



# Byron College

## Admissions Policy

**Issued:** July 2014

**First Review Date:** March 2016

**Second Review Date:** January 2018

**Third Review Date:** January 2020

**Distribution:** To all

### Aims

Byron College welcomes pupils of all nationalities and ethnic and religious backgrounds into its community regardless of whether they are permanent residents of Greece or are the children of parents working in Greece on a temporary basis.

Pupils are accepted into the school between the ages of 3 and 16 years and are placed in classes according to their age. The cut-off date for each class at every level is August 31<sup>st</sup>. New admissions are accepted throughout the year with the exception of Key stage 4 and 5. New admissions are not normally accepted in year 10 after the end of the first term and not at all in year 11. The same applies to year 12 (not after the end of the first term) and year 13 (no admissions).

Pupils applying for our EYFS and primary school are not expected to sit entrance tests and are accepted with little or no English if there are no additional special needs. Pupils' acceptance is at the discretion of the Head of Admissions and the Head Teacher after previous school reports have been received and after the official interview process has been completed.

Pupils wishing to apply for the secondary school are required to sit mandatory Mathematics and English language tests. English as an Additional Language (EAL) support is available for pupils joining Byron College in Key Stage 3 if required. This can also be provided in Key stage 4, however, those non-native speakers wishing to apply for the first year of the IGCSE programme (year 10) or the first year of our A level programme (year 12) are expected to have a level of English, both written and spoken, equivalent to B2 of the Common European framework (CEF) or Cambridge First Certificate level.

All pupils attending Byron College, regardless of gender, are treated equally.

Pupil attendance is closely monitored, and all pupils are required to attend lessons without exception.

## **Admissions Process**

### **1. Initial Enquiry**

Parents or guardians contact the School secretary, either by e mail or telephone, to book an appointment with the Head of Admissions. It is also possible for an initial interview to take place through Skype. Previous school reports are requested at this stage and should be sent to the school prior to the interview or Skype call.

### **2. Preliminary Interview**

Both parent/guardian and prospective pupils are expected to attend the preliminary interview. The Head of Admissions explains all areas of school life including our philosophy and expectations during this interview and answer any questions. This is followed by a tour of the school premises and a further meeting with the school Operations Administrator to discuss the admissions procedure, fees and transport requirements.

The parents/ guardians of pupils wishing to join Byron College at EYFS or Primary school level are notified by e-mail if their application has been successful or not soon after the above process has been completed.

Pupils applying for the secondary school are expected to sit the Mathematics and English entrance tests as soon as possible after the interview a date for which is arranged with the school secretary. Parents/ guardians are notified by e-mail as to whether their application has been successful or not on completion of these tests.

Once a pupil has been accepted it is possible to arrange a taster day at the school.

### **3. Completion of the Application**

On acceptance the following documentation is required:

- **Completed and signed Application** form
- **Medical** form (annual)
- **Fee Agreement** form (annual)
- **Parent Consent form for Offsite Activities/ Trips** (annual)
- **Registration Fee to be paid in full**
- Two passport size **photographs** of pupil
- Photocopy of the pupil's **passport**
- Pupil's valid **Residence Permit**
- Photocopy of parent/ guardian **passport(s)**

### **Special Educational Needs**

It is imperative that the school is informed of any known disability or special educational need which may affect a pupil's ability to take full advantage of the education provided at Byron College. Any applicable information should be disclosed at the initial interview and also submitted on the application form. 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. Byron College maintains the right to withdraw the offer of a place if information is withheld during the admissions process. Additional costs are incurred if individual SEN services are provided. For further detail refer to the school SEN Policy.

**Withdrawal**

A ninety-day notice of intention of withdrawal of a pupil should be given in writing if a refund of fees is to be considered.