



Admissions Policy

January 2019

Laude San Pedro International College

Contact details		
Principal	Amanda Hughes	a.hughes@laudesanpedro.com
Academic Heads		
EYFS & Primary	Nicky de Comarmond	n.decomarmond@laudesanpedro.com
Secondary & Sixth Form	Catherine Davies	c.davies@laudesanpedro.com
ESO & Bachillerato	Carmen Beato	c.beato@laudesanpedro.com
ISP Deputy Regional Managing Director	Miguel Ángel Garrán	mgarran@ispschools.com

1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care.

2.0 Rationale

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.

2.0 Enquiries

All enquiries and applications should be made to the Admissions Officers who will ensure that you have all the information you need.

3.0 Admissions Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Head of Admissions and academic team as well. Every Month there are open days for each age group within the school and the dates are on the school website. This is an opportunity to tour the school on an informal basis, gain a greater understanding about our education provision and speak to students and staff. Alternatively, you might like to make an appointment for a personal tour. Please contact the Head of Admissions to arrange this (admissions@laudesanpedro.com).

4.0 Registration

Any parents wishing to register their child should complete the appropriate paperwork and stated fee.

- 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.

5.0 Admission to Nursery

Children are welcomed into the Nursery from 3 years old or from rising 2 year olds. Whilst no formal assessment of children is undertaken, 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 rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

6.0 Taster days

We offer Taster Days as an opportunity for children to experience the academic, social and physical environments.

7.0 Transition from Nursery to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is not automatic. Children are assessed based on an ongoing observation of their learning and development and it may be necessary for specialist assessments to take place if the school is concerned that additional support may be required in addition to the standard package for teaching and learning.

8.0 Transition through year groups

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 behaviour means that transfer to the next stage of the school is not deemed appropriate.

9.0 Admission to other year groups

- Children joining the school from Year 1 upwards are assessed to ensure that they can access the curriculum, particularly in relation to their level of English language.
- Non-Native English, or Spanish for ESO and Bach courses, students will be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media. If the assessment indicates that the student will not access the curriculum in full because of language issues, then the school will offer a place based upon that family's agreement to enrol onto the Accelerated English /Spanish Programme which has additional fees.

10.0 Offer

The parents of each applicant will be informed if their application was successful and whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

11.0 Waiting list

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.

12.0 Appeal

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

13.0 False information

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.

14.0 Overseas pupils/Pupils with English as an additional language

- 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 own cost, if deemed necessary by the school. If the admissions assessment or initial results following admissions indicate that the student will not access the curriculum in full because of EAL issues, then the school will offer a place based upon that family's agreement to enrol onto the Accelerated English Programme which has additional fees.

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

15.0 Special educational needs and disabilities

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 will be asked to pay an additional charge to meet these needs (staffing and/or resources).

16.0 Admissions Register

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

17.0 Interpretation

In this policy the term "senior manager" means a School Principal, Head and their designated deputies.

This policy applies in all Schools and other work environments within the Partnership.

This policy applies within all companies, which are wholly owned subsidiaries of International Schools Partnership Services Limited, a company registered in England, registered number 08652527, and the terms "Partnership" and "Company" should be interpreted accordingly, dependent on the employing company.

The registered office of all companies is:

One Fleet Place,
London,
EC4M 7WS.

Any enquiries regarding the application of this policy should be addressed to the Director of Operations at:

33 Cavendish Square,
London,
W1G 0PW.

7.0 Policy Tracker

Date Created	Author	Revision due date
1 January 2019	Amanda Hughes	August 2019

