



Cambridge International School

## **Admissions Policy**

Policy reviewed by : Philippa Mills September 2017

Next review date : September 2018

'School' refers to Cambridge International School; 'parents' refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

### **Admissions Policy**

#### **General**

Cambridge International School is a co-educational independent school for pupils from ages 3 to 18. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Cambridge International School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Principal. Details are published on our web site and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Principal and/or Principal of the relevant school, and tour of the School. This policy applies to all pupils seeking admission to the school, including those in the EYFS.

#### **The Entry Procedure**

Cambridge International School is a non-academically selective school.

*Selection is not based upon academic ability, but on a student's potential to prosper at CIS, socially and academically where possible there will be an informal interview. We do require a references from the candidate's previous school and we consider the observations and feedback from staff following any trial day(s). Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.*

Applicants for admission should register by the end of December of the year preceding the desired year of admission. (The registration form is attached to this document and on the website). The School aims to make transition from any one school, year group or class as non-disruptive socially and educationally as possible.

CIS welcomes in-year applications, but places in any one-year group can only be allocated if there is a place at the time of application. Please contact the Registrar for details.

#### **Equal Treatment**

Cambridge International School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. We currently have a procedure for bursary applications and this can be obtained from the Bursar's office.

### **Special Needs**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Cambridge International School before they register for a place, so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report, EHC plan or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

### **The assessment process**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art, debating and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

### **Waiting list for entry throughout the year**

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Registrar who will organise a mutually convenient time for a visit. We will, contact their current school and request references.

### **Sibling Policy**

Many siblings join us at Cambridge International School and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **Scholarships**

Cambridge International School does not currently offer any scholarships.

### **Overseas Applicants**

CIS welcomes overseas pupils, who can study at Cambridge International School provided that they have a relative or legal guardian living in the UK with whom they can reside.

### **Fluency in English**

In order to cope with the brisk pace and social demands of Cambridge International School, pupils should ideally be good, very good or fluent English speakers. Normally pupils should have been

educated in the English medium regularly before coming to the school. Students with English as an Additional Language (EAL) are supported in School but it is suggested that tutoring is arranged outside school, in the first instance, to get pupils up to the required standard. The school provides additional support for EAL for those identified as requiring it for one/two sessions per week, with additional sessions available at additional cost, above the normal termly fees payable. This may also mean adapting the student's timetable for a period of time. All students are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The outcomes are reported in line with the School's stages of English acquisition within the Infant and Junior departments, and in line with the Common European Framework for Reference of Languages (CEFR) in the Seniors.

### **Religious beliefs**

Cambridge International School is not a religious school and welcomes children from all faiths or none.

### **School's Contractual Terms & Conditions**

Copies are made available to parents as part of the admissions process.

### **Complaints**

Copies of the School's complaints procedure can be sent to parents on request.

