


# Admissions Policy

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Next review (date):	December 2021
Signed: (Head)	

This policy will be reviewed in full by the Advisory Board and the Head of School on an annual basis, or more frequently if there are changes in policy.

## Overview

### Policy statement

This policy sets out ICS London requirements for student admission, some of which are governed by legislation.

### Purpose

This policy, and its associated procedures, gives details of how ICS London conducts and documents student admissions.

### Applicability

This policy applies to ICS London staff, parents and students.

### Statutory guidance

- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Equality Act 2010
- Special Educational Needs and Disability Act 2001 Keeping Children Safe in Education (September 2020)
- Points Based System. Guidance for Sponsors –Student Route (October 2020):
- Document 2: Sponsorship Duties, The Home Office

This policy has links with our Student Support (Admissions) procedures.

### Access

This policy is available on the ICS London website and is available upon request from the School offices. The policy is provided to all staff (including temporary staff and volunteers) at induction alongside with our Professional Code of Conduct. This policy is also available to all 3<sup>rd</sup> party companies that the school interacts with (in agreement or non-agreement) in referring students to the school.

### Failure to comply

All staff are required to comply fully with this policy. Compliance will be monitored by the Head and the Director of Admissions and Marketing.

## **Policy**

### Admission equality

All applicants will be treated equally, irrespective of their race, gender, disability, sexual orientation, age or social-economic background. Likewise, irrespective of their parents' race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, orientation, property, birth or other status.

We believe that diversity is a strength at ICS London, which is truly respected and celebrated by all.

### Special educational needs and disability

ICS London is able to consider prospective students with physical and/or mental needs. ICS London evaluates each application on an individual basis to decide if we are able to support the needs of the child/ren within the school. Our school is not fitted with a lift and access to classroom and floors is via stairs. It is for this reason that our school facilities are not suitable for students that require wheelchair access.

If special educational needs or a disability become apparent after admissions, ICS London will consult with parents about reasonable adjustments in order for the student to be supported while at the School. If requirements are above and beyond what could be reasonably expected of a school, Student Support fees will be charged, these charges are published on the School's web site.

Further information is provided in the ICS London Student Support Admissions policy.

### Disclosure

In order for ICS London to consider your application and to put in place any reasonable adjustments to support each individual student, full disclosure by parents of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, must be fully disclosed at the time of application.

In the event that parents don't disclose any relevant information as part of the application process before accepting a place (of which they were already aware) and ICS London is unable to make reasonable adjustments to cater for the student, the School reserves the right to withdraw the offer of a place, or, if the student has already joined the School, to ask the parents to withdraw their child.

### Visa Status: Ensuring students have valid leave to remain in the UK

ICS London has a licence to sponsor international students to come to the UK under the Child Student Route of the Points Based System. As a visa sponsor, ICS London must by law take reasonable steps to ensure that every student at the School has permission to be in the UK.

## **Admission Procedure**

### Overview

We aim to ensure that the admissions process is as straightforward as possible so that new students and their families experience a smooth transition. Our application process comprises of three stages:

### Stage 1 (Online Application)

Our application process is fully online through a secure platform 'Open Apply'

<https://ics.openapply.com/apply>

- Pay the Application Fee
- After paying the application fee, Open Apply will allow you to upload your details and supporting documents before submitting your application.
  - Supporting documentation includes:
    - School reports for the most recent two years,
    - Confidential teacher reference(s),
    - Applicant questionnaire,
    - Copy of the applicant and both parent passports; and
    - Copy of birth certificate
- If a 3<sup>rd</sup> party (i.e., company) is paying the school fees, please indicate this as part of your application. Upon offer, you will need to complete and submit the financial responsibility form for invoicing.
- If your child/ren has any special educational needs, you will be required to upload any additional reports, including a recent Educational Psychologist's Evaluation so the School can assess its capacity to support the student.
- Submit your application to the admissions team to review your application.

### Stage 2 (Application Review)

Once a completed application has been received by the school the admissions department will review and check all the information provided. The school may contact the parents if further information is required to review your application.

Admissions Committee Review:

- The respective campus principal will review the application. The principal may consult with additional academic colleagues to support this review process.
- The review process usually takes between 2-3 working days, although this may be extended if the Admissions Committee requires further information to access the application.

### English Language Requirements:

As the main language of instruction is English, it is important for the School to understand your child's level of English.

- Students looking to enrol in our IB Primary Years Programme (PYP), Middle Years Programmes (MYP) & our Diploma Programme (DP) are subject to the following entry criteria:
- Primary (ages 3-11 years):
  - Years 3 to 6 applicants (ages 7-11) may be required to have a video interview (Skype/Zoom) during the admissions process to gain a better understanding of the child's level of English.
- Secondary & Diploma (ages 11-16 years) and DP (ages 16-19 years)
  - For MYP: A Cambridge KET/PET Certificate or a report from their previous school stating their Common European Framework of Reference for Language (CEFR) level
  - For DP: IELTS or the equivalent Cambridge FCE Certificate from the Cambridge Suite for International Language Examinations. The minimum English Language proficiency for entry to the IB Diploma is an IELTS 5.5 or equivalent.
  - Where students do not have one of the following to attest to their level of English, they will be required to take an online English language test and have a video interview (Skype/Zoom) to determine their English language level:

For students who were not able to be assessed by the school EAL (English as an Additional Language) Coordinator prior to their admission to school, will potentially undertake a standardised assessment to evaluate their English Language Skills. If results show they might benefit from the EAL programme offered at ICS, the students will mandatorily join one of our three stages designed to support their language needs. Parents will be notified and charged accordingly, please refer to our EAL fees on our website. Academic progress will be monitored and revised termly and further changes to the support provision will follow accordingly.

### IB DP Course Selection (For DP Applications Only)

If a student is entering the IB Diploma Programme, parents/students will need to discuss as part of the application process what subjects they wish to study.

Generally, for the subjects that students select as their Higher-Level subjects, they need to demonstrate a prior academic performance that equates to an IB MYP grade 5 or above.

Diploma students who need to raise their academic level of English may be required to take a three-year Diploma Programme

### Stage 3 (Application Decision)

The final decision will be relayed to the family by email. The decision is given together for the entire family if you are applying for more than one child. However, sometimes on a case-by-case basis we may provide you with the decision for an individual application if requested by the family.

Place offered:

- If a place is offered, the family will receive a verbal offer email. The family will have up to 3 days to accept this and to receive the formal offer of the place.
  - If a 3rd party (i.e., company) is paying the school fees you will need to complete and submit the financial responsibility form so we can invoice accordingly.
- The formal offer of a place includes:
  - Formal Offer Letter
  - Terms & Conditions
  - Acceptance Pack
  - School Fees
  - Admissions Invoice, this invoice will include:
    - Tuition Fees
    - Refundable Deposit (Please refer to the Terms & Conditions)
    - School Development Fee
    - Technology Fee (Primary Only)
    - Any other costs as deemed relevant i.e. EAL/SEN
- In order to accept the formal offer of a place for your child/ren, the family must within 14 days complete the following:
  - Acceptance of the School's Terms & Conditions
  - Complete and return the Acceptance Pack
  - Pay the admission invoice
- Upon receipt, the school will issue a formal confirmation of your child/s place at the school.
  - No students may start at ICS London without advance payment of the fees.
  - Where a child requires Special Educational Needs support, the School's offer of a place will outline the proposed first term's provision.

Place Not Offered:

- If the school is unable to offer a place for your child/s, the school will inform the family by email and provide a reason as to why the child/s application was unsuccessful.
- If the parent disagrees with the decision made, they may put this in writing to the Head of School for review. The Head's decision is final.

Wait list

If, however there is no space at the time of receiving a verbal offer from the school, you will be offered the opportunity to be placed on our waitlist. The waitlist principal works on a first-come, first served basis and with priority given to families with siblings currently enrolled at the school.

After which priority will be given to new families with siblings to enter the school. However, the school reserves the right at its discretion to give priority to other student applications.



Upon a space becoming available, the school admission department will contact you to see if you wish to receive a formal offer to accept the space.

If you choose to reject this offer, the application fee is non-refundable and non-transferable.