

Admissions Policy

Purpose

My Online Schooling is an inclusive online school for children and young people in Years 3-13. The main principle of admissions to My Online Schooling is to maintain the character of an inclusive school, in line with our school mission statement: *'We offer an individualised, inclusive and internationally accessible British education where our pupils are respected as individuals, enjoy learning and are empowered to thrive in the 21st Century.'* We strive for excellence and have high expectations of our children and young people to exhibit a strong work ethic and commitment to their studies and extracurricular experiences at the school. The purpose of the policy is to ensure that the conditions of admission to the school are transparent and clear.

Our **vision** as a school:

- We believe every child is capable of success and we empower our pupils to determine what success means to them
- We create confident and empowered independent learners equipped with skills and pathways to achieving their goals
- We enable families to live a more enriched life by aligning their lifestyle to the educational needs of their child
- We offer the international market a progressive British online school rooted in values of innovation, inclusivity and creativity

Our **promise** to families:

- Their child will have the opportunity to succeed through our individualised, inclusive and creative approach
- Their child will be supported and encouraged in a safe and positive learning environment
- Their child will have the opportunity to discover and nurture their interests and talents
- Their child will be respected, empowered and will thrive as part of an international online British school

Eligibility

As an inclusive and accessible school, we do not operate selective admission to the school. My Online Schooling will consider all applications to join our school. Families are asked to submit an enrolment application to the school which will be reviewed by the Admissions team to ensure all is in order. Children and young people will be accepted to the school regardless of their background. Keeping this in mind, it is important to note that joining our school should be in the best interests of the pupil. My Online Schooling shall endeavour to do all that is reasonable to provide a suitable educational environment for every pupil. Although we strive for excellence in the educational advancement of our pupils, parents and carers permit the Executive Headteacher, Heads of School, and Director of Inclusion & Wellbeing to make decisions in the best interest of the child or young person. My Online Schooling will engage in constructive dialogue with families whose application to join the school requires further consideration and support. In situations where we do not believe that online provision, for specific subjects or in its entirety, is in the best interests of the pupil, we will notify the family of this and the reasoning behind our decision.

Entry requirements

My Online Schooling does not have any set entry requirements. Our school runs for Year 3-13. For reasons of safeguarding and child protection, we do not accept pupils over the age of 18 into our classes; however, we are understanding that a young person may turn 19 years of age during their final year of study with us.

All families are asked to provide information on their child or young person's previous educational experiences. Pupils who submit an application to join Year 11 and 13 should provide evidence that they have completed Year 10 and 12, respectively, in the subjects they wish to study. With International GCSE and (International) A-Levels being two-year courses, it is important to My Online Schooling that pupils have experience and sufficient study already in place.

It is important to note that joining our school should be in the best interests of the pupil and My Online Schooling has the discretion to disallow entry into the school if we do not believe this is in the pupil's best interests.

Requirement for Information

To enrol in My Online Schooling, there is a requirement of parents/carers to provide accurate information regarding the address where a child or young person will be carrying out their learning. Parents/carers are required to update these details as soon as possible if these details change.

Parents/carers are required to provide:

- Child's identification showing date of birth
- Proof of address with document(s) as per the UK Government's [Proof of identity checklist for individuals](#)
- Portrait passport-style photograph of child

The documents will be checked and may be stored on our school systems. Please be assured that documents will be stored in line with UK GDPR regulations.

The Admissions Process

Please visit the school website to find more information on the [step-by-step process of enrolling](#) with My Online Schooling. Please ensure to read section 7 of our [2022-23 Terms and Conditions](#) for more information on the terms of Admissions and enrolment.

Examinations and Examination Centres

My Online Schooling does not currently handle the administration of examinations. Pupils are required to register as private candidates. Finding a suitable examination centre, the meeting of deadlines for registration and costs incurred by taking the examinations are the responsibility of the parent or carer. Meeting the deadlines for other elements of the exams process i.e. access arrangements is also the responsibility of the parent/carer. Additionally, the requirements for participation in other required educational provisions i.e. practical science for A-level, are the responsibility of the parent/carer. Please also see Section 4 of our [Terms and Conditions](#).

Families joining My Online Schooling for exam-level qualifications do so in the knowledge that their child or young person will be required to register and attend an examination centre to sit physical examinations. My Online Schooling strongly advocates for the identification of a potential local examination centre prior to enrolling in the school.

Inclusion

To ensure that My Online Schooling is fully informed about how we can best support the young people joining our school, we request that parents and carers submit all relevant information pertaining to the health and/or special education needs of their child or young person. This includes Education Care and Health Plan (ECHP) documents, and any other official documentation that may provide information on strategies that our teaching team can implement to support pupils in their learning. If a pupil has a diagnosis of a medical condition or additional need prior to, or after, joining the school, we ask families to keep the school informed of this.

If parents/carers do not disclose an additional need, and provide the relevant documentation to support this, and additional needs materialise after enrolment, families agree to follow a path of confirming any diagnoses, and identifying the support required, via a path stipulated by the school.

Allocation of Places

My Online Schooling limits class sizes to 20 pupils per class. Our Learning Support and Wellbeing classes are limited to 10 pupils per class. Pupil timetables and the number of classes available in each subject seek to maintain small class sizes. Places may be limited if the number of pupils looking to enrol exceeds the number of spaces available. Pupils may not be able to enrol in specific subjects or year groups if there are no spaces available. My Online Schooling reserves the right to make decisions on when classes will close and when new classes will open to accommodate new pupils.

At this time, prospective families have the ability to specify their time preferences for their desired classes. It should be noted that this is a preference. We will endeavour to meet these preferences; however, this cannot always be guaranteed. Our Admissions Team will work with families to construct a timetable that works for the family as far as is possible. Timetables are designed to ensure there are no clashes within each year group, where possible. My Online Schooling will endeavour to prevent clashes within the timetable and this has been prioritised so to avoid clashes within year groups. If a family chooses to enrol in multiple year groups, My Online Schooling cannot guarantee that clashes will not occur. Due to the complex nature of our school timetable, we will not be able to move classes to different days and times than already established.

Oversubscription & Waiting List

Where the number of pupils applying to join My Online Schooling exceeds the number of places available, there will be an option to join a waiting list for the subject or year group.

If the number of pupils on the waiting list results in a new class starting, all pupils will be put into this class, up to a maximum of 20 pupils. If a pupil leaves an existing class, for reasons of equity, My Online Schooling reserves the right to consider all pupils' applications, on the waiting list(s), in its entirety when allocating places for pupils. The waiting list does not necessarily give priority to those who have been on the list the longest or those who applied closest to the cut-off for any intake dates.

Pupils can be added to the waiting list, for classes that are full, all term. Where a place in a class arises, families will be notified approximately 14 days before the end of term. A deadline will be set to inform the school if you intend to take up this place. Once confirmed, payment must be made for these classes prior to the end of term, so to take up the space at the beginning of the next term. Spaces in the class are allocated at the school's discretion. We also reserve the right to close a waiting list at any point during the school year.

Rolling Intakes

Rolling intakes now exist at My Online Schooling, allowing young people to join the school more regularly than previously granted by the school.

- Pupils can start with us every Monday throughout the academic year (excluding public holidays)
- The quickest turn around from submission of an Enrolment Application to a pupil starting is 6 working days
- The longest possible wait time from submitting an Enrolment Application to a pupil starting is 12 working days (My Online Schooling reserves the right to take longer than 12 working days during busier periods.)
- Families can apply for one of the next 2 upcoming intakes at any point throughout the year

Provided that the school receives all requested information and all fees and deposits are paid, the child will be permitted entry into the school. The school reserves the right to pause entry to the school where this is deemed necessary by the school.

English as an Additional Language

My Online Schooling requires young people joining the school to have a grasp of the English language expected for their age. Where young people have English as an additional language, parents must ensure that their child has a good level of English to access the curriculum. It is likely to be disadvantageous for a young person to join the school with an insufficient level of English to access the curriculum.

As a current guide, there is an expectation that Junior School pupils should be able to communicate at a CEFR B1 level by the end of Year 6, entering Year 7.

According to the official [CEFR guidelines](#), someone at the B1 level in English:

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise whilst travelling
- Can produce simple connected text on topics which are familiar or of personal interest
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans

This [quick test](#) may help to determine if your child is meeting the B1 level in English.

By the end of Year 9, young people should be able to communicate in English at a B2 level. This will allow meaningful interaction and contributions to exam-level qualifications.

A young person at a B2 level can communicate easily and spontaneously in a clear and detailed manner. This is not yet an experienced speaker, but a B2 user is able to understand and be understood in most situations. According to the official CEFR guidelines, someone at the B2 level in English:

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her/their field of specialisation
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options

This [quick test](#) may help to determine if your child is meeting the B2 level in English.

Although not currently a requirement to join the school, prospective parents are encouraged to explore the option of their child or young person completing the CEFR-related English assessments:

- [B1 Preliminary assessment for schools](#) (Cambridge)
- [B2 First assessment for schools](#) (Cambridge)

We fully acknowledge that other providers of English language proficiency assessments are also available. My Online Schooling has no partnership with and does not endorse the Cambridge assessments.

Our school now has an EAL provision in place - [Lingua Connect](#) - that pupils who require EAL support can sign up to. An additional fee exists for these classes.

Year Groups and Subjects

The My Online Schooling Junior School offers a package of education which ensures broad exposure to different curricular areas. A child should be enrolled into their conventional year group for their age. We adopt a 'stretch and challenge' approach, offering extension work to pupils who are accessing learning beyond their years in a particular subject or topic. Our Junior School package requires that all pupils take all subjects on offer as part of the core curriculum. There are options to add additional subjects such as Computing and Learning Support and Wellbeing Hub classes.

In our Secondary School, families are encouraged to enrol their child in the year group that is conventional for their age. We are flexible in the programme of study that a child or young person will follow with us, as far as it is reasonable and in the best interests of the pupil. With this, pupils are permitted to enrol in subjects across different year groups. This may occur where a pupil joins a class in a year group below that which is conventional for their age, for reasons of additional support. It is also possible that a pupil may study ahead of their years in subjects where they are deemed to be 'gifted and talented'. In terms of exam-level years, it is possible for pupils to register for exams as an 'early entrant'.

International Applications

My Online Schooling prides itself on being a truly international school, where we strive to overcome geographical barriers that prevent children and young people experiencing an outstanding education. Our school runs live lessons based on the UK (GMT/BST) time zone; however, we do aim to offer classes at a range of times to ensure classes are more accessible to families outside the UK. We welcome enrolment applications from families across the world; however, it is the

responsibility of prospective families to ensure that they are able to attend live lessons at a time which is suitable for their child or young person. We strongly advocate for pupils attending live lessons during sociable hours to ensure that: pupils have a healthy school-life balance; are receiving sufficient needs i.e. sleep; and are not negatively impacted in terms of their mental health and their wellbeing. My Online Schooling reserves the right to disallow progression of an application where pupils attending live lessons during 'antisocial' hours is deemed not in the best interests of the pupils. It is possible for pupils to opt to watch recorded lessons solely; however, this may impact on a pupil's overall learning experience. We would always seek to engage in constructive dialogue with prospective families in this position.

Withdrawal of a Place in the School

After an application has been processed and a family are on a path to joining My Online Schooling, the school reserves the right to withdraw the child or young person's place for reasons including:

- When a parent/carer has failed to respond to requests for payment or further information, by a set deadline, or within a reasonable time
- When a parent/carer has failed to notify the school of important changes to application information
- When the application has been submitted based on fraudulent or intentionally misleading information from a parent/carer

Communications with Local Authorities

When a child or young person is in receipt of full or partial funding from their local authority for their education with us, My Online Schooling will communicate and cooperate with officials, where required. This will typically be when the local authority pays fees directly to the school or when they request confirmation of study, regarding a child or young person, for whom they are paying tuition fees. The family should be made aware by the local authority that contact may be made directly with My Online Schooling.

It is the responsibility of the parent or carer to communicate with their local authority that their child or young person is being electively home-educated. My Online Schooling encourages families to follow the elective home-education laws in their country of residence.

Relocating Families

If you are relocating to a new address, you must notify your Success Coordinator and complete the change of address form on the Parent Portal. If you are relocating to a new country and timezone, where required, we will endeavour to adjust your child's timetable accordingly to suit your new time zone, although this will be availability dependent.

'Cooling Off' Period

If you are an EU resident, you are entitled to withdraw your acceptance of these terms and conditions and enrolment of your child within 14 days of the submission of an Enrolment Application Form. We will deduct from any refund an amount for the supply of the service for the period for which it was supplied, ending with the time when you told us you had changed your mind. Please note our enrolment fee is non-refundable.

Terms and Conditions

The terms and conditions of enrolling and being enrolled with My Online Schooling can be found on our [school website](#). In enrolling with the school, you agree to follow our policies, procedures and guidelines.

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End of Policy