

ACS International Schools

Cobham, Egham & Hillingdon, England

Admissions and Continuing Enrolment Policy Aug 2016

ACS International Schools is committed to ensuring equality of access and opportunity for all individuals seeking to study at one of the ACS Schools, and welcomes applications from all individuals. In accordance with the Vision, Values and Philosophy of ACS International Schools (www.acs-schools.com/Who-we-are-vision-and-values), the admissions process is student-centered.

Aims of the Policy

This policy governs the admission of individuals to the Schools as students. The Schools' aim is to provide:

- a fair, open and transparent admissions process;
- information and guidance to applicants, parents and guardians;
- a process where individual needs (for example, academic, physical, medical, social, emotional and behavioural) are identified, and through which an assessment is carried out to determine whether such needs can be met;
- effective support mechanisms for applicants and students;
- a process which is consistent with the Schools' needs to ensure their obligations regarding child protection and safeguarding are met and that their duty of care to staff, students and third parties are discharged;
- a process which is accessible and understandable to all applicants, parents and guardians and is consistent with the Schools' commitment to equality and diversity.

Scope of the Policy

This policy is relevant to individuals (and their parents/guardians) who are seeking admission for a place at one of the ACS Schools, including existing students who apply to re-enrol. In this policy "applicant" refers to the prospective student for whom the parent/guardian is seeking admission or re-enrolment.

Information and guidance for applicants, parents and guardians

Information about the Schools, their relevant entry criteria and other useful information is available from the following sources:

- The website
- The Admissions teams

- Prospectuses
- Open mornings

A Qualified Applicant

The school to which the family applies will evaluate an application based on these requirements and in accordance with the school's resources, programmes and place availability.

A qualified applicant is one who meets the requirements of this policy based on a review of completed application materials, who has demonstrated an ability to access content in the curriculum and who meets the appropriate school age and grade/year placement requirements (<http://www.acs-schools.com/grade-placement>). ACS Schools will offer places to qualified applicants subject to the availability of places. Qualified applicants for whom a place is not available will be placed on a waitlist.

The language of instruction is English and applicants age 13+ must demonstrate a sufficient level of English to access the curriculum, which may be tested by means of an assessment, as part of the application process.

If, during the review of the application, the school identifies that additional testing is required, this will need to be arranged and paid for privately by the parents, before a final decision is made.

How to apply

A visit by the family is highly encouraged, but not necessary, prior to applying. The objective is to ascertain whether the school's environment and academic programmes are a fit for the applicant's learner profile.

Details regarding the application process and procedures can be accessed on each school's webpage referenced here: <http://www.acs-schools.com/apply-now>. Applications are considered for admission on a rolling basis.

Applications and enrolments are bound by the School's Terms and Conditions which can be viewed on <http://www.acs-schools.com/Terms-and-Conditions>.

Admissions Decision

The final decision whether to admit, with or without conditions, wait list, or deny an applicant for admission resides with the Head of School.

The school may in its absolute discretion refuse an application on the following non-exhaustive grounds:

- if the minimum entry requirements for admission have not been demonstrated;
- if the school is oversubscribed;
- if the school considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the school;
- if the school considers, in its reasonable opinion, that there are relevant disciplinary or behavioural grounds for not admitting the applicant;

- if the applicant has specific academic, physical, medical, social, emotional or behavioural needs which the school considers, in its reasonable opinion, that it is unable to meet;
- if the school considers there is another justifiable reason(s) for refusing admission.

The above is a non-exhaustive list and there may be other reasons or circumstances for which the school may consider an applicant is unsuitable to study at the school.

In the event of a denial, the parents may request that the Head of School reconsiders the decision, on the basis of new information made available. The Head of School's decision is final.

Continuing Enrolment

The school will monitor the student's progress and produce regular written reports, [which will be provided to parents/guardians]. The school will advise the parent or guardian if there are any concerns about the student's progress, but the school will not undertake to diagnose special educational needs. The school reserves the right to require a formal external assessment at the parent or guardian's expense.

If the school identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided, then the parent or guardian may be asked to withdraw the student immediately, or at the end of the semester. Complaints against such a decision may be brought under the complaints procedure. (www.acs-schools.com/Policies)

A parent or guardian may be asked to withdraw a student, or not re-enrol the student for the following school year, if, in the opinion of the Head of School, the School cannot continue to provide adequately within the resources reasonably available in the relevant School or if any of the criteria under the heading 'Admissions Decision' above are met. Complaints against such a decision may be brought under the complaints policy. (www.acs-schools.com/Policies)

Disabilities, Special Needs and Learning Differences

The Schools will comply with their legal duties under the Equality Act 2010, including the duty to make reasonable adjustments in relation to disabled applicants and students.

Applicants with disabilities, special needs and learning differences are considered for admission provided that the education programme of the School applied to is appropriate to the child's age and that his/her learning needs can be accommodated.

Equal Opportunity

ACS Schools is committed to the equal treatment of applicants and students under the Equality Act 2010, regardless of sex, race, religion or belief, disability, gender reassignment, pregnancy and maternity, sexual orientation.

UK Visa and Immigration

At the time of application, applicants must submit a copy of their passport. Applicants will need to hold and produce a valid visa for entry to the UK before the first day of school.