

	Title 3- Admissions policy	Area Administration	Validity Sept 2022-Jun 2023	
	Ratified by Education Team	Review date Sept 2023	Edition 01	Changes for previous edition in red

Admissions Policy

The Academy operates a policy of equality, diversity and inclusion and we are committed to ensuring there is no discrimination in the admission of pupils on the grounds of race, gender, religion or physical disability.

The school requests references from previous schools and previous school reports, talks to applicants and their parents, and the applicant takes an entrance test. The school may refuse admission to a child if the school feels unable to meet his or her needs.

At any point during the admissions process the school reserves the right to reverse its decision on admission of the new student due to new information or circumstances which mean the school cannot meet the child's needs. This would be explained to parents.

The parents would be given full details if the school is unable to accept their child.

When the school receives the application form the child will be registered on the waiting list for the appropriate year group.

The Academy is a non-selective primary school. The interview and tests are used to place a child in the correct group, considering the age and academic ability of the student. The waiting list is arranged in order of the dates the applications were made. Possible exceptions:

1. Siblings already in the school. Applications should be submitted at the same time for children of school-going age.
2. Staff children.
3. Past pupils.
4. To support diversity and avoid gender imbalance.

The Academy Secondary school takes academic achievement and ability into consideration.

Admissions offer of enrolment take place in Term 1 for Nursery. Admissions offer of enrolment to other year groups take place in April. However, places are offered throughout the school year as places become available.

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Admissions procedure

Application forms are filled in online or in paper format. The IBDP application form includes a personal statement from the applicant. A school visit is arranged. The first visit is with the head of admissions to have a school tour, complete pre-entry assessment tests and discuss education at The Academy. The second visit is to meet with a member of the Senior Leadership Team.

Admission to Early Years Foundation Stage(EYFS):

An informal interview with the applicant and his/her parents. Being English speaking is an advantage but not a requisite.

Admission to primary:

Applicants to primary level are required to forward the previous year's school reports, contact details of the previous school and have an informal interview.

Key Stage 1 (Year 2) applicants will do a written test in English and Mathematics.

Key Stage 2 applicants will do a reading test, and a written test in English and Mathematics.

We may accept a child below expected level for key stage 2 with a recommendation of support for the child, for example English support lessons.

Admission to secondary:

Applicants to secondary level are required to forward the previous year's school reports, contact details of the previous school and have an informal interview.

Key Stage 3 applicants will do a written test in English and mathematics. If the pupil is coming from a British school, to Year 7, and has taken SATs we may waive the English and mathematics tests. Students coming from a Spanish school may be required to have English Support at school for at least the first term, and until they can join their year group at expected level. They have an informal interview with the headteacher or assistant head.

Key Stage 4 applicants will do a written test in English and mathematics. If the pupil is coming from a British school and has taken SATs we may waive the English and mathematics tests. They have an informal interview with the headteacher or assistant head.

Admission to International Baccalaureate Diploma Programme (IBDP):

First visit for a school tour, information pack and pre-entry testing. The first visit may be at an open day. Second visit: Meeting with IB Coordinator.

(If there is a place available the first and second visit procedure takes place at the first visit)

For admissions to DP2 the IBDP Coordinator contacts the previous school for information about the progress in each component of the IBDP that the student has completed.

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Entry Requirement IBDP

- Minimum requirements are 3 B grades and 3 C grades at IGCSE level.
- B grades are necessary to study the higher-level subjects HL.
(A minimum of grade A is required to study higher level maths and an entry assessment is done in September of DP1. Experience of additional maths is an advantage.)
- C grade is the minimum requirement for a standard level subject SL.
- To take psychology or history at higher level a B grade is needed in first language English at IGCSE level.
- A personal statement and interview with our IBDP coordinator

IGCSE grades A* - G	IGCSE grades 9 - 1	Spanish grades 10 - 1
A*	9	10
A	8	
	7	9
B	6	8
	5	7
C	4	6
		5 / 4
D	3	
E	2	3
F		2
G	1	1
U	U	0

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Admissions Process at The Academy

