

COGNITA

Admissions Policy

September 2018

Spain

The logo for TEMS, featuring the letters T, E, M, and S in a bold, black, sans-serif font. The letter M is stylized with a red triangle pointing downwards from its top center, and the letters E and S have red and green rectangular blocks integrated into their design.

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 Manager, Angela Kalaw. The Admissions Manager 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 Manager to arrange this.

4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 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. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

5 Admission to Nursery

- 5.1 Children are welcomed into the Nursery and are normally 3 years of age by that September. No formal assessment of children is undertaken but it is a requirement of the school that children entering into Nursery are toilet-trained. Parents who wish for their children to attend the school should put their child's name forward at any time prior to the beginning of the year they wish their child to begin at the school.
- It must be noted that this does not constitute a firm offer of a place. Then parents are invited to a private school tour or "Open Day". Parents may then complete the Application Form and submit the child's school reports from the last two years. The application form must be signed by both parents. It is a usual practice, invite the parents to an interview with the Head of Department.

6 Transition from Nursery to Reception

- 6.1 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.

7 Transition through Year Groups

- 7.1 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.

8 Admission to Other Year Groups

8.1 Children joining the school from Year 1 to Year 12

As before, parents who wish for their children to attend the school should put their child's name forward at any time prior to the beginning of the year they wish their child to begin at the school. It must be noted that this does not constitute a firm offer of a place. Then parents are invited to a private school tour or "Open Day". Parents may then complete the Application Form and submit the child's school reports from the last two years (at least). The application form must be signed by both parents.

It is usual practice, invite the parents to an interview with the Head. For pupils who would be entering Year 1 to Year 12, we will arrange a meeting to assess their level of English and other abilities more generally

8.2 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

9 Allocation of Places

9.1 In the event that the number of children registered for any year group exceeds the places available, we can add your child's name to our waiting list and will contact you when a place becomes available.

10 Offer

10.1 The parents of each applicant will be informed promptly on receipt of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

11 Waiting List

11.1 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.

12 Appeal

12.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

13 False Information

13.1 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.

14 Overseas Pupils/Pupils with English as an Additional Language

14.1 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.

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

15 Equality

15.1 Reasonable adjustments are made for pupils with special educational needs and/or disabilities.

15.2 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). In some cases, the school may receive funding from the local authority to provide additional support.

16 Admissions Register

16.1 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.

Admissions Policy

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.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsland Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	No
Wales	No
Spain	Yes

Version control	
Version	For implementation 01.09.2018
Review date	Review and update for implementation September 2019