

# COGNITA

## **Admissions Policy**

### **September 2022**

### **ELIS MURCIA**

# Admissions Policy and Procedure

### Introduction

This document sets out the school's policy and procedure for admission of pupils to El Limonar International School (ELIS) Murcia.

### Aims and Objectives

To ensure the admissions procedures are clear and unambiguous and that prospective families have access to all the relevant information.

El Limonar International School (ELIS) Murcia is a mixed, non-denominational school for pupils aged 3 – 18 and welcomes pupils from all backgrounds. The school is located on the outskirts of the city of Murcia, in El Palmar. ELIS Murcia is committed to developing well-rounded, caring citizens and is committed to promoting the concept of I-DEA (inclusion, diversity, equity & anti-racism) amongst all stakeholders.

El Limonar International School Villamartín, in the province of Alicante, is a sister school of ELIS Murcia and as such has its own policy and procedures for Admissions.

As part of the Cognita Schools Group, both Murcia and Villamartín will work together to ensure that El Limonar International School can provide the best possible educational opportunities for each family interested in an ELIS education.

### Entry Criteria

**Entry to the Infant Department (Nursery, Reception and Year 1; ages 3 – 5)** is offered, following a personal interview and tour with a member of the Senior Leadership Team. This is almost always combined with the child/children experiencing a two hour period in the classroom to see how quickly they settle and interact with other children.

**Entry to the Primary Department (Years 2 – 6; ages 6 – 11)** follows a personal interview with a member of the Senior Leadership Team and a tour of the school and question and answer session with the Admissions Officer. Pupils are required to sit an entrance test in Mathematics, English, Spanish Language and General Aptitude so the school can assess their current standard and ensure they will be able to access our curriculum. Entrance tests are carried out by the school's Admissions Department and can be arranged at any time throughout the school year although not more than a term before the prospective date of entry. Prospective pupils need to allow up to 2 hours for the test. A taster day or morning is also arranged for prospective pupils. Parents are required to provide a copy of the prospective pupil's current and previous school reports.

**Entry to the Secondary and A-Level Departments (Years 7 – 13; ages 12 - 18)** follows a personal interview and tour of the school with a member of the Senior Leadership Team. Pupils are required to sit an entrance test in Mathematics, English, Science, Spanish Language and General Aptitude so the school can assess their current standard and ensure they will be able to access our curriculum. Students will only be able to enter the school at Years 11 and 13 if they have previously been studying (I)GCSE or AS level courses – or an equivalent Secondary educational system - and if the subjects studied correspond to the ELIS curriculum offer. Students wishing to enter A-Level courses may be required to take specific tests in the subjects they wish to follow. Entrance tests are carried out by the Admissions Department in conjunction with the Upper School leadership team and can be arranged at any time throughout the school year although not more than

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a term before the prospective date of entry. Prospective pupils need to allow up to 4 hours for the test. Applicants may be invited to an interview with the Head of Upper School, Head(s) of Faculty, and/or Subject Coordinators and should attend a Taster Day in order for the school to gain a realistic picture of the prospective pupil, to discuss curricular options and for parents to assure they are supportive of the school's objectives and approaches to learning. Parents are required to provide a copy of the prospective pupil's current and previous school reports, as well as any relevant academic certificates previously awarded.

Pupils wishing to return to the school after a period of more than a term may have to follow the same procedure as new pupils depending both on the circumstances of their departure and where they have been attending school during the period of absence.

Offers of a place are made on the basis of the results of the entrance test, the personal interview and reports from the pupil's previous school. Places are usually offered within a week. If the school is unable to offer a place, a reason will be given to the pupil's parents. If the class is oversubscribed, priority will be given to existing pupils' siblings who register.

Once offered, a place is secured only upon payment of the registration fee. Once all available places are allocated, a waiting list will be drawn up in order of registration.

Occasionally an offer may be withheld in the following circumstances:

- Where a pupil's previous school indicates their behaviour was such that it affected the learning of other pupils.
- Where the school feels the pupil will not be able to cope with the curriculum.
- Where the school feels it cannot adequately provide for a pupil whose learning difficulties or physical impairments are beyond the level of support it can offer.

### **Entry Procedure**

**Enquiries:** All enquires are directed to the Admissions Officer. Initial enquiries are made through the school website or by telephone. Applicants are recorded on the school data base as Prospective Pupils. The office sends a prospectus pack consisting of the school brochure and other relevant information depending on the child's age. The office invites the family to make an appointment with the Admissions Officer and a relevant member of the Senior Leadership Team.

**Appointment, taster sessions and admissions testing:** Appointments for interview and entrance tests are made by the Admissions Officer. A copy of the pupil's previous school reports is requested. Results of the test are communicated to the family by the relevant Head within one week. If available, a place is offered. In certain cases, a letter outlining entry conditions may be sent to the family. If a place cannot be offered, a reason is given.

**Securing a place:** Once a place at the school is offered, it is secured upon payment of the registration fee and completion of the **registration forms\***. Entry is in strict order of receipt of the registration fee. If entry is immediate, applicants are recorded on the current year's school data base and a start date is agreed. If entry is for the following school year, applicants are recorded on the school data base as New Intake. Where a place is not available in the desired year group, an alternative may be offered. If this is not acceptable, pupils will be placed on a waiting list.

*\*A full list of the registration documents that need to be completed before entry is available upon request.*

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**Start dates:** Start dates are the first day of any term. By special arrangement, other times may be agreed.

**Re-admission** to school following an absence of more than one month: Pupils absent from school for more than a month may continue to pay fees to keep their place. Alternatively, and only where a place is available, they may request re-admission to school upon payment of the re-registration fee.

**Tracking prospective pupils:** All initial enquiries are logged onto the school's database from the first point of contact. This allows us to:

- Track progress through the admissions process
- Analyse sources of enquiry for marketing purposes
- Allow for effective on-going communication
- Monitor and assess the uptake of places and design promotional activities accordingly.
- Send personalised invitations to school Open Days and other appropriate events

Data is stored in connection with an application for a school place only and will not be disclosed to third parties. The Admissions Officer will keep school section Heads regularly informed as to the progress towards enrolment of enquiring families.

**Financial Assistance:** No initial financial assistance is available for a school place in Early Years, Primary or Secondary at El Limonar International School Murcia.

**Sibling Discounts:** Parents with more than one child in the school qualify for the following discounts.

First child – full fees apply

Second child – 10% discount off tuition fees

Third child – 20% discount off tuition fees

Fourth child – 40% discount off tuition fees

### Admissions Procedure - Parents

- Through the Admissions Officer or following an Open Day, arrange an appointment with the relevant member of the Senior Leadership Team for a personal interview and tour of the school.
- Arrange an appointment for your child's entrance test and taster day. Provide a copy of your child's recent school reports as well as any relevant medical or SEN documentation.
- The school will make an offer of a place if the entrance test is satisfactory and there is availability.
- To secure the place, make payment of the registration fee and complete and return the registration forms.
- Registered parents will receive information pertaining to the purchase of text books, uniform, school calendar and events, menus etc.
- A start date is agreed.

Reviewed August 2022

Next Review August 2023

