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Next review date	August 2025
Approved by	
Date of approval	
Target Audience	Teachers, TAs, Parents, Children, EDT
Links to other policies	Attendance and Admissions Policy

Policy Statement

We understand that choosing the right school for your child is one of the most important decisions you will ever make, so we are always happy to discuss the decision making process with you and to answer any questions you may have.

The school aims to be inclusive where possible while upholding high expectations of behaviour and safeguarding of our students. There are expectations on the levels of English at different year levels and we generally do not cater for students with a high level of learning or behaviour needs. We assess each child's individual needs at the application stage and assess whether we are able to meet their needs effectively. There is an expectation that we enrol transfer students from other St Andrews campuses regardless of academic ability.

New Joiners to St. Andrews Green Valley

Process

Initial Enquiry We are always pleased to assist parents who would like to find out more about St. Andrews International School, Green Valley so do contact the Admissions office to request a prospectus, or to ask any questions about our admissions process that you may have. We know that starting a new school, or moving from one school to another, can sometimes be a daunting experience, so would like you to remember that no question to us is ever considered too small or insignificant.

Visiting the School: Following an initial enquiry via email or through our website, prospective parents would be invited to visit the school, to meet with the Admissions Team to take a guided tour of the campus. The tour offers visitors the opportunity to see the school in action, our school facilities and to meet our staff and pupils. At the end of the tour an informal meeting will be organised with the relevant Head of School to discuss the options available and answer any questions that arise.

Assessment day: After this initial visit, and once a student has been registered with us, prospective students aged Year 2 and above are usually invited to meet with our school team and complete a CAT4 – Cognitive Ability TTest either online, or in person. Next, they



will have a short English level assessment and meet with the Head of School or Learning Support Coordinator for a short interview. Depending on our year group timetables and calendar we may be able to arrange trial days, after initial assessment.

In Early Years the students will attend a trial morning/day where they will be observed by the teacher and Learning Support Coordinator.

For entry into the IGCSE courses and IB Diploma programme the Head of Secondary will review previous school reports, exam results and if necessary ask the student to complete tests in English, Maths and Science so that we can have accurate information on the student's current ability and advise them accordingly on the most suitable course options.

LEAP - Intensive Language Program

Our intensive language program caters for students from Years 5-9 with beginner English: entry into this program usually requires students to have strong previous school reports and non-verbal CAT4 results that are 100+ (average or above).

Guardianship

It is a safeguarding requirement that legal guardians complete the admissions process and confirm at admissions stage that they will live with and remain present and responsible for their child while at St Andrews, Green Valley. If legal guardians transfer care of their child to a new guardian, the school must be informed and paperwork completed.

Offer for Admission

Following a successful meeting with the Head of School and assessment session, the Admissions office will write to the prospective parents, officially offering their child a place at St. Andrews International School, Green Valley. Upon receipt of the admissions paperwork and accompanying enrolment fee to secure the place, the Admissions office will then contact the parents to confirm the start date for their child.

The following selection criteria are used to allocate places at St. Andrews;

- 1) Priority will be given to those pupils who are deemed to be suited academically to the type of education offered at St. Andrews International School, Green Valley;
- 2) Places will normally be offered to siblings;
- 3) Where a child's social behaviour may affect other children within his/her peer group, priority will be given to the needs of the majority.
- 4) Placement will take into consideration students who have EAL needs.
- 5) Placement will take into consideration students who have learning support needs.
- 6) Placement of a student will look closely at the context of the class into which they would enter.
- 7) Placement may be conditional on additional support, if deemed necessary, by St Andrews International School, at an extra expense to the family. This may include a



- 1-2-1 Learning Support Assistant, and/or entry into the EAL (Years 1-4) or LEAP (Years 5-9) Programs.
- 8) The school reserves the right to refuse admission in the case of inaccurate information being submitted.
 - 9) The school reserves the right to refuse admission in the case of concern to welfare or safeguarding of our current students.

Enrolment dates

Applications for both immediate and future entry are considered at any time throughout the year.

Class placement of students

Students are accepted throughout the year and will be placed in a year or class according to the determination made by the Head of School, with input from relevant staff. The Head of School's decision in such matters will be final. The placement will reflect the student's previous educational experience, age, physical and emotional maturity, language proficiency, academic needs and time of enrolment. Student records must be available for reference prior to final placement and further assessment and testing may be requested and conducted as necessary.

The birth date cut-off for placement in a particular grade is the 31st August in the academic year (commencing in August) of admission. The child must have turned the appropriate age on or prior to the 31st August for the grade in question. See the Year Listing for further clarification.

A meeting is required with our Learning Support Coordinator for all students who declare a requirement for support in English as an Additional Language (EAL), Special Educational Needs (SEN) or if a need for specialised support is identified in the application documentation.

Admissions criteria specifically for the IB Diploma Programme

Guiding principals

St. Andrews, Green Valley is a non-selective school and we endeavour to offer places to all students, especially those who completed their IGCSE qualifications with us. However the IBDP is an academically demanding course that places heavy demands on students. For this reason we feel that not all students are prepared to complete the full diploma.

We believe that students are heavily influenced by the behaviour and attitudes of their peers. For this reason we are reluctant to offer places to students who have not proven to be serious students at IGCSE level.

In addition to the selection criteria mentioned in the previous section, the following criteria are used for all students joining the IBDP:



- 1) Students have achieved grades at IGCSE that indicate they are likely to have success at the IBDP. At St. Andrews, we believe students should have achieved at least 5 C grades at IGCSE level before moving into the IBDP.
- 2) In situations where IGCSE grades are not available for review, a student's school reports and/or the school admissions assessment will be used to gauge whether a student is academically able to complete the full diploma
- 3) Students who have not achieved at least 5 C grades at IGCSE level will either be asked to repeat Year 11, complete IB courses or enrol in the IBDP on a trial basis.

On rare occasions, it may be necessary to refuse admission to the School, or transfer to the next year group, if the School considers that the form of education available is not suited to the individual in question. Entry to St. Andrews International School will not be dependent on race, religion or disability.

In all cases, the Head of School's decision on admissions is final.

Review and Revision

The admissions policy will be reviewed each year by the Admissions Team and Heads of School. The Diploma Programme Coordinator will ask all IB staff for feedback on the policy near the end of the academic year. The programme coordinator will then use this feedback to lead a policy review meeting with department heads and the Head of Secondary at the end of the academic year. IB teachers will be invited to attend this policy review meeting.

The updated policy will be shared with staff during the in-service days at the start of each academic year.

This policy was last reviewed in August 2025.