



International Community School

Admissions Policy (Whole School)

The International Community School (ICS) is an inclusive and diverse learning community. As a community we believe in the celebration of diversity. This goes far beyond tolerance to recognition of the enormous educational opportunity presented by full diversity.

The main principle governing the school's admissions policy is whether or not each child would flourish within the curricular programmes that the school offers.

Our process of admissions is through an informal interview between the student, their family or their representative and members of our Admissions Team during which the availability of a place will be discussed. Prior school reports, sample pieces of 'work' and any supporting documentation should be brought to the admissions interview. All students will be required to demonstrate their English language competency before a place in either Full Curriculum or English Foundation is finally confirmed.

ICS recommends where possible that the student spend a day in the school prior to the decision of acceptance and the Admissions Office will make these arrangements. There are no application deadlines and space-permitting, ICS can admit students year-round. Applications can be made up to 1 year before entry. For applicants for the next academic year, availability of places may be subject to the outcome of the school's pre-registration process, which is completed at the beginning of the third term.

For children with special educational needs and/or disabilities we advise parents/guardians to discuss their child's requirements with the Admissions Team at the first opportunity so that we can reflect on the school's capacity to support the child, so ensuring the child is able to thrive at the school. During the admissions process we will discuss thoroughly with parents/guardians any adjustments that can be reasonably made for the child if they are to join the school.

APPLICATION PROCEDURE

STAGE 1

Typically, a family will meet a member of the school's Admissions Team at the school during which time the availability of places will be discussed. If a family then decides to apply for a school place, a fully completed 'Application for Admission' form, plus the Application Fee/Enhanced Fee, must be submitted along with a copy of current school reports which identify the current school address. ICS will seek permission from the parents/guardian prior to contacting the student's current school in order to obtain a character reference. Please note that the completion of this stage does not guarantee a place at the school. If the student has any special educational needs, these will be discussed and additional reports, including a recent full Educational Psychology Report, will be required in order for the school to assess its capacity to support the student.

STAGE 2

Once the completed 'Application for Admission' form, Application Fee/Enhanced Fee and any supporting documentation have been received, the Admissions Office will complete any necessary follow-up e.g. by seeking further school reports, request a piece of authentic English writing and an admissions decision will be made as soon as possible. This may be an extended period if an observation is required or the Admissions Office has difficulty in contacting the former school for references etc. Where a child requires Special Educational Needs Support, the school's offer of a place will outline the proposed first term's provision.

STAGE 3

The final decision will then be relayed to the family by telephone or email. If a place is offered, the family have seven working days to accept the place, which is completed by the payment of the non-refundable deposit. This 'saves' the place until the next billing period when full fees are due. The place is finally confirmed once full payment for the term ahead has been received. No student may start ICS without advanced payment of fees. ICS invoices three times a year in May (for the Autumn Term), November (for the Spring Term) and February (for the Summer Term).

WAITING LIST

If a place cannot be offered immediately, the student may be placed on the school's waiting list, but only if the **Application Fee/Enhanced Fee** has been received. Priority of admissions will be given to students on the waiting list.

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