

# Admissions Policy

## **Introduction and Policy on Admissions**

The Board of Governors and the School Management apply the regulations on admissions fairly and equally to all those who wish to attend St George's International School Luxembourg ASBL (hereafter the "School"). We are a school that welcomes students from all backgrounds and abilities. All applications are treated in a sensitive and confidential manner.

- 1.** All applicants enrolled at St George's International School Luxembourg will follow the Luxembourgish Ministry of Health's recommended vaccination schedule e.g. Measles, Mumps and Rubella (MMR), Polio, Tetanus etc) unless they cannot be vaccinated for medical reasons. <https://sante.public.lu/fr/prevention/vaccination/>

## **2. School Admission Procedure**

Parents should check the website for curriculum information and the ethos of the School. The School application form, procedure and fee information are on the [website](#).

Parents may then make contact with the Admissions Officer who will meet the family and arrange a tour of the School.

The next step in the admissions procedure is to complete the application form, transfer the application fee, and provide the relevant school reports. All applicants are required to attend trial day(s) or testing session, which is arranged by the Admissions Officer in consultation with the family.

### **2.1 English ability and student age**

Students can enter School at the start of the Autumn term after their 3<sup>rd</sup> birthday providing that they are completely independent in their toileting needs.

The language of the School is English and all lessons, other than non-English language lessons are taught in English. Therefore, students must have sufficient English language proficiency to be able to access learning. The School will endeavour to provide limited English as an Additional Language (EAL) support in the mainstream; however, the School reserves the right not to admit applicants who do not have a sufficient command of English to be able to access the curriculum and have a reasonable opportunity of success.

Students may be admitted throughout the academic year from Nursery to Year 9 inclusive.

For entry to Secondary school a student must be fluent in English. The School will test this as part of the admissions process.

No student will be admitted without the agreement of the Head Teacher of the relevant section of school. For entry into the IGCSE and A level programmes the student must join the programme at the beginning of Year 10 (IGCSE) or Year 12 (A level). Other entry points are not generally available.

## **2.2 Students with Special Educational Needs and Disabilities (SEND)**

To enable the School to make an informed decision of a student's learning needs, the parents of a student who has any identified disability or special educational need, or has been enrolled in any educational support programme, **must** disclose this information on the application form at the initial stage of the admissions process. Full details of any previous educational psychologist's evaluation or educational support assessment must also be provided.

A student's level of need is relevant to entry into the School as the School must be sure that it has the facilities and the educational expertise to deal with the identified level of educational need.

Applicants for whom there has not been a full and accurate disclosure of educational records, including previous psychological/educational testing, will not be considered for admission. If the student is admitted and subsequently a previously diagnosed Special Educational Need and Disability (SEND) is identified which was not disclosed by their parents, the School reserves the right to withdraw the place.

If the school deems it necessary to request psychological/educational testing at any time they will specify the tests to be carried out at the cost of the family. If a family does not agree to this request the school will be unable to offer a place to the student or may, if already admitted, reconsider the position of the student at school.

## **2.3 Documents and trial days**

The School cannot consider an application until all reports and all necessary paperwork from previous schools have been received.

The School will then arrange the mandatory trial day(s) for the student. After the trial day(s) or testing has/have been completed, the School will communicate to the family whether the School can offer a place. The School cannot offer a place until the trial day(s) or testing is/are completed.

The School will only consider admission when the following documents have been received.

- The completed application form,
- The application fee payment,
- School reports and any relevant additional testing results,

- Receipt of any requested further background information,
- An internal report from the trial day(s) of the student.
- Copy of passport
- Copy of vaccination certificate (including MMR)

There is no testing of applicants in Primary. We use placement tests in English, Mathematics, French and German for Secondary applicants in Key Stage 3 and 4. Key Stage 5 applicants have subject testing in potential areas of study.

## **2.4 Offer of a place at the School**

The School will evaluate the student and either make an offer of a place or will inform parents that the student cannot be admitted.

All decisions not to admit are reviewed by the Principal. Offer letters are sent out as soon as possible following the trial days. The decision is based on the evidence provided by the parents, the behaviour and attitude displayed during the trial days and the results of the entry tests. Parents may appeal, in writing, to request this information be reviewed again by the Principal. The Principal's decision is final.

## **1. Sizes of classes**

We aim to teach Foundation stage in classes of less than 20 students with 2 members of staff. In Primary, we endeavour to maintain a class size of less than 20 students however it may be necessary on occasion to slightly exceed this. In Secondary tutor groups will not normally exceed 22 students, whilst subject classes may be smaller.

## **2. Allocation to class**

This will be according to the age of the student:

Child's Age (as of 1st Sept.)	School	Key Stage (=Cycle)	Intl Primary Curriculum (IPC)	Class	
3	Primary School	Foundation		Nursery	
4				Reception Class	
5		Key Stage 1 (=KS1)		Milepost 1 (=MP1)	Year 1
6				Year 2	
7		Key Stage 2 (=KS2)		Milepost 2 (=MP2)	Year 3
8					Year 4
9	Milepost 3 (=MP3)		Year 5		
10			Year 6		
11	Secondary School	Key Stage 3 (=KS3)		Year 7	
12				Year 8	
13				Year 9	
14		Key Stage 4 (=KS4)		Year 10	
15				Year 11	
16		Key Stage 5 (=KS5) or 6th form		Year 12	
17				Year 13	

Very occasionally, exceptions may be made to this rule because of a student's language proficiency or previous schooling experience. This will be done at the discretion of the relevant Head Teacher and the Principal.

The School will place students in appropriate classes or tutor groups. Generally speaking, siblings will be placed in different classes to aid the integration process.

### **3. Withdrawal of places**

The Board of Governors and the School Management maintain the right to withdraw the place of any student:

- For whom the relevant fees are not paid (see the Enrolment section in Parent Handbook);
- For whom the School considers it can no longer provide an adequate academic programme, or the student is unable to access the curriculum on offer;
- Who commits serious or recurring breaches of the School's behaviour policy (See Parent Handbook and School discipline policy); or
- Where there is a consistent lack of parental support for the aims and policies of the School.

This decision is made after consultation between the family, relevant Head Teacher and the Principal. There is an appeals process in place (see the School's Complaints Policy).

### **6. Monitoring and review**

The policy will be reviewed by the Board of Governors annually.