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# The British School of Gran Canaria

## **Admissions**

### Policy Document

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# THE BRITISH SCHOOL OF GRAN CANARIA

## ADMISSIONS POLICY

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### 1. Scope

This policy applies to all applicants and applications to join the student body of The British School of Gran Canaria.

### 2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

**Vision** - the public declaration of the BSGC high-level future goals.

**Mission** – BSGCs public declaration of its day-to-day operational objectives, its educational values, and commitments to its students and community.

**Infant** – the sector of the school that includes Nursery, Reception, Year 1 and Year 2 (+ Pre-Nursery in South School).

**Junior** – the sector of the school that includes Years 3 to 6.

**Secondary School** – the sector of the school that includes Years 7 to 13.

**National Curriculum** – curriculum delivered in state schools in England.

**SEND** - Special Educational Needs and Disabilities.

### 3. Rationale

The British School of Gran Canaria welcomes children of all nationalities whose families are committed to the school's Vision and Mission and who wish embrace the British-based education offered by the school.

The school is committed to equal opportunities and does not discriminate against individuals on the basis of race, colour, sex, sexual orientation, religion, disability, age, or national or ethnic origin. We may take into account factors including an applicant's prior education and their linguistic background in order to fulfil the school's mission of providing education in English. The school's ability to meet specific educational needs may also be considered during the admissions process.

(Please reference the school's Equal Opportunities Policy and Learning Support Policy.)

### 4. Access

The British School of Gran Canaria, being a British school based in Spain, has certain requirements and limitations that are considered when accepting pupils for places within the school.

English Language Ability - English is the main language of communication and learning within the school and the ability to successfully access the curriculum and thrive within our English language-based learning environment is an essential requirement in our admissions process.

Children in the Infant years are admitted regardless of their level of English, providing there are no other additional learning needs. Students seeking entry into the Junior years must have sufficient competency to be able to access and benefit from our academic programmes or be capable of attaining the expected level of English within a reasonable period of time. If the school has concerns regarding an applicant's ability to access the curriculum, a Level of English test may be administered.

Entry to Secondary School requires that students have the level of English necessary to access the full curriculum and to be able to meet the rigorous standards for international examinations. Applicants must also have the required degree of competency in Maths. Applicants will be evaluated by a written Level of English test, a standardised reading assessment, a Maths Test and a personal interview.

Academic and Attitudinal Information - Students from Year 2 upwards will also need to provide their previous school's reports from the last two years for admission into Primary, and for the last three years for admission to Secondary.

Learning Needs – The school seeks to provide a supportive and appropriate learning environment for all students and, in order to achieve this, the school needs to fully understand each applicant's individual requirements, to ensure that such a learning environment can be provided. Applicants with mild social/emotional issues, learning differences or other learning needs may be assessed by our learning support staff or may be required to provide specialist reports and an agreement of collaboration between school and external specialist(s) to support the student.

Admissions decisions are made by the Head, based on the recommendation of the learning support staff.

It is important to note that all learning needs must be fully disclosed in the application process. Reports of professional assessments, along with details of extra support the applicant is receiving, must also be provided at the time of application. Failure to fully disclose such information at this time may result in revocation of admission or a student's place in the school. The admission of students with SEND is dependent on collaboration with a school-approved specialist.

## **5. Year Groups and Entry**

The British School of Gran Canaria, closely follows the National Curriculum, but uses the age groupings for classes as applied within the Spanish education system. Therefore, placement based on a child's birth date, with students from each particular year group being born within the same calendar year, i.e. 1<sup>st</sup> January to 31<sup>st</sup> December.

The school strongly believes that placing students in a class with similarly aged peers is important for academic, social and emotional reasons. There may be special circumstances for considering assignment to another year group but this will be in exceptional circumstances and the school's

decision is final. It should be noted that Spanish nationals are not permitted to enter a year group ahead of their specified group without special authorisation from the local education authorities.

All children entering the Nursery class must be able to use the toilet independently.

## **6. Applying to BSGC**

Nursery – Families considering making an application may visit the school in order to get first-hand information on the school. If a family wishes to apply for a place, they should submit an application form. They may be invited to an interview as the next stage in the process. Where possible, both parents should attend this interview.

Reception to Year 6 – We encourage families to visit the school before making an application. On receipt of an application for Year 3-6, a request will be made for two years of current and prior school records and a confidential recommendation from a classroom teacher. Without obligation, we may also invite applicants to attend school on a trial basis to assess their ability to access the curriculum. After an initial screening, parents will be invited to an interview.

Secondary – On receipt of an application for a student to enter the older year groups several evaluations will be organised including standardised reading assessment, an extended piece of writing in English and a Mathematics test. On reviewing an applicant's suitability, we carefully consider their school reports. After an initial screening parents will be invited to an interview. The student will also be interviewed.

Sixth Form - For entry to Sixth Form students must have 5 passes at IGCSE, or equivalent, including a B/5 grade in English. Also, they must obtain a minimum C/5 grade in any subject they wish to study at A level. An applicant's suitability will be assessed by reviewing their school reports as well as a confidential recommendation preferably from a current English teacher. After an initial screening, parents will be invited to an interview. The student will also be interviewed.

## **7. School Decision**

On receipt of an application and all the supporting information, the school will review each case, evaluating the student's compatibility with the school's mission and expectations. In addition, BSGC Application Criteria will be used to prioritise the allocation of place.

- Applicants with siblings currently within the British School.
- First language English speakers.
- Children of Former Pupils of the school.
- Applicants transferring from COBIS or other recognised British overseas school.
- Number of siblings applying to the school.

- In exceptional circumstances the standard class size will be increased from 25 if it is deemed positive for the students and institution to accept a first language English speaking student into the school.

In all applications, the school reserves the right of final decision.

## **8. Accepting an Offer for a Place at BSGC**

Once the application is accepted and a place offered, the applicant's family must confirm acceptance by paying the non-refundable Registration fee and signing the BSGC Registration Agreement. Failure to complete this process will signify that a family has not accepted the offer and the place may be opened to another candidate.

## **9. Waiting Lists**

When the number of eligible applicants exceeds the availability of spaces for a particular year group, students may be placed on a waiting list until a place becomes available. In such cases, the above Application Criteria will apply. We will also consider other criteria in selecting students from the waiting list, including their academic proficiency, wider skills they might bring to the school, and the gender balance of the class or year group.

When placing an applicant on a waiting list, we try to provide the family with a realistic assessment of the chances of, and possible timing for, admission. However, families should be aware that the admissions process is dynamic and unpredictable. We periodically contact parents of applicants on the waiting list to update them on their status and to confirm whether they wish to remain on the list.

The UK Government DfE document *Free school admissions guidance - Mainstream admissions* December 2014 (v3) was used to guide this policy.