



**International  
Schools**  
Est. 1892

Spain • France • Ireland • Qatar

# **Admissions Policy**



**March 2016**

## 1. Introduction

Choosing a school for a child implies a long term commitment between the school, the student and the family. The admissions process will provide an opportunity to parents and to the school to gain knowledge about each other and determine whether SEK International Schools is the appropriate choice for the student.

SEK International Schools admit students with any gender, nationality, ethnicity or religion, under the laws of the countries where schools are located. By no means will any student be discriminated for any of these reasons in the school's educational policies, admission policies, scholarships and activities offered to the students.

## 2. Criteria for admission

SEK International Schools are committed to the principle of equal opportunity in education. In order to make the educational experience achieve the schools expectations, shown in the school's principles declaration, it may take into account factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to provide an education in an international bilingual English-Spanish environment.

SEK International Schools students' siblings and those coming from other SEK schools will have priority in the admissions process and will be considered as long as they comply with SEK International Schools admissions criteria.

## 3. Inclusive education

The school will admit students whose academic and personal needs can be met by the programmes and student support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to students whom we determine will not benefit educationally from attending SEK International Schools.

## 4. Students that manage to speak in English or Spanish as additional languages without the level to face academic studies (or Catalan in the case of SEK-Cataluña)

SEK International Schools offer its curriculum in Spanish and English. Therefore, the child must be, at least competent in one of these languages and with a suitable knowledge of English, especially for the last grades of Primary, Secondary and High School. If the student is joining the Diploma Programme in English, C1 level is obligatory.

The school provides support to students for whom Spanish or English is a second or foreign language. Students requiring support are admitted when adequate support resources are available to address the student's language learning needs at the time of admission.

The distribution of language skills in each class and the support offered are also taken into account. Consequently, no additional students requiring support will be admitted until space becomes available.

## 5. Placement of students by age groups

Some applicants may come from school systems with different academic years -September to August in the UK or January to December in many Southern Hemisphere countries. If this is the case, the pupil or student will enter within the year group corresponding to his birth year.

If the educational adaptation is not possible, inclusion in an inferior grade could be considered, especially for those students whose native language is not Spanish.

## 6. Waiting pool

If an application is received for a grade that is already at its enrolment capacity, the student will be placed in a waiting pool. SEK International Schools Admissions Committee will inform the family if a position is set up.

## 7. Withdrawal notice

To help the school to manage its enrolments efficiently, it is absolutely necessary that parents provide at least one term's written notice of withdrawal.

SEK International Schools reserve the right to withdraw an already registered student when any or all of the following conditions apply:

- The student's learning needs cannot be met given available resources.
- The student's behavior in the school does not fit with the corresponding policies and has an ongoing negative impact on the school community.
- The student's attendance record does not respect the school's defined policy.

In the event that a student is required to withdraw from SEK International Schools due to any of the above reasons, tuition or remaining monthly payments will not be refunded.

Only if the family had paid the complete school year in advance, the remaining monthly payments will be refund.

## 8. Timeline of the process

Applications for admission will be accepted **during the whole school year**.

In exceptional circumstances, provided there are vacancies and doing the convenient enquiries to educational authorities, the school will accept applications for admissions throughout the school year. Students will start at the beginning of a term; mid-term placements are accommodated, but only if there is a written commitment from the student's family to continue for the remainder of the term and for the duration of the following term.

This includes those students that visit our schools for short academic periods.

## 9. Steps of the process

- a. Information request through our website, by email or phone;
- b. Arrange a visit to the school's facilities with the Admissions Coordinator, if interested;
- c. Send the following documents (PDF forms completed and scanned documents):
  - Health survey
  - Registration form
  - ID/Passport of the parents and student, if available.
  - Family book or Birth Certificate
  - Immunization record
  - Passport-size photograph
  - Initial Counselling Department's Report
  - Report Card (current and past academic year)
  - Educational psychology or speech report, if available.
  - Language, music, arts, sports certificates, if available.
  - Reference letter from the home school, if applies.
  - Responsible statement and conditional inscription form for High School students coming from other countries for the homologation of their studies.

- d. **Arrange an interview and admission test**

The Admissions Coordinator, along with the Counselling Department, will arrange a meeting to complete the admissions test, performed by the Counsellor.

**All documents mentioned in paragraph 9C should be presented prior to attending the interview and taking the admissions test.**

The interview is aimed at establishing a conversation with parents and students to evaluate if and how the school will benefit the candidate's educational experience.

The admissions test will be looking at acquired skills and prior knowledge, but also at the student's written and oral language skills.

The documents related to this stage of the process are the property of the school.

- e. **Final decision on the application by the School Admissions Committee**

The School Admissions Committee that includes the Counsellor, the Principal, the Academic Coordinators, and representatives from the Admissions team make the final decision on admissions. This decision is final.

This may be:

- **Acceptance and offer of place**

The Admissions Committee will notify the place assignment to the family. The place offer will be subject to the payment of the corresponding fees within a timeline -7 calendar days from the notification of admission-. If the payment is not completed by the stipulated deadline, the place will be lost.

- **Waiting pool**

If the child has completed the process successfully and there are no vacancies to be offered, the application will become part of the school waiting pool. The Admissions Committee will notify the family if a vacancy occurs.

- **Admissions refusal**

The school reserves the right to refuse admissions.

- If it considers the school is not the appropriate environment for the applicant's development.
- There are elements in the applicant's scholastic background that could potentially harm any progress in the new school community or the school cannot provide the support the applicant needs.
- Required documentation as per admissions procedures is not provided.
- It is discovered that information provided in the admissions procedure has been withheld or modified.
- If the vaccination calendar is not updated and there is no justification for it.
- There is evidence that the pupil's behaviour in prior school experiences does not reflect the profile that the school seeks to develop.
- The student does not provide the move report signed by both parents.

**f. Final decision notification to the family**

The Admissions Committee will send the final answer to the family as soon as the corresponding decision has been made.