



## ADMISSIONS POLICY AND PROCESS

### Introduction

Geneva English School (GES) is an international co-educational school. We welcome children from all over the world to our primary and secondary campuses in Genthod and Versoix.

### Age of entry to GES

Children are eligible for potential entry to the year groups below if, by 31 August during their proposed calendar year of entry, their age as follows:

	Year	Age of entry (by 31 August)	Key Stage	External Exams
GES Primary	Nursery	3	Early Years	
	Reception	4		
	Y1	5	KS1	
	Y2	6		
	Y3	7	KS2	
	Y4	8		
	Y5	9		
	Y6	10		
GES Secondary	Y7	11	KS3	

	Y8	12		
	Y9	13		
	Y10	14	KS4	
September 2020	Y11	15		GCSE
September 2021	Y12	16	KS5 or 6th form	
September 2022	Y13	17		A Levels

GES Secondary is expanding each year, as detailed in the table above.

## Placement out of year group

Children may be considered for entry outside the year group corresponding to their age in exceptional circumstances. This will be discussed during the application process.

## Entry during the year

The majority of pupils join the School at the beginning of an academic year in September. Families may also apply for available places during the year. Please see the section below on Criteria for entry.

## Admissions process

The School's admissions process involves the following:

**Enquiry** – families are asked to confirm details, including applicants' date(s) of birth in order to enable the Registrar to give advice about availability in the relevant year group.

**Reports** – families are required to send their child(ren)'s most recent school or nursery reports, where appropriate, along with any reports regarding any disability, medical or special educational needs. These enable the School to make an informed assessment of any reasonable adjustments, which may be required to adequately provide for each child. Please see the section on *Disability, Special Educational Needs and Equal Opportunities* below for more detail.

**Visit, Telephone or Video call** – families are encouraged to visit the School with their children. Alternatively, a telephone or video call can be arranged.

**Application form** – once received by the School, this form registers a child to be considered for an available place in the appropriate year group.

**Taster session** – in Nursery, children will be asked to attend two taster sessions before joining.

Children in other year groups will be invited to attend a taster session.

Taster sessions allow the child to get a better feel for the environment and the School to make a more accurate assessment of the child's abilities and needs.

**Communication with the child's current or previous school** - the School will write to the Head of the child's current or previous school and ask the school to complete a transfer form.

The current or previous school will be asked to provide further details or reports required to fully consider any application, and to enable the School to assess any reasonable adjustments required for each child's physical and educational needs to be provided for at GES.

**Consideration** - the School will treat every application in a fair, open-minded way.

Before offering a place, the School will make every effort to determine whether it will be able to educate and facilitate the development of the child to the best of his or her potential.

The application form, assessment of the child during the admissions process, and any supporting reports provided by the family and/or current or former school will be used to inform entry to GES for children of all year groups.

**Offer** - to offer a place, the School will send an offer letter from the Head along with invoices for initial registration fees: these invoices are due for payment within two weeks of the date of the offer letter. Invoices may be directed for payment by a third party where applicable.

**Advice if unable to offer** - If, after considering the reasonable adjustments possible within the resources and expertise at the School, a decision is reached that the School will not be able to provide adequately or appropriately for the prospective pupil's physical and educational needs, then a place will not be offered. The School will advise the family of their decision.

**Waiting list** - we will maintain a waiting list in the event that a year group becomes full.

**Acceptance** - parents or guardians are required to sign and return to the School an acceptance form before the pupil joins.

**Confirmation** - the school will confirm to the family that the initial registration fees have been received and that their child(ren)'s places are confirmed.

**Joining information** - families will be given access to My School Portal, in order to access school information and School forms to complete before joining.

## **Criteria for entry**

GES is open to application from any prospective pupil. Certain criteria, detailed below, will be taken into account during the application process to ensure that the School will be able to provide for any prospective pupil. In addition, we have a duty of care to all pupils at GES: when considering places for new applicants we take into account the existing needs of our pupils.

### **Level of English**

Our principal language for teaching and learning is English. As such, we ask that all children joining GES have sufficient English to be able to access the curriculum appropriate to their age group.

It is possible, if all other criteria are satisfied, for children to enter Early Years at GES with little or no English.

### **Disability, medical or special educational needs**

As detailed above, it is the parents' responsibility to make the School aware of any known disability, medical or special educational needs, along with any reasonable adjustments they deem necessary, which may affect a prospective pupils' ability to participate and take full advantage of the education provided at GES.

Parents are required to provide the School with copies of any written assessment of their child's needs, along with reports carried out by any specialists, for example from a Chartered Educational Psychologist or Occupational Therapist, as part of the application process or as soon as a diagnosis has been made.

The School will do all that is reasonable to comply with its legal and moral responsibilities under the UK Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of prospective pupils who have needs for which, with reasonable adjustments, the School can cater. The nature of certain GES buildings prevent certain modifications to their structure leading to limited facilities for the disabled.

If a pupil requires additional support beyond the School's resources and expertise, including but not limited to external assessments, occupational therapy, speech & language therapy, a personal assistant during school, these services will be at the parents' expense.

### **Behaviour, attendance or conduct record**

Our core values of community, respect, opportunity, integrity, teamwork and courage extend to the whole School community. During the application process, the School will consider any prospective pupil's behaviour, attendance and conduct record, and the possible impact on their education and the welfare of other members of the school.

### **Entry into early years (Nursery and Reception)**

The School recognises that children joining GES Early Years (Nursery and Reception) can be at different stages of their development.

### **Toilet training**

Children must be toilet trained (during the day) before joining: parents will be asked about their child's development during the application process and to confirm that their child is ready to join Nursery or Reception via the Acceptance Form.

### **Entry into Key Stage 4 (Year 10 and 11) and Key Stage 5 (Year 12 and 13)**

For entry into year groups where pupils will be working towards external exams (GCSEs, iGCSEs and A Levels) we will discuss the following during the application process (in addition to the general criteria for entry):

- Whether the applicant is currently studying towards GCSEs or A Levels, or a different curriculum.
- The syllabus studied at the applicant's current school in comparison to that at GES.
- The subject options the applicant would like to take or is currently studying.
- Predicted or actual exam results (depending on the year group): the School recommends that all students wishing to study A Levels at GES achieve a minimum of 6 subjects at grade 6 and recommend grade 7 for courses to be directly followed at A Levels. This is our recommended policy and individual cases will be considered.
- Proposed entry date: in particular with reference to the exam dates for that year.

In addition to the application process detailed above, students entering year 10 will be asked to give their option choices.

Students applying for Year 12 will be asked to write a personal statement, to give their option choices, and will be invited to an assessment day.

Places may be available in Year 11 and 13 in exceptional circumstances.

## **Other criteria**

The School will also take into account the following criteria (where applicable and in no particular order) when processing applications:

- Application date
- Date of receipt of all documentation required for the School to consider making the offer of a place
- Siblings currently enrolled at or applying to GES
- Whether the child is the son or daughter of a staff member
- GES Alumni or family connections

## **Moving up the school**

It is assumed that if the Pupil satisfies the relevant criteria at the time they will progress through the School and will ultimately complete Year 13.

Please also see the School's *Terms and Conditions and Fee Schedule* in conjunction with this policy.

## **Transition from Early Years: Nursery and Reception**

If a child in Nursery or Reception is considered to be working below their developmental stage the School will invite parents to meet with the Head or Deputy Head and the Head of Early Years to discuss their child's progress.

## **Transition from Year 6 to Year 7 (Key Stage 2 to Key Stage 3)**

For transition from Year 6 to Year 7 (GES Primary to GES Secondary) the school asks all families to make a deposit of CHF 1000 in order to secure their child's place.

The transition from Year 6 to Year 7 is an opportunity for families to assess the suitability of the academic programme at GES for their child. If the School recommends that GES Secondary would not be an appropriate learning environment for any pupil, for example if a vocational programme of study would be more suitable, families will be invited to discuss this and will be given advice at the earliest point possible. The School will provide support and advice in finding an alternative solution for the child's education if required.

## **Transition from Year 9 to Year 10 (Key Stage 3 to Key Stage 4)**

## **Transition from Year 11 to Year 12 (Sixth Form) (Key Stage 4 to Key Stage 5)**

Within its current resources the School is not able to provide the option to study vocational courses beyond its provision for GCSE, iGCSEs and A Levels.

When transitioning from Year 9 to Year 10, information on the curriculum will be provided to students and their families, and discussions will take place in order to assist Year 9 students when choosing their GCSE options.

We aim to support students to achieve their full potential and conversations regarding A levels will take place to assist students in their choices when transitioning from Year 11 to Year 12. The School recommends that all students wishing to study A Levels at GES achieve a minimum of 6 subjects at grade 6 and recommend grade 7 for courses to be directly followed at A Levels.

This is our recommended policy and individual cases will be considered.

Decisions on subject choices and exam entries will also be made in close consultation with pupils, Senior staff and parents.

## **Identification of Educational or other additional needs after Admission**

When pupils join the school it is not always possible to identify or fully understand their additional needs.

If educational or additional needs become apparent after admission, the School will use its resources and expertise, in consultation with parents, in order to make recommendations and reasonable adjustments so that the child can continue at the School. As detailed above, if a pupil requires additional support beyond the School's resources and expertise, including but not limited to external assessments, occupational therapy, speech & language therapy, a personal assistant during school, these services will be at the parents expense.

In the unusual event that a child's educational needs cannot be addressed adequately by the School, parents will be informed. If no other satisfactory solution can be achieved and all other avenues have been exhausted, the School will provide support and advice in finding an alternative solution for the child's education.

## **Re-enrollment**

At GES, we do not ask families to re-enroll each year: please see the School's Terms and Conditions for details on giving notice.

Children previously enrolled at GES, who have since left and wish to return to School will be asked to follow the same admissions process.

The School has the final decision in all cases of admissions.

Author: Alice Priestley, Registrar; Tim Meunier, Head.  
Approved by the Board of Governors: December 2019

Updated: December 2019  
Next review date: July 2020