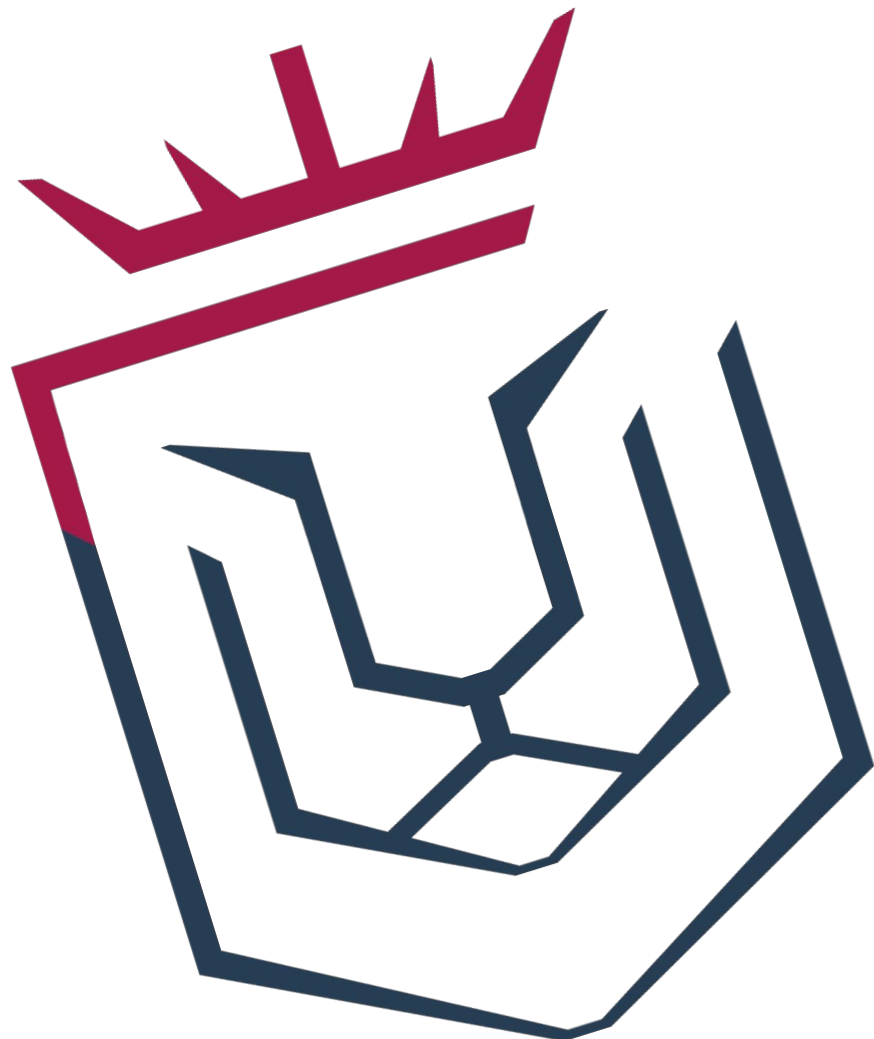




Admission Policy and Procedures



Approved Policies for Adoption by Schools





INTRODUCTION

The aims of this policy are:

1. To define consistent and fair admissions procedures in Globeducate schools
 2. To clarify academic and other abilities appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the opportunities here.
- The Head of School is accountable for implementing the admissions policy.
 - Those involved in selection and interviewing have received appropriate training.

EQUALITY OF OPPORTUNITY REGARDING ADMISSIONS

All Globeducate schools are committed to the promotion of equal opportunities amongst staff, students and prospective students, regardless of gender, gender identity, sexual orientation, age, gender reassignment, creed/religion, race or colour, nationality or ethnic background, pregnancy or maternity, social or marital status or special needs including disability.

All students and employees are of equal value and are entitled to equal provision, access, respect, courtesy and consideration.

ADMISSION OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES (SEND)

The School will do all that is reasonable to accommodate the needs of applicants who have disabilities for whom, with reasonable adjustments, the school could cater adequately. Parents of a child who has any disability or special educational or medical need should specify this information on the application form and provide the school with further details as requested.

The school needs this information in order to assess those needs to ensure that the school can provide adequately for the pupil throughout the admissions process (including at interview, on attendance at the School, taster days and during the Entrance Examination, or as appropriate).

Where there is a diagnostic report from an educational psychologist, medical expert or other professional report to support special arrangements, the school will make appropriate provision during entry assessments.

The school will consult with parents about the adjustments which can reasonably be made for the child, both during the admissions process and later as a pupil. However, the school is a mainstream school and not a special school and therefore teaching staff may not necessarily be trained in specific areas. It is the parents' responsibility to ensure that the provision matches their child's needs on admission.





TYPICAL ENTRY POINTS & PROCEDURES

Our schools typically admit pupils from a wide range of abilities but a small number fall outside the ability range that we cater for. Progress to the next stage of education is dependent on a pupil making sufficient progress and the school judging that it can meet the pupil's needs for the following level of education. Any doubts about progression will be discussed with parents as early as possible before the end of the preceding spring term and a formal review will take place before the summer half-term.

The Early Years & Primary School Sections

Places are offered subject to availability following, as applicable, successful taster days and reports from the previous school.

The Secondary or Middle & High School Sections

After parents have applied for a place, and the application form has been reviewed, most pupils will be invited to the school for a visit. The school may also request information from previous schools before making an offer of a place.

Post-16 (Baccalaureate or VI Form)

Existing pupils will normally progress to the baccalaureate or VI Form years post-16, subject to prior satisfactory academic progress. New applicants are internally assessed by each Globeducate school. If it is not possible for an overseas pupil to visit the school, this interview will be carried out by the school's chosen online meeting platform.

Admissions Procedures for students who are not fluent in English or the main language of instruction may be required to take a language test as well as an appropriate mathematics examination.

SELECTION

1. The preconditions for admissions are that:

- The applicant is of the appropriate age and sufficient maturity;
- The applicant has the ability to access the curriculum;
- The school is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the applicant may have;
- The student's current school reports on a satisfactory attitude and conduct
- Fees (at the present school) have been paid.

2. Applicant's age

In exceptional cases, Globeducate schools may offer places to pupils one year ahead or behind their standard year group if it is considered, as a matter of professional judgment, that this would be in the best interests of the pupil and the school.

3. Special circumstances

We recognise that a candidate's performance in admissions tests or taster days may





be affected by particular circumstances and will take these into account when making a judgement for example:

- If the candidate is unwell when taking tests or has had a lengthy absence from school;
- If there are particular family circumstances such as a recent bereavement;
- If there is a relevant educational history, e.g. education outside the relevant education system;
- If the candidate has a disability or specific learning difficulties;
- If the candidate's is not fluent in the language(s) of instruction.

ADMISSIONS PROCESS

1. Enquiry

- All admissions enquiries made to the school are recorded
- All communication between the prospect family and the school is recorded

Prospective parents are encouraged to visit the school in order to assess the suitability of the school for their children. Open days are held at least once a term.

2. Application

Application Form

- a. Parents are asked to fill in an application form and pay any application fee in line with school policy
- b. The prospect parent should send all documents requested as outlined on the application form, as outlined in school policy

If any documentation is missing, the school will seek the additional information needed before inviting the prospective student to school:

- Prior School References (where applicable)
- The School may ask for a written reference from the candidate's current school, as to the candidate's academic progress, attitude, involvement in the school community, talents and interests, and any other special circumstances such as special education needs or a disability. The reference may also include the results of academic attainment.

3. Interview

Students will typically be asked to attend an interview with a senior teacher or senior leadership team member.

4. Acceptance

Confirmation Letters





- i. Letters offering places will normally be sent out shortly after completion of the admissions process
- ii. To accept the offer, parents will typically be asked to complete and return the enrolment forms and pay the acceptance deposit
- iii. Waiting list – where a place is not currently available, parents will be informed that their child cannot yet be given a place but has been placed on the waiting list.

5. Enrolled

A student is officially enrolled at the school once the offer of place has been accepted by the prospective family, all documentation pertaining to the Admissions Process is fully complete and all payments have been made.

Enrolment Certificates can be issued at this point if required by the prospective family.

6. Started

A student has officially started at the school once the first day of class for the student's programme commences and the student is present and counted.

COMPLAINTS REGARDING THE ADMISSIONS PROCESS

Parents of prospective students who are unhappy with how the admissions policy has been handled and would like to lodge a complaint should refer to the Globeducate Complaints Policy.

This document contains policies, for use by Globeducate schools.

