

COGNITA

Admissions Policy

September 2018

General

HASTINGS SCHOOL is a private school offering British international education for boys and girls of ages 2-18 years old. Students who possess age appropriate spoken and written English and who demonstrate a willingness to participate and learn to the best of their abilities in an all-encompassing international environment are encouraged to apply to *Hastings School*.

1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage.

2 Enquiries

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

3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. At least once a term, there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions officer to arrange this.

4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete an Application Form and return it to the Admissions Department. Once an offer is made and, in order to confirm a place in the school, parents should pay the registration fee. This covers the cost of administering the registration procedure and is non-refundable.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year.

5 Admission to Nursery

At Hastings School children can begin school in Pre-Nursery. Children are normally 2 years old by that September. Under Spanish law children may be admitted if their second birthday is during the first term of the academic year.

In *Nursery*, pupils are normally 3 years old by that September. Under Spanish law children may be admitted into *Nursery* if their third birthday is during the first term of the academic year. It is a requirement of the school that children entering into *Nursery* are toilet-trained.

No formal assessment of children is undertaken. Parents will be asked however 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 Taster Days

- 6.1 Taster days are offered to children who are applying for places in Year 1 and above. These days give us an opportunity to assess an applicant in order to ensure that we can meet the child's educational needs and also for the child to get an opportunity to spend some time in the school and get to know their potential classmates.

7 Transition from Nursery to Reception

- 7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is not automatic however the nursery children are given first consideration for Reception places. Children are assessed based on an ongoing observation of their learning and development.

8 Transition through Year Groups

- 8.1 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 behavior means that transfer to the next stage of the school is not deemed appropriate.

9 Admission to Other Year Groups

9.1 Applications to Primary and Secondary

Following Registration children wishing to join the school from Year 1 and above are invited into school for a Taster Day when they will have the opportunity to spend some time with their future classmates and we will have the opportunity to assess them to ensure we are able to meet their educational needs. 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.

9.2 Applications to Sixth Form

Hastings School is a high achieving, popular school with a highly committed, experienced and very well qualified staff. The school's facilities, extra-curricular activities, enrichment programs, events and excursions all go towards providing a stimulating, challenging and life enriching experience for our students. *Hastings School* welcomes applications to join the Sixth Form from existing Year 11 students of the school and those Year 11 students currently attending other schools. Any offer to study in years 12 and 13 will be subject to certain conditions being met by the applicant.

All students entering the Sixth Form must commit to beginning at least 3 AS subjects (A2 Spanish may be added to these 3 AS subjects). Priority is always given to existing pupils in our Year 11 transferring into the Sixth Form who meet the following entrance requirements.

- Admission to the Sixth Form will be as a result of applicants obtaining a minimum of **5 A* to C grades** overall at iGCSE.
- A minimum of a **B grade** in *English Language (First Language)*. In special cases a Year 12 pupil in *Hastings* who does not possess at least a grade B for iGCSE First Language English may be admitted but s/he will also be required to re-sit this iGCSE in Year 12 (and Year 13 if necessary) in order to achieve this level of English (which is the minimum level required to make applications to UK universities).
- Guaranteed admission to study any or all of AS/A2 level Biology, Chemistry and Physics will require, in addition to the aforementioned conditions, minimum iGCSE grades BB in Coordinated Sciences (double award). IGCSE grades CC (or below) do not amount to

good preparation for AS/A2 study within any of the 3 sciences and a special agreement may be necessary between the teacher, the family and Headteacher, in order for a current Year 11 pupil who has obtained CC grades in Coordinated Sciences to include a science in their AS/A2 subject choice. The Headteacher will make the final decision. External students presenting iGCSEs in separate science subjects will require a minimum of a grade B in each science at iGCSE they wish to continue to AS/A2 level. In AS/A2 Art & Design, where a student has not studied iGCSE Art, a portfolio of work must be presented to the Art teacher for evaluation.

Given the highly international nature of students applying to study in our Sixth Form, applications are encouraged and always considered from students who have other types of qualifications other than iGCSEs. Individual applications will be considered when the content of the course and the grade achieved are commensurate with the iGCSE requirements for that subject.

9.3 Oversubscription

Following the admission of existing internal students transferring from Year 11, all remaining places will be allocated to students who have made an application, been made a conditional offer, and who have met those conditions (normally based upon iGCSE results in relation to the subject choice of the applicant) included in the offer. Where there are too many applicants for any given year group, parents may wish to have the name of their child(ren) placed on the relevant waiting list (for which an administrative fee is charged). Places are offered on a first come first served basis in accordance with the criteria outlined above.

10 Allocation of Places

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

- **Current family association** – a brother or sister already at the school and/or on the waiting list.
- **Prior educational history** – the presentation of previous school reports/grades and/or examination results showing a good level of academic attainment and effort.
- **Entrance examinations** – Prospective students aged 7+ are required to sit an entrance examination in *English* and *Mathematics*. Prospective students aged 11+ who are applying for entrance to the secondary school are required to sit entrance examinations in *English*, *Mathematics* and (possibly) *Science*. Students entering the Sixth Form (years 12 and 13, age 16+) should consult the *APPLICATIONS TO SIXTH FORM* section of this policy document (see below).
- **Interview** – Hastings School actively seeks prospective students who demonstrate commitment and motivation towards their own education at interview.
- **Teacher's reference** – in some cases a previous teacher's reference will be required.
- **Financial report** – confirmation of an acceptable financial report from a previous school may be sought
- **Duration of stay in Madrid.**

11 Offer

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

12 Waiting List

- 12.1 If no place is available for any given year group, parents may wish to have the name of their child(ren) placed on the relevant waiting list. An administrative fee is charged which will be discounted from the registration fee if the registration is made within the year of application). If we do not have a place for the year of application and the family wishes to remain in the waiting list, this fee will not be reimbursed. Places are offered on a first come first served basis in accordance with the criteria outlined above.

13 Appeal

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

14 False Information

- 14.1 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.

15 Overseas Pupils/Pupils with English as an Additional Language

- 15.1 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.

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

16 Equality

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

- 16.2 Subject to our entry requirements being met, 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. Due to current Hastings School facilities and resources we are happy to consider students with mild Special Educational Needs (SEN). However, we are not able to consider students with higher levels of special educational needs.

The defining evaluation of a child's level of special educational needs will be carried out by our Learning Support Coordinator, taking into account any relevant, current, professional diagnostic information which a family might make available to Hastings. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner

The decision to offer a place will be made following discussions between the Heads of Section, Learning Support Coordinator, and the relevant subject teachers in terms of entry tests (normally English and Mathematics). Information from relevant professionals including, but not limited to, previous teachers, psychologists, doctors, may be taken into consideration. If a student applying to Hastings does not provide necessary documentation in regards to their special needs and it is later found that special needs are present and have been pointed out by other educational institutions or professionals, the case would have to be reviewed and admission may be revoked. Similarly, should medical conditions present themselves in an individual who is already a member of the school, the student's place at the school would need to be re-evaluated in light of these new conditions.

17 Admissions Register

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

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
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Audience	
Audience	Parents of pupils at Cognita schools School staff

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