

# COGNITA

## **Admissions Policy**

### **September 2019**

### **Spain**

### **1 Policy Statement**

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### **2 Enquiries**

- 2.1 All enquiries and applications should be made to the Admissions Department. The Department will ensure that you have all the information you need.

### **3 Visits**

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Headteacher. There are regular calendared open days which are an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour from the Admissions Department. Please contact the Admissions Department to arrange this.

### **4 Registration**

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### **5 Admission to Nursery**

- 5.1 Children are welcomed into the Nursery from the school term in which they turn 3 years old. No formal assessment of children is undertaken, and where applicable a home visit will be made to meet the child in their own environment. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic. In some cases a place will not be offered other than with additional personalised support, if we judge that a child's development is below expectation.

### **6 Taster Days**

- 6.1 We offer Taster Days as an opportunity for children to immerse themselves in the full nursery experience. They will meet the staff, other students and enjoy learning through play. This will also give the families a greater insight into the structure of the curriculum, as well as allowing them to ask questions to staff within the setting.

### **7 Transition from Nursery to Reception**

- 7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic. From the beginning of the summer term a transition programme is introduced to enable children to experience the Reception setting, meet the staff and learn the new systems and routines.

### **8 Transition through Year Groups**

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behavior means that transfer to the next stage of the school is not deemed appropriate.

### **9 Admission to Other Year Groups**

9.1 Children joining the school are assessed on their level of English, through interview and a written assessment. In the Secondary school a Maths assessment is also undertaken to ensure placement in the correct Maths group.

In some cases a place will not be offered if we judge that a child's development is below expectation or if there is clear evidence of behavioural concerns in previous school reports. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic. In some cases a place will not be offered other than with additional personalised support, if we judge that a child's development is below expectation.

9.2 Pupils will be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and an interview in person or via electronic media.

### **10 Allocation of Places**

10.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

- Returning students who left due to relocation
- Siblings in the school
- Children of Alumnae
- Length of time the child has been registered
- References from previous schools

### **11 Offer**

11.1 The parents of each applicant will be informed within a week of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### **12 Waiting List**

12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available or, in the case of Primary, on which campus.

### **13 Appeal**

13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

### **14 False Information**

14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### **15 Overseas Pupils/Pupils with English as an Additional Language**

15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

15.2 Overseas pupils are required to have a guardian who is resident in Spain and who can act on behalf of the parents, if required.

### 16 Equality

16.1 Reasonable adjustments are made for pupils with special educational needs and/or disabilities.

16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### 17 Admissions Register

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	No
Wales	No
Spain	Yes

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