

# Admissions Policy



# Morna International College

## Admissions Policy

### Overview

Throughout the admissions procedures, Morna International College's policy is to ensure that the educational interests of the pupil are of paramount importance. Morna International College is not a selective school and will try to meet the needs of applicants where possible.

- Children's admission to the school is subject to appropriate age group and availability of places in the correct year group.
- Once an application is in process, confidential references can be sort from the pupil's current school regarding their academic record, behaviour and payment of fees.
- The school reserves the right to refuse admission to candidates who it considers will not benefit from the educational programme offered by Morna International College.
- When allocating places priority is given to:
  - 1) Pupils with siblings in the school
  - 2) Academic performance and potential
  - 3) Children with one or both English speaking parent
  - 4) Children from families who are relocating to Spain
  - 5) Children of Former Morna International College pupils

### Admissions Procedures

#### Foundation Stage

Entrance to the Foundation Stage requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous school or pre-nursery should be presented. The interview will be primarily with the Head of the Foundation Stage who will take the parents and child to see the facilities and meet the teacher, the final part of the interview will be with the Finance Manager who will discuss fees, class placement and start dates.

Pupils with no prior knowledge of English can be accepted into the Nursery and Reception classes and initially are not required to have any extra language support.

Pupils are not required to have any previous knowledge of Spanish or Catalan.

#### Primary School

Entrance to the Primary School requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous school should be presented. The interview will be primarily with the Head of Primary who will show the prospective parents

around the school informally introducing them to different members of staff and showing various classrooms and the facilities. Normally the parents will be shown the class for which they are applying. The last part of the interview will be with the Finance Manager who will discuss fees, class placement and start dates. The Head of Primary School who will assess the child and decide if a placement test is needed.

Pupils from International schools abroad may sit the placement tests at their current school; however the school must accept responsibility for supervision.

Pupils with no/little prior knowledge of English must agree to a programme of extra English as recommended by the school. Pupils with SEN (Special Educational Needs) may need extra tuition or support the school will recommend what is needed. Parents are liable in both cases for the incurred costs in addition to the normal school fees.

New pupils are not required to have any previous knowledge of Spanish or Catalan. Pupils joining with a low level or no prior knowledge of Spanish will be placed in the non-native Spanish group and encouraged to engage in extracurricular activities which will help to improve their level. Pupils that are Spanish nationals will receive Catalan classes, in accordance with the requirements of the Ministry of Education in Spain.

## **Secondary School**

Entrance to the Secondary School requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous school should be presented. The interview will be primarily with the Head of Secondary who will show the prospective parents around the school informally introducing them to different members of staff and show various classrooms and the facilities. Normally the parents would be shown the class for which they are applying. The final part of the interview will be with the Finance Manager who will discuss fees, class placement and start dates. The Head of Secondary School who will assess the child and decide if a placement test is needed.

Pupils from International schools abroad may sit the placement tests at their current school; however the school must accept responsibility for supervision.

Pupils applying to the Secondary School should have a good level of English and preferably attended a UK or an English speaking International school. As part of the conditions of an offer of place, parents must agree to a programme of extra English if recommended by the school. Parents are liable for the incurred costs in addition to the normal school fees.

Pupils with SEN (Special Educational Needs) may need extra tuition or support the school will recommend what is needed. Parents are liable for the incurred costs in addition to the normal school fees.

All pupils are required to follow a programme of validation studies (Spanish language and humanities) as set out by the Ministry of Education in Spain. The school makes provision for new pupils entering the Secondary School with no prior knowledge of Spanish by being placed in a lower level non-native group and where possible including extra Spanish classes on the time-table. Pupils that are Spanish nationals will receive Catalan classes, in accordance with requirements of the Ministry of Education in Spain.

## **Secondary School - Year 11**

Entrance to the Year 11 requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous school should be presented. The interview will be primarily with the Head of Secondary who will show the prospective parents around the school informally introducing them to different members of staff and show various classrooms and the facilities. Normally the parents would be shown the class for which they are applying. The last part of the interview will be with the Finance Manager who will discuss fees, class placement and start dates. The Head of Secondary School who will discuss available options.

Pupils from International schools abroad may sit the placement tests at their current school; however the school must accept responsibility for supervision.

Pupils applying for admission into Year 11 must have studied the first year of the (I) GCSE course (Year 10) in the British System the year prior to their entry to Morna International College. The examination boards in their current school must coincide with the examination boards used at Morna International College.

It may be necessary for the student to enter Year 10 and begin the 2 year (I) GCSE course again.

Pupils entering Year 11 may be restricted in their option choices by the size of existing classes, or the availability of subjects.

## **Secondary School – Years 12 & 13**

Entrance to the Years 12 & 13 requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous school should be presented. The interview will be primarily with the Head of Secondary who will show the prospective parents around the school informally introducing them to different members of staff and show various classrooms and the facilities. Normally the parents would be shown the class for which they are applying. The last part of the interview will be with the Finance Manager who will discuss fees, class placement and start dates. The Head of Secondary School will discuss A-Level options.

Pupils from International schools abroad may sit the placement tests at their current school; however the school must accept responsibility for supervision.

Pupils from the British system applying for admission into Year 12 are required to have a minimum of 5 passes at (I) GCSE (including Mathematics and English as a first Language).

Pupils from other international systems wishing to join Year 12 may be required to take a placement test based on (I) GCSE standard for Year 11.

## **Promotion to the following year**

Once a child has joined Morna International College, promotion to the following year is normally automatic, however if an adequate academic level has not been reached and there is reason for concern, the Head of section will discuss options with the parents and pupil, which could include repeating the year.

## **Returning Students**

Pupils who leave Morna International College for any reason may not be automatically accepted if they wish to return.

Pupils who wish to return should reapply and provide current academic reports.

Any pupil who has been absent from school for one term or more and has not paid school fees during the time of absence will be required to pay the full inscription fee of 1000€.

## **Documentation / Application**

An application for a place in the school may be made by completing and returning the official application form, which is available in both English and Spanish on the school website or from the School Office.

The final page of this form is a documentation check list, which will all need to be provided to the school.

The parent and child (depending on age) are expected to sign in agreement with the terms and conditions of the school.

There is also a data protection information which also has to be signed before entry into the school.

## **Confirmation of Places**

All admissions to the Morna International College are considered by the Head of Schools and the Finance Manager and a provisional verbal offer will be made probably by the Finance Manager. All offers are subject to fully completed application form and the receipt of required documentation, the place is confirmed when the inscription fee has been paid.

A pupil cannot start at Morna International College unless the school's finance department has received payment confirmation for both the inscription fee and the corresponding terms fee.

## **Leavers**

We would expect a minimum of 1 terms notice in writing if a pupil wishes to leave the school. This should be sent to the school secretary who will then distribute to the relevant staff members.

Please see **Finance Policy** for further details.