

NOVASCHOOL SUNLAND INTERNATIONAL ADMISSIONS POLICY 2017-18

All children shall be considered eligible for entry to the school, with the provisos detailed below, if there are no special educational or physical details which would make it impossible for them to be taught at Novaschool Sunland International. Should parents at the time of enrolment not declare any such educational or physical details which may hinder or prevent the teaching of the child and these are later discovered, then the child's enrolment may be cancelled and the deposit refunded, the latter depending on the length of the enrolment. In ALL cases, parents must provide recent reports from previous schools and these will be used, along with other criteria, to help determine whether enrolment is appropriate.

ALL prospective students should spend a Trial Day, possibly more, at school in the class into which they will be placed, should their trial be successful. The tutor and subject teachers will complete a Student Visitor Assessment Form which will be given to the Primary or Secondary headteacher at the end of the trial in order for them to judge whether enrolment is appropriate. The decision shall be conveyed to the parents as quickly as possible. The class teacher/form tutor should then be informed of the enrolment and given at least 24 or preferably 48 hours' notice of the child's entry into school so that books, seating, and other arrangements can be prepared.

FOUNDATION

Children of Foundation age shall be considered eligible for entry to the school, provided they meet the criteria of a Foundation student as described by the Foundation Coordinator, irrespective of their ability to speak or understand English. It is understood and accepted that at this age they will almost certainly be able to pick up the English language quickly enough for them to be able to go on and 'make up for lost time' in Key Stage 1. However, in order for a child to be enrolled, both parents must read, understand and sign the Toilet Training agreement form accompanying this policy.

YEAR 1

Children of Year 1 age shall be considered eligible for entry to the school on an individual basis, based on level of English, previous school reports and probably a day visit spent in school with the probable class into which they would be placed. However, their level of English may not be considered so important, for the same reasons as above, if their previous reports are sound and their day visit is deemed successful.

YEARS 2, 3, 4, 5 & 6

Children of the age appropriate to the above years shall be considered eligible for entry to the school based on previous school reports and probably a day visit spent in school with the probable class into which they would be placed. Their level of English would be expected to be sufficient for them to be able to function not only in English lessons themselves, but also in all other lessons taught in English. If this is not the case, they cannot be considered eligible for entry to school.

The Primary Headteacher will make the final decision as to whether or not a primary aged child will be allowed to enrol at Novaschool Sunland international, based on reports from previous schools and recommendations from class teachers who have taught the child on his/her trial day(s).

KEY STAGE 3

Children of the age appropriate to the above Key Stage shall be considered eligible for entry to the school based on previous school reports and probably a day visit spent in school with the probable class into which they would be placed. Their level of English would be expected to be sufficient to allow them to access the entire Key Stage 3 curriculum. If this is not the case, they cannot be considered eligible for entry to school.

The Secondary Headteacher will make the final decision as to whether or not a Key Stage 3 aged child will be allowed to enrol at Novaschool Sunland international, based on reports from previous schools and recommendations from class and subject teachers who have taught the child on his/her trial day(s).

KEY STAGES 4 & 5

Children of the age appropriate to the above Key Stages shall be considered eligible for entry to the school based on previous school reports and probably a day visit spent in school with the probable class into which they would be placed, provided that a course of study in their chosen subjects is feasible, depending on course/subject numbers and availability. Their level of English would be expected to be sufficient to allow them to access the curriculum for each of their chosen subjects. If this is not the case, they cannot be considered eligible for entry to school.

The Secondary Headteacher & Head of 6th Form will make the final decision as to whether or not a Key Stage 4 or 5 aged child will be allowed to enrol at Novaschool Sunland international, based on reports from previous schools and recommendations from class and subject teachers who have taught the child on his/her trial day(s).

Policy Agreement

I have read and understood the terms and conditions stated in this policy (3 pages) and agree to comply.

Student's Name:	
Parent/Guardian's Signature:	Date:
Principal's Signature:	Date: