



GENEVA ENGLISH
SCHOOL

ADMISSIONS POLICY

INTRODUCTION

Geneva English School welcomes children of all backgrounds, cultures and nationalities. Through its admissions policy and procedures we aim to achieve a successful fit between the School and its pupils and parents. The admissions procedure should allow the School to gain a realistic picture of the prospective pupil, and the parents and pupil to gain the same of the School.

ADMISSIONS PROCEDURE

Our admissions procedure normally includes:

- Initial enquiry and registration of a prospective pupil's details;
- Consideration of the application and any supporting documentation;
- A report from the previous school or nursery, where appropriate;
- A visit by the pupil and parents and/or a discussion via telephone or online video call;
- Submission of a completed application form on receipt of which the child's name is registered;
- The offer of a place, or advice should it not be possible to offer a place.

The majority of children join us at the beginning of an academic year. However, vacancies arise at other times and, depending on the circumstances, children can be admitted at any time of the year. We maintain a waiting list for year groups that are full.

Age of entry

Children will be considered for admission if, on 31 August of their proposed year of entry, their age matches the year group for which they are applying. For example, boys and girls will be considered for admission into Reception if, in the calendar year of entry, they are 4 years old on 31 August.

Children whose age does not match the year group date of birth criteria may be considered for admission into a particular year group if there are exceptional circumstances (for example when they are already in a different year group at their current school). See also the paragraph below on progress through GES Early Years and into Year 1.

GES Early Years (Genthod)

We recognise that children joining GES Early Years can be at different stages of their development. We are committed to starting each individual child on an enjoyable journey of discovery, challenge and achievement.

Nursery

Children are admitted to GES Nursery from the term in which they turn three years old. No formal assessment is undertaken but parents will be asked about their child's general development and the child will be invited to attend two taster sessions in the Nursery class.

During the taster sessions, the Head of Pastoral Care and Lower School and the Nursery leader observe and assess the children participating in group-based and individual activities. Observations are recorded on these visits. It must be understood that although we aim to be as inclusive and welcoming as possible, the offer of a place is not automatic. In rare cases, a place will not be offered if we judge that a child's development is below the parameters of the Early Learning Goals or that he or she will not flourish in this environment. In these circumstances, the reasons for our decision will be explained to parents.

Reception

Children are admitted to our one of our two Reception classes from the September following their fourth birthday. There is no formal assessment but children will have the opportunity to attend taster sessions and the welcome 'teddy bears' picnic'. During the visits the child will become familiar with the environment while class teachers observe and make informal assessments of the child's stage of development. Parents are given feedback.

Children turning four years of age during the first few days of the academic year may be considered for entry to Reception if they are observed to be working above their developmental age in the 'prime' and 'specific' areas of learning and development during the Nursery taster sessions.

Progress

The progress of each child is monitored closely during their time in Nursery and Reception through incidental and focused observations, systematic tracking and group-based assessments. Children who enter Reception early because they were judged to be working above their developmental age will not necessarily be guaranteed entry to Year 1. In these cases, parents of children in Reception who are considered to be working below their developmental stage at the end of the academic year will be given the opportunity to meet with the Head/Deputy Head and The Head of Pastoral Care and Lower School in order to discuss their child's progress and to hear feedback about the School's assessment and decision. Similarly, any child in Nursery who is considered to be working below their developmental age will not necessarily be guaranteed progress to Reception. Great care is taken in making judgements at this early stage of education.

GES Primary (Genthod) and GES Secondary (Versoix)

There are two classes in each of the primary year groups (Years 1 to 6). Children are admitted

- at age 5+ into Year 1
- at age 6+ into Year 2
- at age 7+ into Year 3
- at age 8+ into Year 4
- at age 9+ into Year 5
- at age 10+ into Year 6

GES Secondary is growing organically, year by year. In 2018/19 we are admitting pupils

- at age 11+ into Year 7
- at age 12+ into Year 8
- at age 13+ into Year 9

We encourage parents to visit the School with their children. We also offer taster days, which 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.

ACCEPTANCE CRITERIA

In processing applications, the School will take into account:

- Date of application;
- Whether the applicant is a sibling of an existing pupil;
- GES Alumni/family connections;
- Whether the child is the son/daughter of a member of staff;
- Our ability to support a child with special educational needs or learning difficulties;
- Our ability to support a child who has English as an Additional Language: the school expects its pupils to have sufficient proficiency in English in order to be able to access the curriculum appropriate to their age;
- Documentation and reports provided by the family or former school;
- Our assessment of the child during a visit, taster day or video call;
- The views of parents: it is important that parents understand and support the values and aims of the School.

Before offering a place, the School must feel reasonably sure that it will be able to educate and facilitate the development of the prospective pupil to the best of his/her potential and in line with the standards, both academic and behavioural, achieved by the pupil's peers.

The prospective pupil must be able to access the curriculum at an age-appropriate level. The School will make reasonable adjustments to cater for the needs of individual applicants whilst also considering the needs of other pupils in the School.

Prospective parents will be asked to give details of their child's requirements and needs, and of any reasonable adjustments that they deem necessary for the child to be educated at GES. Parents must provide the School with copies of any written assessment of educational needs or other information about learning difficulties. No pupil will be denied a place because of a physical or other disability. However, the nature of the GES buildings in Genthod and their classification prevent certain modifications to their structure.

When children join the School, it is not always possible to judge whether, or to what degree, the child has special educational needs. If subsequently the pupil is found to have such needs, the School will use its resources and expertise in order to provide the child with the best possible education and opportunities. 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.

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

CONDITIONS OF ADMISSION

In accepting the offer of a place at Geneva English School, parents sign and return a copy of the Conditions of Admission. A signed copy of this form must be received by the School before the pupil starts.

Author: Tim Meunier, Head

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