



OUR
STORIES

OUR
WORTH

OUR
PURPOSE

Applying for Admission

This document outlines the key guidelines for admissions and enrolment for the International School of London (ISL). Please read this document carefully as your signature on the application form confirms that you agree with these guidelines. Thank you.

The International School of London (ISL) Group of Schools serve the educational needs of the internationally mobile communities in which they are situated. ISL welcomes students of all nationalities who will benefit from a rigorous, international English-language education with an emphasis on Mother Tongue literacy and additional Language Acquisition. Students are admitted who, in the school's opinion, will benefit from the academic, personal, social and emotional programmes offered by the school and respect the school's programmes and ideals.

We take our responsibility for your child's academic, social and emotional growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience. A personal interview or further testing may be required. Additionally, the school may request further information from teachers, counsellors, administrators and/or other specialists.

ISL aims to be an inclusive school where all efforts are made to accommodate different learning needs and styles. Students are expected to function in a mainstream classroom and only applicants whose needs can be met by the school's educational and pastoral services will be admitted.

If, after academic acceptance, information about the applicant is received which would have adversely impacted the acceptance, the acceptance may be re-assessed. This may result in withdrawal of the acceptance. In such cases, families remain liable for payment of tuition fees and deposits as per the Terms & Conditions.

ISL is a day school and only admits students who are living in Greater London with their parents or legal guardians. ISL has no boarding facilities and does not arrange any homestay accommodation.

Admission to ISL assumes that parents/legal guardians have read, understood and accepted the school's codes of expectations and conduct (available on the school website: www.isllondon.org).

The school reserves the right to request the withdrawal of a pupil at any time should such action be deemed necessary.



To apply for admission, please submit the following documentation:

1. A completed and signed Application Form with an attached passport-size photograph and the Application Fee. The Application Fee covers administrative costs only and does not guarantee a place in the school.
2. Copies of the student school reports for the past two years and the results of any standardised testing and educational or psychological evaluations. If these are not in English, they should be translated.
3. Completed Student Questionnaire (Grade 4 and above only).
4. Completed Teacher Reference Form.
5. Copies of the applicant's passport and UK visa if applicable.

The Application Form must be submitted via the ISL online admission system, www.isllondon.openapply.com. Once the Admissions Office receives the application, you will be contacted to confirm receipt and an update on the status of the application.

To comply with UK Visas and Immigration (UKVI) regulations, the Head of Admissions must see every student's passport and VISA and keep photocopies of all the pages concerning personal details, visa information, leave stamps and immigration status. This applies to every student irrespective of their nationality. It is therefore necessary for the original passport to be presented to the Admissions Office prior to the student's first day at ISL.

Once a final decision has been made as to whether we are able to offer a place you will be contacted by the Admissions Office. If you are offered a place you will be notified as to the terms of the offer. At this stage we request the Enrolment Deposit which must be paid within three weeks of the offer. Depending on acceptance, a place will be only be guaranteed upon receipt of the deposit. Depending on the acceptance date, the first term's tuition fee may also be due. If the deadline is missed, the offer may be withdrawn.

The notification of admission and receipt of the deposit signifies that the student will be joining the school. If, however, the family subsequently withdraws the application, the deposit will not be refunded. Additionally, a full term's written notice of a change in plans (in the case of families joining for the first term, by 1st June) must be given, or the family remains liable for the first term's tuition fees less the amount of the deposit.

Please note, the application will not be considered until all the items have been received. The signature of the parent/legal guardian on the Application Form constitutes acceptance of these Guidelines and the School's Terms and Conditions.

Photographs and video recordings

From time to time, ISL takes photographs and video footage of students at work and play for marketing purposes, including for use on the school website, official social media profiles, in the press, media and in printed literature. All images are taken by authorised personnel only and with the necessary safeguarding parameters in place. As part of the application process, we will ask for your consent to use your child's images for marketing purposes. Please note, that on occasion, we may use group, team or class photographs or footage to show learning. In this instance, every effort is made to adhere to consent permissions in each case. The data is stored securely and it is not shared with any third parties.

Parent Teacher Association

ISL is proud to have a very strong PTA (Parent Teacher Association) that plays an essential role in the life of the school. Parent volunteers serve as class and language representatives and are here to introduce you to the ISL London community and to day-to-day life inside and outside our school. The representatives provide a vital link between the classroom or homeroom teacher and parents, as well as with the school and the Parent Teacher Association. They will be involved in organising coffee mornings and other events to allow you to meet with other parents and members of our community. For this reason, we will ask (on behalf of the PTA,) for your consent to share your contact details with Parent Teacher Association.

Educational Trips Consent

Oftentimes best learning experiences happen outside the classroom, and ISL is proud to have London – with numerous educational opportunities – at its doorstep. From time to time, students are taken on trips during school hours, and necessary risk assessments and safeguarding measures are in place during these trips. Parents are informed of the date, time, location and educational purpose of the trip one week before the educational trip takes place. Consent is not requested for trips taking place during school hours. A separate consent is asked however, for each after-school event taking place.

You have the right to withdraw your consent at any time by emailing mail@isllondon.org.



Class Placement

All students will be placed in their age appropriate year group. In the case of a dispute over age appropriate placement, the child will be placed in the age appropriate class until thorough academic and social assessments are carried out by the class teacher and other senior faculty members. This will take place soon after the student's commencement at ISL and a report with a final placement decision will be communicated to parents.

ISL follows the International Baccalaureate (IB) curriculum throughout the school. This includes the Primary Years Programme (IB PYP), Middle Years Programme (IB MYP) and the IB Diploma.

Age on 31 st August	Grade	Programme
3	Early Childhood 1	IB PYP
4	Early Childhood 2	IB PYP
5	Kindergarten	IB PYP
6	Grade 1	IB PYP
7	Grade 2	IB PYP
8	Grade 3	IB PYP
9	Grade 4	IB PYP
10	Grade 5	IB PYP
11	Grade 6	IB MYP
12	Grade 7	IB MYP
13	Grade 8	IB MYP
14	Grade 9	IB MYP
15	Grade 10	IB MYP
15+	Grade 10 Foundation	Foundation
16	Grade 11	IB Diploma
17+	Grade 12	IB Diploma

Explanatory Notes: Full terms and conditions and the application forms are available online. The signature of the parent or guardian on the online application form implies acceptance of all the stated Terms and Conditions. Where there are inconsistencies between the Terms and Conditions and these Guidelines, the Terms and Conditions shall prevail.

Terms of Payment: An Invoice for the full academic year will be sent in May and is payable in full by the first Monday in July. Fees may exceptionally be paid in instalments with the previous agreement of the Finance Office. No pupil will be allowed to attend school unless the fees have been paid. Such action by the school (not allowing the pupil to attend classes) does not relieve the parent/guardian of the obligation to pay the outstanding fees.

Notice of Withdrawal: For students leaving at the end of the school year, written notice must be given to the Admissions Office by the last day of the Spring Term. For students leaving during the course of the school year, a full term's written notice must be given to the Admissions Office. If the appropriate Notice of Withdrawal is not given, the Enrolment Deposit will be forfeited and the parent/guardian will remain obligated to pay the school fees for the whole of the following term. **New applicants** who have accepted a place and paid the Enrolment Deposit and subsequently withdrawn their applications will not receive a refund of the deposit. Additionally, they must give one term's written notice of a change in plans (in the case of families joining for the first term, by June 1st), or they remain liable for the term's tuition fees less the amount of the deposit.

Refund of Deposits: Students leaving at the end of the school year who have given written notice by the last day of the Spring Term will be entitled to a refund of the Enrolment Deposit. Students leaving during the course of the school year who have given a full term's written notice will be entitled to a refund of the Enrolment Deposit. New applicants will not be entitled to a refund of the Enrolment Deposit should they not take up the offer of a place.



International School of London

Part of

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Group

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