

# Admissions Policy

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## Version: 2.0

- Date of implementation: June 2020
- Date of last review: September 2022
- Policy review date: June 2023

## Related policies:

- Language policy
- Inclusion policy

## Aim of this policy

The principal aim of the Admissions Policy of The British College of Gava is to offer admission to students for joining their educational journey with us.

## Confidentiality

General Data Protection Regulation In accordance with the European Data Protection Regulation, the school only collects data that is directly relevant to the needs of the student. Parents and students have a choice in which materials are published and for what purposes.

## Allocation of Places

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

- Siblings in the school
- References from previous schools

## Staff children

Children of staff are very welcome at the school and the admissions policy remains the same. Only the charges and fees are different. For further details please discuss directly with the Principal.

## Language Requirements

The language of instruction at the school is English. Students admitted to the school are required to be fluent in English. The school supports the development of the English language throughout all year levels. In addition, all our students are required to study Spanish until the end of Year 11. There are a variety of options at IB but all students must study two languages.

Note:

**Students who arrive with a particular low level of English may be required to have extra English lessons. These lessons are taught by a specialist EAL (English as an additional language) teacher and will incur an additional charge on a monthly basis**

Please see the BCG Language Policy

## 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.
- There is no appeal process for admission to the school. The decision of the principal is final.

## Selectivity and Pre-Conditions for admissions

The British College of Gava is a selective school. **We assess all students with great care to ensure that they will thrive in our ambitious and academically challenging environment.**

The Assessment Process and Selection Criteria vary according to the age of the child and the entry point into the school.

The pre-conditions for admission of all students are:

- The Applicant is of the appropriate age and sufficient maturity
- The Applicant has successfully satisfied the selection criteria
- The School has a place available in the appropriate year group
- The admission and enrolment fees are paid in full
- Parents accept in writing the School's Terms & Conditions

## Entry periods and Age ranges

The age ranges for enrollment into different year groups throughout our school are listed below.

Whilst we accept applications throughout the year, please note we will not assess applicants any earlier than 12 months prior intended enrolment date, and no place will be offered until the school is content that all entry criteria (including satisfactory assessment) have been met.

Where assessment is successful and a place is offered for enrolment into Nursery to Year 9 (subject to availability), arrangements can be made for children to start at any point during the academic year.

### Age ranges 22-23

AGE	FROM	UNTIL	YEAR
+3	Sept. 2018	Aug. 2019	Nursery
+4	Sept. 2017	Aug. 2018	Reception
+5	Sept. 2016	Aug. 2017	Year 1
+6	Sept. 2015	Aug. 2016	Year 2
+7	Sept. 2014	Aug. 2015	Year 3
+8	Sept. 2013	Aug. 2014	Year 4
+9	Sept. 2012	Aug. 2013	Year 5
+10	Sept. 2011	Aug. 2012	Year 6
+11	Sept. 2010	Aug. 2011	Year 7
+12	Sept. 2009	Aug. 2010	Year 8
+13	Sept. 2008	Aug. 2009	Year 9
+14	Sept. 2007	Aug. 2008	Year 10
+15	Sept. 2006	Aug. 2007	Year 11
+16	Sept. 2005	Aug. 2006	Year 12
+17	Sept. 2004	Aug. 2005	Year 13

### 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 cost, if necessary.

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

## Equality

Reasonable adjustments are made for pupils with special educational needs and/or 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 may be asked to pay an additional charge to meet these needs (staffing and/or resources).**

For the purposes of entry, applicants' ages are calculated according to British custom, with a September to June birthday watershed. In cases where applicants apply from a different education system or country, the year group on entry will be considered sequentially according to their previous education system.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply.

Likewise in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests to do so. **Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.**

# ADMISSIONS PROCESS

## STEP 1: SCHOOL VISIT

Prospective parents are encouraged to visit to see the school in action and to meet the Principal. There are regular calendared open days which are an opportunity to tour the school on an informal basis. Alternatively there is always the option to make an appointment for a personal visit. Please contact the Admissions Department to arrange this.

The admissions team is always keen to meet families from all backgrounds to discuss whether a student's needs and aspirations can be supported here and an opportunity to meet one of the school leaders can be arranged.

It is best to visit during school term time so that you can get a real sense of the energy and excitement that characterises a day at BCG.

## STEP 2: SUBMIT AN APPLICATION

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

Every applicant is considered individually using all the information available to us:

1. BCG Pre enrolment form
  2. Previous school report
- The selection process is to be carried out with the full knowledge and participation of the Heads of the appropriate stages.
  - Following this selection process, admission to the school requires the approval of the Principal
  - Once an application is in process, BCG may contact the child's current school for a confidential reference.
  - The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered.
  - Heads of the schools will identify applicants whose academic and other abilities appear to match the ethos and standards of the school, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

## STEP 3: STUDENT ASSESSMENT

### **Admission for EYFS and Lower Primary - Key Stage 1 (Nursery – Year 2)**

Entrance to the EYFS and Key Stage 1 requires an interview with the parents and the child. Reports from previous schools or Pre Nursery should be presented.

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

Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for an English as an Additional Language Programme (EAL) and parents should expect to be liable for the incurred costs.

The duration of the EAL course will be decided by the school. Pupils are not required to have previous knowledge of Spanish.

### **Admission for Upper Primary - Key Stage 2 (Year 3- Year 6)**

Entrance to Key Stage 2 requires school reports from previous years and pre-enrolment form. **We set assessment dates in the calendar for pupils that started the admission process.**

Pupils with no/little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school. All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.

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 Spanish as a Second Language (SSL) class.

### **Admission for Secondary Year 7- Year 11 (and Year 12 and 13 until September 2020)**

Entrance to the Secondary Department requires BCG pre-enrolment form school reports from previous years and a CAT4 baseline assessment which may take place in their current school for pupils from international schools abroad. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour. All pupils applying for entry to the Secondary Department should preferably have a good level of English and have attended a UK or a British international school. Pupils with little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school. All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.

Offers of places are based on a judgement about whether a child will thrive in our educational environment. Thus, the later the stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English. Children may be admitted to any year group provided that there is space, though entry into either Year 11 or Year 13 needs to be approached with caution since these years are the second phases of two-year courses.

## **IBDP Admission for internal students**

The IB Diploma Programme is a rigorous programme of study requiring academic ability, commitment and resilience. At BCG we strive to help our students develop the skills necessary to succeed in this challenging course, becoming reflective, independent learners and globally-minded citizens.

All BCG sixth form students (Year 12-13) are expected to begin on the full IB Diploma Programme and will be suitably supported and challenged by the school.

All students will be required to attend a personal interview with the IB Diploma Coordinator in April of Year 11 to discuss the most suitable IBDP subject choices for further education and career progression and appropriate level of challenge.

This personal interview will involve:

- Evaluation of student's ability in all subject areas based on GCSE mock examinations and predicted grades.
- Subject teachers reports and recommendations, both academic and personal.
- Form teacher report and recommendations.
- University entry guidance and careers advice.
- Discussion of expectations, requirements and support.

The IB Diploma Programme Coordinator will meet with each students' parents to discuss subject choice, expectations, requirements and support.

## **IBDP Admission for external students**

External students wishing to access the IB Diploma Programme at BCG are required to complete an application form detailing the following:

- Previous school placements and last 2 years' subject reports.
- Predicted grades or examination results as appropriate.
- Evidence of English language proficiency.
- Any specialist support required and relevant psychologist/medical reports or certificates.
- A brief personal statement regarding suitability for the IB Diploma Programme.

While students are expected to submit subject choices as part of the application procedure, the school may set limitations depending on previous school reports and placement tests as well as the availability of places in the subject.

Candidates and their parents/guardians will be required to attend a preliminary meeting with the school's IB Diploma Programme Coordinator to discuss a programme of studies to which the learner is best suited.

- All pupils are required to attempt the full IB Diploma programme.
- Candidates will be required to sit tests in English and Mathematics on entry to better inform subject and level choice.

- Students will be advised to select subjects and levels that are challenging, yet appropriate to them as individual learners.
- Careers and higher education orientation will also inform option choices and levels.

For the first year of the Diploma Programme, we highly recommend students start as close to the beginning of the school year as possible. Late starts for the Diploma Programme, after the 1 October, will be assessed on an individual basis. If accepted, students need to take responsibility for catching up with work they have missed including the Creativity Activity and Service requirements. In some cases, repeating the first year of the Diploma Programme may be necessary. All applications after 1 October will indicate this possibility in the acceptance letter.

Placements in the second year of the Diploma Programme may only take place in exceptional cases if the student has met the requirements for promotion to the second year of the Diploma Programme. In addition, the school, students and parents need to be able to facilitate a smooth transition. All requests must be discussed with the Diploma Programme coordinator.

### STEP 3: THE DECISION

The application for each child (including application form, assessment results and reports from previous schools) will be reviewed by The Principal. **The Principal will make the final decision as to whether an offer is to be made. Following the decision, parents are notified by a member of the Admissions Team as to whether the application has been successful or not.**

Where an applicant has met the relevant criteria and standards but no places are available, they will be offered a place on the waiting list.

#### Offer

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

### STEP 4: REGISTRATION

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. A place is confirmed once a formal offer has been made by the school and a non-returnable admission and enrolment fee per pupil is paid. Parents must provide the documents required by the Head of admissions through the enrolment process to complete the student's file, before their child commences his/her education at the school.

List of documents:

[https://britishcollegegava.com/en\\_EN/enrolment](https://britishcollegegava.com/en_EN/enrolment)

- Complete and sign the **Medication Policy Form**.
- Complete and sign the **Photo authorization Form**.
- Complete and sign the **Bank Form**.
- Complete and sign the **Term and Conditions Form**
- Proof of payment of admission and matriculation
- Photocopy Vaccination Book.
- Photocopy Official medical.
- Latest report from the previous school.
- 1 family photo.
- ID document OR passport of the student
- 1 copy of father's ID
- 1 copy of mother 's ID

### **Register of Admissions**

The register of admissions is held securely in electronic form by the Head of Admissions. Electronic copies of admissions documentation are also kept securely. Admissions documentation for candidates that are not admitted to the school or decide to not join, is kept for 6 months and then destroyed. Names and contact details of all parents who seek admission to the school are kept electronically for an indefinite period owing to the possibility of another approach to the school at a later date.

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### **Review**

This policy should be reviewed as standard every five years

Policy reviewed and updated by:

- Simon Mower - Principal
- Maria Andrea Jacobo - Head of Admissions
- Rachel Fenton - IB Coordinator