

# COGNITA

## Admissions Policy

### September 2020

### SPAIN

### 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. 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 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Department, please click here to complete an online form [Admissions Enquiry Form](#) . 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 Leadership Team. Every year there is an open day which is an opportunity to tour the school and see it in action. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions Officers to arrange this.

### 4 Registration

- 4.1 Following a visit, meeting and/or interview with the school and applicable entrance tests, the school will make a formal offer to parents. Parents wishing to register their child should complete the Admissions Registration Form, read and sign the Parent Contract and return the documentation with payment for the non-refundable Matriculation Fee.
- 4.2 The school will respond by confirming that the child's name has been placed on the admissions list for the relevant term and year. If the year group is fully subscribed, the school will offer the child a place on a waiting list. A place is confirmed once a formal offer has been made by the school and the Matriculation Fee and related documentation has been received in return.

### 5 Admission to Nursery

- 5.1 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 Sessions

- 6.1 We may offer Taster sessions to 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 automatic. 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 behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 9 Admission to Other Year Groups

- 9.1 Children joining the school in Y1 should have an age-appropriate level of English. We also like to see the latest reports for the pupil and for the child to meet the Deputy Head.
- 9.2 Pupils applying for primary places in Year 2 and above must have an age-appropriate level of spoken and written English, plus an age-appropriate understanding of numeracy. In order to assess this, we ask pupils to complete some written assessments in controlled conditions. We need to see the most recent reports and for the child to meet the Deputy Head. This can be done online via Skype or FaceTime if necessary.
- 9.3 When a pupil joins the Secondary school, we need to make sure that any student who joins us already possesses a suitable level of spoken and written English, so that they can make good academic progress from their first day at school. We will need to have the child's two most recent school reports. Potential students may be asked to sit an English exam, or exams specific to the subject areas they wish to study, depending on each child's individual application. These exams will be appropriate to the child's year group.

#### 9.4 Applications to Sixth Form

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. Priority is always given to existing pupils in our Year 11 transferring into the Sixth Form who obtain a minimum of the following grades at IGCSE:

- C (Level 5) in English Language
- C (Level 5) in Maths
- B (Level 6) in at least 3 other subjects

Student should obtain at least a B grade (Level 6) in subjects they wish to study at A level, apart from in the following subjects where the requirement is higher:

- Mathematics, Physics, Chemistry – A grade (Level 7)
- Further Mathematics – A\* grade (Level 8)

In AS/A2 Art & Design, where a student has not studied iGCSE Art, a portfolio of work must be presented to the Head of Art and Photography for evaluation.

**Applying from other school systems** - Entry requirements for students without IGCSEs are considered on a case-by-case basis during the admissions process and extra tests and/or interviews with relevant Heads of Department may be required.

#### 9.5 Over subscription

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

10.5 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 assessments – see above.
- 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

11.5 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

12.5 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.

### 13 Appeal

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

### 14 False Information

14.5 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, the offer of a place could be withdrawn.

### 15 Overseas Pupils/Pupils with English as an Additional Language

15.5 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.

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

### 16 Equality

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

16.6 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. 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 Deputy Heads, 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**

17.5 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.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Group 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.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	No
Wales	No
Spain	Yes

<b>Version control</b>	
Version	For implementation September 2020
Review date	Review and update for implementation September 2021