



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 may be 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 responsible 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 English level 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 if they have not taken GCSEs and come from a different Secondary School system along with an



English level test. 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 enquiries are directed to the Admissions Department. Applicants are recorded on the school database.

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

Appointment and test: The Admissions 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 a 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 the child's class, pupils will be placed on a waiting list. Parents will be contacted 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.

In order to apply for a school place an Application Form should be completed and submitted with the child’s most recent school report.

Depending on age, we will arrange a meeting with the Head of the relevant Department, who will assess their level of English and provide feedback. If successful and subject to availability, we will make a time-limited formal offer of a place for the child to join us.

Upon accepting the offer, all the admission documentation along with the registration fee will be required to secure a place. If there are no spaces available the child will be added to our waiting list and parents will be contacted when a place becomes available.

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