



LAUDE SAN PEDRO INTERNATIONAL COLLEGE

Admissions Policy

August 2024

Laude San Pedro International College

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1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care.

2.0 Rationale

We are an educational institution catering to students from ages 2 to 18, following the English National curriculum. Our enrollment is based on the United Kingdom's age cutoff date of September 1st, which requires that students must have reached the necessary age for their respective year group by this date.

We are an inclusive school that welcomes children of all backgrounds. We firmly believe that neither language barriers nor special educational needs should impede a child's ability to study and reach their full potential within our educational environment. Our commitment is to create a supportive and adaptable environment where every child can flourish and achieve success. This policy applies to all pupils of all ages. We admit pupils with special educational needs and/or disabilities, provided that both the school and the parents can support appropriately for the child's specific needs.

3.0 Admissions Process

The Admissions Team will guide families throughout this whole process.

3.1 Enquiries

All enquiries and applications should be referred to the Admissions Department, who will ensure that prospective families receive all the information needed. Families are required to provide the last 2 years' school reports from previous schools and any relevant information about the educational background of the child in the form of a reference letter.

3.2 Visit the school

Prospective families will always be invited to visit the school, whenever possible, and meet and greet the academic team as well. Also, every month we hold Open Days, which can be in person or online and the dates are published on the school website. This is an opportunity to tour the school on an informal basis, gain a greater understanding about our education provision and speak to students and staff.

3.2 Taster Days

We offer Taster Days to prospective students, as an opportunity for them to experience the learning environment while allowing the school to assess the child both academically and pastorally. During this day, children engage in various activities, interact with teachers and peers, and participate in classroom lessons and playtime. This not only helps children acclimatise to the school setting but also enables the school to assess their social skills, engagement, and overall fit within the community.

4.0 Applications for the different Year groups

4.1 EYFS: Pre-Nursery, Nursery and Reception

Children are welcomed into the Pre-Nursery class for children who are 2 and nearing their third birthday in the term of entry, Nursery from the age of 3 and Reception for children aged 4. While no formal assessment is conducted, parents will be asked about their child's general development and any identified special educational needs before a place is offered. Children applying to these groups should be potty trained. Admission is not automatic; in rare instances, a place may not be offered if we determine that a child's development is below age-related expectations or if we feel that we cannot provide for the student's needs.

4.2 KS1 to KS4

We recognize that, given our international environment, in many countries and educational systems, children do not start compulsory schooling until the age of 6, and sometimes at 7 years old. Consequently, the admission process may vary according to the age group.

- **KS1:** Children joining the school in Year 1 and Year 2 will be asked to attend a visit with one of the Admissions team as a first step. Following the visit the child may be invited for a taster day to be assessed by the academic team and to ensure that they can access the curriculum, particularly in relation to their level of English language.
- **KS2:** Children applying from Year 3 to Year 6 will be required, in addition to an initial interview with the Admissions team, to complete a written assessment to evaluate their academic proficiency in English. Furthermore, they may also be offered the opportunity to participate in a taster day for further assessment in the school environment.
- **KS3:** Applicants for Year 7 to Year 10 will be required to undertake placement tests for English and Maths to assess their academic competence in these areas. These assessments will be conducted at the school whenever possible, or remotely via video call with a member of the admissions team. In some cases, in addition to these assessments, candidates may

Admissions Policy

also be required to complete abilities tests at the school to assess their strengths and areas for improvement.

If the assessment indicates that the student will not access the curriculum in full because of English language issues, then the school will offer a place based upon the family's agreement to enrol the student onto the Mastering English Pathway Programme, which has additional fees.

4.3 Sixth Form

- Applications for Sixth Form will be assessed on an individual basis by the Admissions team. In all cases, applicants must have successfully completed a minimum of 5 GCSEs with a grade 4 or above, including English and Mathematics, or the equivalent qualifications from their country of origin which includes English and Maths. Furthermore, they may be required to attend an interview with the Head of Sixth Form or a SLT member.

4.4 Spanish System ESO & BACHILLERATO

- Applicants to ESO & Bachillerato, should follow the same process as the applicants to Secondary school in the British system, and will therefore undertake placement tests to assess their academic level in Spanish, English and Mathematics.
- Applications for the Spanish Bachillerato program should follow the same criteria as the applicants to Sixth form and will need to have successfully completed 4º de ESO or the equivalent qualification from the country of origin. Likewise they may be required to attend and interview with the Head of Spanish System

5.0 Overseas pupils/Pupils with English as an additional language

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 own cost, if deemed necessary by the school. If the admissions assessment or initial results following admissions indicate that the student will not access the curriculum in full because of EAL issues, then the school will offer a place based upon that family's agreement to enrol onto the Mastering English Pathway Programme, from Year 2 to Year 11, which has additional fees.

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

6.0 Special educational needs and disabilities

Subject to our entry requirements being met, we aim to accept 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 requesting 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

Admissions Policy

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, which may include a full or part time support assistant the parents will be asked to pay the additional charges to meet these needs (staffing and/or resources).

7.0 Offer

The parents of each applicant will be informed if their application was successful and the school will extend a formal offer in writing along with an enrolment pack to be filled out by the family.

The offer letter together with the enrolment forms and the parent contract outline all terms and conditions related to the placement offer. Payments are processed via direct debit, and each year, families are required to confirm their child's placement for the following academic year through payment of a re-enrolment fee.

A place is confirmed once the family has signed the offer letter extended by the school, all required documentation has been submitted, and the applicable fees have been duly received.

The school is not obliged to state its reasons for declining a request for admission but feedback is always provided to the family.

8.0 Waiting list

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.

9.0 Appeal

There is no formal appeal process for admission to the school. The decision of the Principal is final. However, in some cases these decisions may be referred to the Regional Office ISP.

10.0 False information

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.

11.0 Admissions Register

The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further requirements.

12.0 Transition from Nursery to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is not automatic. Children are assessed based on an ongoing observation of their learning and development and it may be necessary for specialist assessments to take place if the school is concerned that additional support may be required in addition to the standard package for teaching and learning.

13.0 Transition through year groups

It is anticipated that all pupils will transition through the school and take advantage 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.

14.0 Interpretation

In this policy the term "senior manager" means a School Principal, Head and their designated deputies.

The school is owned by International Schools Partnership Services Limited,

The office is:

101 Wigmore Street

London

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UK

15.0 Policy Tracker

Date Created	Author	Revision due date
1 January 2019	Amanda Hughes	August 2019
Date of review	Reviewer	Revision due date
17 August 2019	Amanda Hughes	August 2020
23 August 2020	Amanda Hughes	August 2021
16 August 2021	Amanda Hughes	August 2022
18 July 2022	Nina Cashin	August 2023
20 October 2024	Maria Jose Salgueiro	August 2024