



# British College La Cañada

Whole school

ADMISSIONS POLICY

## **Introduction**

This document provides the school's policy and procedure for admission of pupils for all interested families.

## **Aims and Objectives**

The aims of the policy are to ensure that the admissions procedures are clear and consistent and that prospective families have access to all the relevant information. British College La Cañada is a co-ed, non-selective school, which admits pupils regardless of race, religion or nationality. British College La Cañada is a school for pupils aged 3 – 18.

**Entry Criteria Entry to the Early Years Department** (Nursery and Reception. Ages 3 – 4) is non-selective, following a personal interview and tour with our Direction.

Entry to **the Primary Department** (Years 1 – 6. Key Stages 1 and 2. Ages 5 – 10) follows a personal interview and tour of the school with our Direction. Pupils applying for places in Year 1 should have an age-appropriate level of English and Maths. Pupils applying for places in Year 2 and above must have an age-appropriate level of spoken and written English, plus an age-appropriate understanding of numeracy. All pupils will take a level test to assess their level of Literacy and Numeracy in order to gain an understanding of any additional support that maybe required. The duration of the support will be decided by the school.

Pupils with no prior knowledge of English can be accepted provided a provision is made for additional support through an Induction to English programme and parents will be liable for the incurred costs.

Pupils with no prior knowledge of English can be accepted into the Nursery and Reception classes and initially are not required to have any additional language support.

Parents are asked to provide a copy of the prospective pupil's school reports for the previous two years.

New pupils are not required to have any previous knowledge of Spanish. Pupils joining the school with a low level or no prior knowledge of the language may receive special Spanish classes either 1 to 1 or in small groups, the costs of which will be incurred by the parents.

**Entry to the Secondary and A level Departments** (Years 7 – 13. Key Stages 3 – 5. Ages 11 - 17) follows a personal interview and tour of the school with our Direction. All prospective secondary pupils are required to undertake a personal interview and assessment with our Secondary Head Teacher to ensure they will be able to access our curriculum. Pupils wishing to enter A level courses may be required to take specific tests in the subjects they wish to follow. Parents are asked to provide a copy of the prospective pupil's school report and school reference.

Offers of a place are made on the basis of the results of the assessment, the personal interview and reports from the pupil's previous school.

Occasionally an offer may be withheld in the following circumstances:

- Where the school feels the pupil will not be able to cope with the curriculum.
- Where the school feels it cannot adequately provide for a pupil whose specific needs are beyond the level of support it can offer.

### **Entry Procedure Enquiries:**

All enquires are directed to the Enquiries Specialist. Applicants are recorded on the school data base.

The Admissions Department contacts the applicants and sends all the relevant information, depending on the child's age.

Appointment and test: The Admission Department invites parents to an appointment and tour of the school. At this stage a copy of the pupil's most recent school report is requested. Entrance tests are also arranged.

If successful and subject to availability, we will make a time-limited formal offer of a place for your child to join us.

Securing a place: Once a place at the school is offered, it is secured upon payment of the matriculation fee and completion of the admission documents. If there is no availability in your child's class, pupils will be placed on a waiting list. We will contact you when a place becomes available.

Start dates: Start dates are the first day of term or at any stage during the academic year, subject to the availability of places, and as advised by the Admissions Department.

Financial Assistance: No financial assistance is available for a school place in Early Years, Primary or Secondary.

Sibling Discounts: Parents with more than one child in the school qualify for the following discounts.

First child – full fees apply

Second child – full fees apply

Third child – 50% discount on matriculation fee and 10% discount on tuition fees

Fourth child – 50% discount on matriculation fee and 15% discount on tuition fees

Fifth child and onwards – 50% discount on matriculation fee and 20% discount on tuition fees

### **Admissions Process**

Through the School Office, email, website or following an Open Day, arrange an appointment for a personal interview and tour of the school.

If you wish to apply for a place for your child, please complete the Application Form and submit your child's most recent school report.

Depending on your child's age, we will arrange a meeting with the Head of the relevant Department, who will assess their level of English and ability and provide you with feedback.

If successful and subject to availability, we will make a time-limited formal offer of a place for your child to join us.

If you accept the offer, you will then be requested to submit all the admission documentation and pay the matriculation fee in order to secure your child's admission. If there are no spaces in the year group you require, we will add your child's name to our waiting list and will contact you when a place becomes available.

|  |
|--|
| Author/Written By: S.Nowell (Head of Primary)                        |
| Audience: Whole school and prospective parents                       |
| Version control: Implemented in :Sept 2017<br>Review date: Sept 2019 |