



# Byron College

## Admissions Policy

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**Distribution:** To all

### **Aims**

Byron College has an inclusive admissions policy. Pupils are not required to sit entrance tests and examinations but we do use placement tests in English and Maths to help understand the needs of children who enter our Secondary School. The school welcomes pupils of all nationalities and pupils for whom English is an additional language. The school accepts pupils regardless of their intended length of stay, from those children of parents working in Greece on short-term contracts to families who live in Greece on a more permanent basis.

Pupils are accepted into the school between the ages of 3 and 18 years and are placed in a class according to their age (subject to the level of English allowing them full access to our curriculum). All pupils admitted to Byron College have an English Language assessment and may have further EAL assessments if deemed necessary. The ages of pupils in any one class are according to the academic year and are measured from 1<sup>st</sup> September. Note that pupils may be moved forward/back one year at the discretion of the Head of School and with clear evidence to show this will benefit the child. New admissions are accepted throughout the year on the basis of the above criteria.

It is critical for us at Byron College that the parents and children who join us match with our ethos and values. This is as important as their academic level or prior achievement. We place a huge value on the interview with the Head of School as this is the place where these discussions will take place.

### **Equal treatment**

We welcome pupils from different ethnic groups, backgrounds and beliefs. All pupils for admission will be treated equally. All pupils attending Byron College will be expected and required to attend all lessons without exception.

### **Process for Admissions**

#### **1. Initial Enquiry**

Parent makes contact with the School and requests an appointment to visit the school. This is done by either by using the contact form on the website or by telephoning the admissions department.

## 2. Preliminary Interview

The prospective parent confirms the appointment to visit the School with their child(ren) to meet with the Head of School. During this meeting all areas will be discussed and a tour of the school will be given. In addition the prospective parent will meet with the Operations Administrator to discuss fees, transport etc. For younger pupils in EYFS/KS1/KS2 we have a summer programme which we strongly recommend prospective children to Byron should enrol in.

## 3. Completion of the Application

Once the child has been accepted into Byron College by the Head of School and the parent(s) decide that Byron is the School of their choice, he/she is required to complete an application for each pupil. The procedure is as follows:

Complete and sign the:

- **Application** form
- **Medical** form (annual)
- **Fee Agreement** form (annual)
- **Parent Consent form for Offsite Activities/ Trips** (annual)

and submit:

- **Registration Fee**
- Two passport size **Photographs** of your child
- Photocopy of the pupil's **Passport**
- Pupil's valid **Residence Permit**
- Photocopy of parent's **Passport**

Parents are requested to complete all sections of the application form in as much detail as possible. Parents are also requested to provide recent, sealed, original reports from the previous school, (unless it is the first year of school). If this information is not available or inadequate we will ask for a Reference to provided by the previous school. This is the responsibility of the parent to obtain and ensure we have to complete the admissions process.

### Special Educational Needs

The School needs to be made aware of any known disability or special educational need which may affect a pupil's ability to take full advantage of the education provided at the school and there is space on the registration form for parents to inform the school of this. Should special educational need or disability become apparent after admission, the school will consult with parents about reasonable adjustment that may allow the pupil to continue at the school. We do maintain the right to withdraw the offer for a place if information is withheld during the admissions process. There will be additional costs for services provided and for further detail please refer to our SEN Policy.

### Withdrawal

Ninety day's notice of intention should be given in writing in order to withdraw a pupil from the school in order to obtain a refund of fees.