



Policy Name	Admissions Policy				
Effective Date	January 2022	Date of last revision	August 2025	Version No.	2
Author	Head of Admissions & Marketing				

Version History				
Version	Approved by	Revision Date	Details of Changes	Author
1	Head	16.1.23	Updates to dates and policies linked	LE
2	Head	9.1.24	Updates to SEN and disclosure requirements	LE
3	Head	30.08.24	Updates to EAL requirements & members of the Admissions Committee	LE
4	Head	23.09.2025	Updates to dates and policies linked	LE

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.

International Baccalaureate's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

ICS London's Mission and Vision Statements

Our innovative approach to education inspires each and every student to discover their strengths within a community of future leaders.

We aim to be a community of compassionate and inspired world citizens.

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 2025)
- [Guidance for Sponsors –Child Student Route](#) (March 2025)
- [Document 2: Sponsorship Duties, The Home Office](#) (May 2025)

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 3rd 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 of School and the Head 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.
 - Further information is provided in the ICS London Student Support policy.
- Disclosure
 - In order for ICS London to consider an 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, support plans or documents from the current school, and/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. 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 required 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
 - Student details form
- If a 3rd party (i.e. company) is paying the school fees, the family will need to indicate this as part of the application. Upon offer the applicant's family will need to complete and submit the financial responsibility form for invoicing.
- If the applicant has any special educational needs, the family 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.
- An application is considered complete once the application and all supporting documentation has been received.

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 the application.

Admissions Committee Review:

- The Primary principal, Deputy Head of School, or Head of School will review the application. They may consult with additional academic colleagues to support this review process.
- The review process usually takes 5 or less working days, although this may be extended if the Admissions Committee requires further information to assess the application. Note that during non-term time, application reviews can take longer as the reviewing staff may not be available.

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), iGCSE, & our Diploma Programme (DP) are subject to the following entry criteria:
- Primary (ages 3-11 years), MYP (ages 11-14), and iGCSE (ages 14-16)::
 - May be required to have a video interview (Teams) during the admissions process to gain a better understanding of the child's level of English.
- Secondary Diploma Programme (ages 16-19 years)
 - 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.

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 once they join the school. If results show they might benefit from the EAL programme offered at ICS London, the students will mandatorily join one of our two 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 an offer email. The family will have up to 14 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 (by email)

- Acceptance documents (Open Apply)
- Terms & Conditions
- School Fees
- Admissions Invoice, this invoice will include:
 - Tuition Fees
 - Refundable Deposit (Please refer to the Terms & Conditions)
 - School Development Fee
 - 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 documents
 - 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 principle 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.