon request, the school is under no obligation to disclose the full deliberation process.

7. Bursary

Bursaries are financial assistance awards intended to make a 7Hills education accessible to students from families who demonstrate genuine financial need. Bursaries are limited and awarded at the discretion of the Head of School and Board of Directors.

7.1 Eligibility Criteria

- Open to both new and existing students.
- Bursaries are means-tested; applicants must provide evidence of financial hardship.
- Priority is given to families who align closely with the school's values and whose children demonstrate a willingness to engage actively in school life.
- Bursary support may be full or partial and is awarded annually, subject to review.

7.2 Application Process

1. **Expression of Interest** - Families should notify the Head of School of their intent to apply for bursary assistance.
2. **Bursary Application Form** - Families must complete and submit a detailed bursary application, including recent income statements, a letter outlining their circumstances, and any other supporting documentation.
3. **Confidential Review** - The application will be reviewed confidentially by the bursary panel.
4. **Outcome Notification** - Decisions will be communicated in writing, and successful applicants will receive a revised fee agreement.
5. **Annual Review** - Continued eligibility will be reviewed yearly to assess whether the family's financial situation has changed.

7.3 Decision Making – Bursary Admissions

Bursary awards are determined by the Head of School and Board of Directors, based on verified financial documentation and alignment with the school's inclusion objectives. The process is managed with confidentiality and fairness.

Factors considered:

- Accuracy and completeness of submitted financial documentation
- Student's engagement, effort, and alignment with school culture
- The overall availability of bursary funds in the school year

Bursary awards are made for one academic year and are reviewed annually. A renewal application is required each year, and adjustments may be made if financial circumstances change.

8. Joining 7 Hills

The school ensures that all new students are welcomed in a structured and supportive manner on their first day. On arrival:

- The Head of School or Deputy Head welcomes the student and family where possible.
- The Phase Leader ensures a suitable student buddy is assigned for the first week to support transition and integration.
- The student is introduced to their homeroom teacher, key staff, and given an initial orientation of the school.

The Administrative Team is responsible for ensuring that:

- Students are issued with required materials, including exercise books and school devices (e.g. Kindle where applicable).

- Students receive and can access their school email account and Google Classroom.
- ICT and Kindle Acceptable Use Agreements are issued and returned signed by both student and parent.

9. Transition and Orientation

At 7Hills, we recognise that effective transition and orientation are essential to ensure a positive start for every new student and family joining our school community. We are committed to providing a welcoming, well-structured, and supportive induction process that nurtures student well-being, encourages academic confidence, and promotes social integration.

9.1 Objectives of the Transition and Orientation Process

- To reduce anxiety and build confidence in students and their families.
- To provide clear academic, social, and logistical information to support a smooth start.
- To develop early relationships with staff, peers, and the wider school community.
- To monitor and support each student's emotional and academic adjustment.

10. Pre-Arrival Support

Once a place has been accepted and fees have been received, families are provided with a Welcome Pack**,** including:

- Letter of acceptance
- Term dates and calendar
- School supply list
- Uniform guide
- School lunch information
- ICT and Kindle policies
- Student handbook and Parent handbook

In preparation for the student's arrival:

- The Homeroom Teacher is informed and prepares for integration
- A student buddy is assigned
- The Administrative Team sets up all required systems (email, Google Classroom, devices)
- The Safeguarding Team is notified where any additional support may be required

11. First Day and First Week

11.1 First Day

- A designated staff member welcomes the student and family on arrival
- The student is introduced to their homeroom teacher and buddy
- A brief orientation tour of the school is provided

The Administrative Office ensures the student receives:

- Exercise books and required materials
- School email login details
- Device setup guidance
- ICT and Kindle agreements (to be signed and returned)

11.2 First Week

- The Homeroom Teacher monitors the student's social and emotional adjustment
- Subject teachers provide appropriate academic orientation and support
- The Pastoral Team or School Counsellor may conduct an initial check-in, particularly for international or mid-year entrants

12. Parent Orientation

Parents are supported through a structured orientation process, which includes:

- Introduction to the Leadership and Safeguarding Teams
- Overview of the school's vision, expectations, and key policies
- Guidance on communication platforms (e.g. email, newsletters, Google Classroom, WhatsApp where appropriate)

Parents are added to relevant communication channels for their child's year group.

13. Mid-Year Entrants

Students joining during the academic year receive additional support to ensure a smooth transition:

- A personalised orientation, including a one-to-one tour
- Targeted academic support to address gaps in learning
- Support with integration into co-curricular activities and the wider school community

14. Monitoring and Follow-Up

The school monitors each new student's progress and well-being to ensure successful integration:

- Review of student progress within the first month and during the first reporting cycle
- Early communication between school and parents where appropriate
- Coordinated support involving the Homeroom Teacher, Pastoral Team, and SEN Coordinator, where needed

15. Digital Literacy and Device Use

Upon enrolment, students receive access to school-managed digital platforms. Parents and students must agree to the school's acceptable use and ICT policies.

16. Language of Instruction

English is the language of instruction at 7Hills. Parents are expected to support their child's acquisition and development of English where necessary.

16.1. English as an Additional Language (EAL)

If accepted for enrolment, students requiring additional language support will receive an adapted timetable including additional provision for language learning both during the school day and academic support after school.

17. Special Educational Needs

If a child applies with certain additional learning needs, they may be considered for learning support on receipt of an educational psychologist's report. These applicants will be approved on an individual basis.

7Hills is dedicated to providing a supportive and inclusive learning environment for students with special educational needs (SEN). Our experienced faculty and support staff work collaboratively with students, families, and external specialists to ensure that all students receive the necessary accommodations, interventions, and resources to thrive academically and socially. At the admissions stage, we will work with the family and any other involved professionals to identify if the school has the necessary provisions to meet the needs of a child's SEN.

17.1 Supporting Applicants with Special Educational Needs (SEN)

7Hills is committed to providing a supportive and inclusive learning environment. We welcome applications from students with identified or suspected Special Educational Needs (SEN) and aim

to ensure that all students are given equitable opportunities to access our curriculum and wider school life.

To support applicants with SEN, the following steps are taken during the admissions process:

1. Disclosure and Documentation - Parents/guardians are encouraged to disclose any known learning needs, diagnoses, or support requirements at the point of application. Relevant documentation such as Individual Education Plans (IEPs), psychological or educational assessments, and reports from external specialists should be submitted alongside the application.

2. Initial Screening and Assessment - Applicants may undertake a school-based assessment or a standardised test (e.g. CEM) to evaluate learning readiness and to help identify potential areas of support. Informal observation may also be conducted during a shadow day, where applicable.

3. Confidential Reference - A confidential report is requested from the applicant's current or most recent school. This includes questions related to academic performance, behaviour, and any learning or behavioural support previously in place.

4. Consultation and Review - The Head of School, Deputy Head, and Learning Support Coordinator review all submitted documentation and assessments to determine whether the school is equipped to meet the applicant's needs effectively. Additional consultation with parents may be scheduled to clarify support expectations and provisions.

5. Placement and Provision - If the school determines that it can provide an appropriate learning environment for the applicant, an individualised support plan may be created. This may include targeted classroom strategies, teacher support, or involvement of the school's SEN team. In some cases, additional fees may apply if external or intensive support is required.

6. Ongoing Review and Communication - Once enrolled, the student's progress will be closely monitored and reviewed periodically to ensure that the support provided remains effective. The school maintains open communication with parents throughout to review and revise support plans as needed.

7Hills reserves the right to decline applications where the level of need exceeds the school's current resources or expertise, but in all cases, this decision is made with the best interests of the child in mind.

18. Admission Appeals

If we do not offer a student a place at 7Hills, this will be because following a review of the

assessment data, supporting documentation and interview it is felt that 7Hills may not be the most conducive learning environment for the child at the current time. Students are permitted to re-sit the assessment tests after 6 months have passed. 7Hills is under no obligation to release the results of the assessment tests.

18.1 Appeals Procedure

1. **Initial Discussion Families** - are encouraged to arrange a meeting with the Head of School or Deputy Head of School to clarify the decision and discuss any concerns informally. This often resolves misunderstandings or provides further context for the decision.
2. **Formal Appeal Submission -** If concerns remain after the initial discussion, the parent/guardian may submit a formal written appeal to the Head of School within 10 working days of receiving the admissions decision. The appeal should include:
    - Student's full name and year level applied for
    - Grounds for the appeal
    - Any supporting documentation
3. **Review of Appeal** - The Head of School will review the appeal in consultation with relevant staff involved in the admissions decision (e.g. academic leads, SEN coordinator, Admissions Officer). This may involve a re-evaluation of assessment data, interviews, or submitted documents.
4. **Appeals Panel** - (if required) If the appeal cannot be resolved through internal review, the case may be referred to an Admissions Appeals Panel consisting of:
    - One member of the school's leadership team not involved in the original decision o One member of the Board of Directors
    - One independent educational advisor (where available) The panel will review the case and provide a final recommendation to the Head of School.
5. **Outcome Notification** - The Head of School will communicate the outcome of the appeal in writing within 15 working days of receiving the formal appeal. The decision of the Head of School, following this process, is final.

19. Withdrawal and Re-Admission Process

19.1 Student Withdrawal

Families who wish to withdraw their child from 7Hills International School must follow the formal withdrawal process to ensure appropriate planning, records transfer, and financial clearance.

19.2 Steps for Withdrawal:

1. **Written Notice** - Parents or legal guardians must submit a signed written notice of withdrawal to the Head of School and Admissions Officer at least one full term (three months) in advance. This allows sufficient time to settle outstanding accounts and prepare records.
2. **Clearance Process** - The school will initiate a clearance procedure which includes:
    - Settlement of all outstanding school fees and invoices
    - Return of school property (e.g., library books, Kindles, textbooks, uniforms if on loan)
    - Completion of an exit interview with the Head of School (if requested)
3. **Transfer Documentation** - Once all clearance requirements are met, the school will:
    - Issue a Letter of School Attendance / Transfer Certificate
    - Provide academic records and reports, if requested
    - Support the receiving school with any necessary documentation (upon parental consent)
4. **Final Day** - Students will be officially withdrawn on their last day of attendance as indicated in the withdrawal notice. After this date, their IT access and enrolment records will be deactivated.

20. Re-Admission

Students who have previously withdrawn from 7Hills and wish to return may reapply through the admissions process.

20.1 Re-Admission Conditions:

- Re-admission is not guaranteed and is subject to space availability and the school's ability to meet the student's academic and/or support needs.
- Families must complete a new application form and may be asked to provide updated assessment results, school reports, and/or a re-entry interview.
- If re-admission occurs within one academic year of the original withdrawal, the enrolment fee may be waived at the discretion of the Head of School.
- Outstanding balances from the previous enrolment must be cleared in full before a student may be considered for re-admission.
- Students returning after an extended absence may be subject to a re-assessment of academic level and placement.

21. Admissions Governance

At 7Hills, the admissions process is overseen by the Head of School and supported by the school's leadership team to ensure that all admissions decisions reflect the school's mission, vision, values, and commitment to inclusion and fairness.

The school's Board of Directors plays a strategic role in admissions governance through:

- **Annual Review of Admissions Trends** - The Board receives a report each year outlining application numbers, acceptance rates, demographic profiles, scholarship and bursary distribution, and diversity metrics.
- **Oversight of Policy and Practice** - The Board reviews and endorses the Admissions Policy as part of its regular policy review cycle, ensuring alignment with international standards and the school's strategic direction.
- **Equity and Access Monitoring** - The Board monitors access to admissions for students from a wide range of backgrounds and abilities, including those requiring bursary support, additional learning needs, or English as an Additional Language.
- **Appeals Oversight** - The Board acts as the final arbiter in formal appeals against admissions decisions, ensuring that all processes are followed with transparency, impartiality, and integrity.

All staff involved in the admissions process are trained to uphold the school's admissions principles and safeguarding responsibilities. The school is committed to continuously reviewing and refining its admissions practices to meet the evolving needs of the community and to uphold international best practice.

22. Revision and Review

This admissions policy is subject to periodic review and revision to ensure its continued alignment with the mission, vision, and values of 7Hills, as well as with applicable laws, regulations, and best practices in the field of international education. Feedback from stakeholders, including students, parents, faculty, and external partners, is solicited and considered in the ongoing improvement of the admissions process and policies.