

2026/2027

Admissions Policy

WHOLE SCHOOL



SINCE 1973

Updated by:

Executive Director

Overview

Morna International College's Admissions Policy aims to ensure that the educational needs of each student are carefully considered throughout the admissions process. The school is non-selective and seeks to provide an inclusive education for all students, whilst remaining realistic about the level of educational, pastoral and additional support it is able to provide.

Admission is based on the student's age and the availability of places within the appropriate year group.

Admissions decisions will be made fairly and without unlawful discrimination. Where an applicant has SEND, a disability or other additional needs, the school will consider the individual circumstances of the student, any reasonable adjustments that may be required and whether the school can appropriately meet the student's needs. The existence of SEND, a disability or other additional need will not, in itself, prevent admission. However, where the school reasonably determines that it does not have the specialist provision, staffing, resources, facilities or expertise required to meet the student's individual needs appropriately, or that the level of support required is beyond that which the school can reasonably provide, the school may be unable to offer a place.

As part of the admissions process, the school may request confidential references from the applicant's current or previous school relating to academic progress, behaviour, attendance and, where appropriate, fee payment history.

The school reserves the right to refuse admission where, in its professional judgement, it believes that it would be unable to meet the educational, pastoral or welfare needs of the student, or where admission would not be in the best interests of either the student or the wider school community.

- ❖ Siblings of current students.
- ❖ Applicants whose previous school reports demonstrate positive academic progress, good behaviour and the potential to thrive at Morna International College.
- ❖ Children with one or both English-speaking parents.
- ❖ Families relocating to Ibiza or elsewhere in Spain.
- ❖ Children of former Morna International College students.

The priority factors are not listed in order of importance, and no single factor automatically determines whether an applicant will be offered a place. Each application is considered individually, taking into account the availability of places, the needs of the student, the composition and needs of the relevant year group, and the school's ability to meet the student's educational and pastoral needs. Where more than one suitable applicant is being considered for a limited number of places, the school will consider the priority factors set out in this policy alongside the individual circumstances of each application. Where applicants are considered equally suitable and there is no other basis on which to distinguish priority, preference will normally be given to the applicant whose completed online application form was received first.

Admissions decisions will be made fairly and without unlawful discrimination, and the existence of SEND, a disability or other additional need will not, in itself, determine an applicant's priority or suitability for admission.

The following members of staff are responsible for overseeing the admissions process and ensuring the smooth integration of new students into the school. Throughout the admissions process, any educational, pastoral, behavioural or additional learning needs will be identified wherever possible so that appropriate recommendations and support arrangements can be considered before a place is offered.

- Helena Suárez - Admissions Officer
- Bernie Cox - Head Teacher
- Julie Harwood – Executive Director
- Siân Griffiths - Head of Early Years Foundation Stage
- Fiona Robertson - Head of Primary
- Jon Brook - Head of Secondary
- Zahrah Fazil - Head of Sixth Form
- Ian Edwards - EYFS & Primary SENCO
- Sotiria Vlahodimou – Assistant Head Behaviour & Culture & Secondary SENCO
- Julie Alford - Head of Academic Organisation & Training
- Sona Slobodova - Key Stage 4 Pastoral Leader
- Kim Clifton - Key Stage 3 Pastoral Leader

Admissions Criteria

Early Years Foundation Stage (Nursery and Reception)

Admission to the Early Years Foundation Stage normally begins with a meeting involving the parents and child. Wherever possible, families will also meet with the Head of Early Years Foundation Stage before a place is confirmed.

A formal trial morning is not normally required for children applying to the Early Years Foundation Stage. However, where the school considers it beneficial, an observation session or additional visit may be arranged.

Reports from the child's previous nursery or educational setting should be provided where available.

Applicants should meet the following criteria:

- The child is of the appropriate age for the year group.
- The school has an available place.
- Parents support the ethos and values of the school.
- Children must be fully toilet trained and no longer wearing nappies.
- Students with no prior knowledge of English may be admitted without requiring additional English language support.
- No prior knowledge of Spanish or Catalan is required.
- Parents are expected to be transparent about any known or emerging Special Educational Needs or Disabilities (SEND) during the admissions process. Admission is subject to the school being able to meet the child's needs.

Primary School (Years 1–6)

Admission to the Primary School normally includes a meeting with the student and their parent(s), together with the submission of previous school reports. Applicants will participate in a trial morning as part of the admissions process.

Applicants should normally demonstrate:

- Age-appropriate academic ability and readiness for the relevant year group.
- Positive academic and behavioural reports from their previous school.
- A willingness to participate fully in school life.
- Sufficient English language proficiency, or the ability to access the school's English as an Additional Language (EAL) programme, where appropriate.

In addition:

- Students with limited or no prior knowledge of English may be required to participate in the school's English as an Additional Language (EAL) programme.
- Students with identified or suspected Special Educational Needs (SEN) may require further assessment before admission. Where appropriate, recommendations will be made, and parents will be responsible for the cost of any agreed additional support.
- No prior knowledge of Spanish or Catalan is required. Students receive language teaching appropriate to their current level of proficiency and individual learning needs.

Secondary School (Years 7–13)

Admission to the Secondary School includes a meeting with the student and their parents, together with the submission of previous school reports. Applicants will participate in a full trial day as part of the admissions process.

Years 7–10

Applicants should normally demonstrate:

- Positive academic and behavioural reports from their previous school.
- Sufficient English language proficiency, or the ability to reach the required standard through the school's English as an Additional Language (EAL) programme within a reasonable period.
- The ability to adapt successfully to the English National Curriculum.

Year 11

Admission into Year 11 is considered on an individual basis and is not normally recommended due to the advanced stage of GCSE courses and differences in curriculum content, examination boards and the order in which topics are taught between schools.

Applications will be carefully reviewed, and a place will only be offered where the school is satisfied that the student has a realistic opportunity to successfully complete their GCSE courses.

Sixth Form (Years 12–13)

Year 12 - Applicants will normally require:

- A minimum of five GCSE passes (grades 9–4 or equivalent), or an equivalent international qualification.
- At least Grade 6 (or equivalent) in the subjects they wish to study at A Level.
- Applicants from educational systems that do not follow the GCSE curriculum may be required to complete additional placement assessments.

Year 13 - Applications to join Year 13 are considered on an individual basis. Applicants should normally demonstrate:

- Appropriate AS Level qualifications (or equivalent).
- That their previous course of study aligns closely with the A Level courses offered by the school.
- A realistic opportunity to successfully complete their A Level programme of study.

Promotion to the Next Year

Once enrolled at Morna International College, promotion to the next year group is normally automatic. However, the school reserves the right to refuse promotion where a student's academic progress, attendance or behaviour does not meet the standards expected by the school. This is particularly relevant for progression into Years 12 and 13, where students must satisfy the entry requirements for their chosen courses of study.

Trial Mornings and Trial Days

Applicants from Years 1–6 will participate in a trial morning, while Secondary applicants from Years 7–12 will participate in a full trial day as part of the admissions process.

The trial morning or trial day enables the school to assess the student's academic ability, English language level, behaviour, social interaction, attitude to learning and overall suitability for the school environment. It also gives prospective students the opportunity to experience life at Morna, meet staff and fellow students, and become familiar with the school before making a decision.

For students applying to the Secondary School, the trial day will normally include a Cambridge Insight (formerly CEM) baseline assessment together with an Oxford Placement Test to assess English language proficiency.

Cambridge Insight is a curriculum-independent assessment used as a placement tool rather than an entrance examination and helps the school identify each student's academic potential, individual strengths and any additional support that may be required.

The Oxford Placement Test is an adaptive assessment that automatically adjusts the difficulty of the questions according to the student's responses in order to establish their level of English accurately. It assesses both Use of English (grammar and vocabulary) and listening, and the results are aligned with the Common European Framework of Reference for Languages (CEFR), providing an internationally recognised English language level (for example, A2, B1 or B2). The assessment typically takes between 45 and 60 minutes to complete and assists the school in determining whether English as an Additional Language (EAL) support may be required.

Where a family is applying from overseas or from a significant distance and it is not reasonably practicable for the student to attend a trial morning or trial day before relocating to Ibiza, the school may, at its sole discretion, consider an application without a trial morning or trial day. In such cases, the relevant Head of Section may, with the approval of the Head Teacher, determine whether a place can be offered based on previous school reports, confidential references, online meetings and any additional information or assessments requested by the school.

Any offer made under these circumstances may be conditional upon the student's successful integration into the school. The school reserves the right to recommend additional English as an Additional Language (EAL) or Special Educational Needs (SEN) support where appropriate and, where it subsequently becomes evident that the school is unable to meet the student's educational needs despite reasonable adjustments, to review the student's placement in accordance with the School's Terms and Conditions.

Trial Morning and Trial Day Arrangements

Parents will receive confirmation of the arrangements in advance. As a general guide, prospective students should be brought to the Main Office (Reception) at the following times:

- Primary School: 8:45 a.m.
- Secondary School: 8:30 a.m.

Prospective students are welcome to wear their own clothes, although we recommend clothing that is as close as possible to the Morna school uniform. Students should also bring a named water bottle and a healthy snack for morning break. Secondary applicants will be provided with lunch in the school dining room as part of their trial day.

Upon arrival, students will be welcomed and collected from the Main Office (Reception) by the appropriate member of staff for their section of the school.

As a general guide, trial mornings finish at around 12:30 p.m. for Primary School applicants. Secondary trial days normally finish at 4:10 p.m.

Where appropriate, students and/or parents may be invited to meet with the relevant Head of Section, Admissions Officer, Pastoral Lead, SENCO or another appropriate member of staff at the end of the trial morning or trial day to discuss the student's visit and the next steps in the admissions process. If such a meeting has been arranged, parents will be advised in advance.

Parents will normally be informed of the outcome of the admissions process within a few working days of the trial morning or trial day.

Admission Timings

Early Years Foundation Stage & Primary School

Students may join the Early Years Foundation Stage and Primary School at various points throughout the academic year, subject to the availability of places. However, as many year groups are now at or close to capacity, parents are strongly encouraged to apply well in advance to reserve a place wherever possible. Admission is generally encouraged at the beginning of the academic year or at the start of the Spring or Summer Term to support a smooth transition. Please refer to the Finance Policy for details of the associated fee arrangements.

Secondary School

Students may also be admitted throughout the academic year, subject to the availability of places. However, due to the nature of the curriculum, admission is strongly encouraged at the beginning of the academic year or at the start of the Spring or Summer Term.

Admission at other times will only be considered in exceptional circumstances and is subject to approval by the Head of Secondary and the Head Teacher. In particular, admission during the academic year into examination year groups (Years 10–13) is highly unusual due to the advanced stage of GCSE and A Level courses and will only be considered in exceptional circumstances. Students joining these year groups would normally be expected to commence at the start of the academic year.

Returning Students

Students who leave Morna International College are not automatically entitled to re-enrol and must complete the full admissions process before a place can be offered.

Where a student has been absent from the school for one term or more and school fees have not been paid during that period, a re-entry fee will apply. This is currently set at 50% of the standard inscription fee (€1,500 for the first child and €1,000 for siblings). Please refer to the Finance Policy for full details.

Admissions Procedure

The Admissions Office is the family's primary point of contact throughout the admissions process. The Admissions Team coordinates appointments, manages all documentation, provides regular communication and guidance, and ensures each stage of the admissions journey progresses smoothly.

1. Initial Enquiry

Prospective parents may contact the school by telephone, email or through the school website to make an initial enquiry. The Admissions Office provides basic information and encourages prospective parents to refer to the school's website, where comprehensive information about the school and its admissions process can be found. Parents wishing to explore a place at the school are invited to complete the online enquiry form

(available under "Book a Visit" on the school's website), after which the Admissions Office will arrange the next stage of the admissions process, including an on-site or online meeting where appropriate.

2. On-site Meeting

The Head Teacher provides a tour of the school, introduces key members of staff and discusses the school's educational philosophy and curriculum.

The Executive Director explains the school's ethos and day-to-day operation, discusses the admissions process and next steps, provides parents with the QR code to access the online application form, and concludes the meeting by explaining the school's fees, payment schedule and other financial matters.

2.1 Online Meeting

Where parents are unable to visit the school in person, the Admissions Office will arrange an online meeting with the Head Teacher. Prior to the meeting, parents will be provided with electronic copies of the relevant school handbooks, admissions information and other key documentation.

Should the family wish to proceed with the application and subsequently visit the school for a trial morning, trial day or another appointment, an on-site meeting with the Executive Director will be arranged before a place is formally offered.

3. Online Application Form

If the parents wish to proceed with the formal application, they complete the school's online application form using the QR code provided during the initial meeting. The application includes the upload of all required supporting documentation and the digital acceptance of the School's Terms and Conditions, the Morna Community Code and all other relevant school policies.

The Admissions Office reviews the documentation before arranging any trial morning or trial day to ensure the school is fully informed of any medical conditions, allergies, dietary requirements, safeguarding information, SEN, EAL or any other additional needs.

Applications are made for the specific academic year stated on the application form. Where a family subsequently requests to defer or transfer an application to a different academic year, this will be treated as a change to the original application and will be subject to availability and the school's admissions requirements at that time. Any associated financial implications or charges will be applied in accordance with the School's Finance Policy.

4. Trial Morning / Trial Day

Where appropriate, students are invited to attend a trial morning or trial day. These are coordinated by the Admissions Office and cannot be arranged until the completed application form, and all supporting documentation have been received.

For children applying to the Early Years section, there will normally be an additional meeting with the Head of Early Years, usually on a Thursday morning, rather than a full trial morning.

5. Admissions Review

Following the trial morning or trial day, the Head of Section, together with the Head Teacher and, where appropriate, SEN or EAL staff, reviews the application before making an admissions decision.

6. Letter of Offer

The Admissions Office normally communicates the outcome of the application by email within one to two weeks.

Applicants will receive one of the following:

- An offer of a school place, including the proposed start date.
- A place on the waiting list.
- A request for an additional trial morning or trial day.
- Notification that the application has been unsuccessful, together with an explanation where appropriate.

Where a place is offered, the Finance Office is copied into the correspondence, and an Inscription Fee invoice is issued. Once the Inscription Fee has been paid, the student's place is confirmed in accordance with the School's Finance Policy.

7. Waiting List

Where a year group is full, suitable applicants will be offered a place on the waiting list. Placement on the waiting list does not guarantee that a place will subsequently become available.

The waiting list is not operated solely on a first come, first served basis. Where a place becomes available, the school will consider the applicants currently on the waiting list, taking into account the admissions priority considerations set out in this policy.

Where applicants have equal priority, preference will normally be given to the applicant whose completed online application form was received first.

The financial arrangements relating to joining the waiting list, including inscription fees and refunds, are set out in the School's Finance Policy

8. Bursaries and Scholarships

Please refer to the School's Finance Policy for details of bursaries, scholarships and associated financial arrangements

Policy Information

Policy Title	Admissions Policy
Policy Owner	Executive Director
Responsible Officer	Admissions Officer
Applies To	Prospective Families
Approved By	Senior Leadership Team
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Next Review Date	20 th July 2027
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