



**COGNITA**

# **Applications and Admissions Policy**

## **SPAIN**

### 1 Introduction

- 1.1 Hastings School is an independent academically selective day school for children aged 2 to 18 years.
- 1.2 The aims of this policy are:
  - to set out the criteria and procedure for enquiries, pre-registration events, and admissions which are clear and fair; and
  - to ensure that the abilities and aptitudes of applicants joining Hastings School (**‘the School’**) matches the ethos and standards of the School and may benefit from the opportunities offered at the School, able to make a positive contribution to the life of the School.
- 1.3 References to parents in the policy means a parent or legal guardian (or the parents or legal guardians) of a child or applicant to the School.
- 1.4 This policy is available on the School website.

### 2 Equal Treatment

- 2.1 The School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in Early Years.
- 2.2 All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, or any disability or social background. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 2.3 If an applicant has any allergies, medical conditions, special educational needs, or a disability, parents or guardians must notify the School on the Registration Form, providing full written details in the dedicated space provided on the form.
- 2.4 Parents must let the School know about any particular requirements which may affect a child's ability to participate in a taster/trial session or day in School and/or their ability to participate in any pre-admission assessments so that the School can make appropriate provision for them.
- 2.5 Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, or a relevant medical report or any education/healthcare plan which may be in place with respect to their child, and the School may need to discuss provision with external agencies. This is so that the School can assess the child's needs, what support is required and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to adequately access the education and opportunities offered at the School and that the School is able to ensure their health and safety, and the health and safety of others (including staff and pupils). The cost of such reports will usually be the responsibility of the parent.
- 2.6 Where a prospective pupil has a disability, the School will discuss with parents (and their child's medical advisers, where appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

- 2.7 There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's disability or special educational needs. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to adequately access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 2.8 Sometimes, the situation of pupils with disabilities and/or special educational needs changes. The School requires parents to be pro-active and transparent in updating the School as to any relevant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School (where a place has been offered). However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

### 3 Enquiries

- 3.1 All enquiries and applications should be made to the Admissions Department, please click here to go to the website and arrange a visit [Admissions process](#) . The Admissions Officers will ensure that you have all the information you need or alternatively you can phone Admissions: 91 825 21 52

### 4 Visits

- 4.1 Prospective parents are encouraged to visit to see the School in action and to meet the Leadership Team. Throughout the year there are open days which are an opportunity to meet the staff and for pupils to have hands on experience of teaching and learning activities. Details about scheduled open days are published on the School website as well as details of how to arrange informal visits. [Visits to the school](#)

### 5 Registration

- 5.1 Following a visit, meeting or interview with the school, and the corresponding entrance tests, the school will extend the offer of a place to the family. Parents wishing to register their child should complete the Admissions Registration Form, read and sign the Parent Contract and return this documentation with the non-refundable Registration Fee.
- 5.2 The School will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is only confirmed when the school has made a formal offer and after the Registration Fee and documentation has been submitted by parents.

### 6 Taster Days

- 6.1 We may offer Taster sessions to give us an opportunity to assess an applicant in order to ensure that we can meet the child's educational needs and also for the child to get an opportunity to spend some time in the school and get to know their potential classmates.

### 7 Admission to Pre-Nursery and Nursery

- 7.1 In Pre-Nursery, pupils are normally 2 years old by that September. Under Spanish law children may be admitted in Pre-Nursery if their second birthday is during the first term of the academic year. It is not expected that children are toilet-trained before starting Pre-Nursery. No formal assessment of children in Pre-Nursery is undertaken. However, parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic; in some rare cases a place will not be offered if we judge that we are unable to support a child's specific needs appropriately or that they will not flourish in the environment that we offer.
- 7.2 In Nursery, pupils are normally 3 years old by that September. Under Spanish law children may be admitted into Nursery if their third birthday is during the first term of the academic year. It is a requirement of the school that children entering into Nursery are toilet-trained. No formal assessment of children is undertaken. Parents will be asked however about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that we are unable to support a child's specific needs appropriately or that they will not flourish in the environment that we offer.

### 8 Admission to Other Year Groups

- 8.1 Children joining the school in Y1 should have an age-appropriate level of English. We also like to see the latest reports for the pupil and for the child to meet the Head of Teaching and Learning for KS1.
- 8.2 Pupils applying for primary places in Year 2 and above must have an age-appropriate level of spoken and written English, plus an age-appropriate understanding of numeracy. In order to assess this, we ask pupils to complete some written assessments in controlled conditions. We need to see the most recent reports and for the child to meet the Head of Teaching and Learning. This can be done online if necessary.
- 8.3 When a pupil joins the Secondary school, we need to make sure that any student who joins us already possesses a suitable level of spoken and written English, so that they can make good academic progress from their first day at school. We will need to have the child's two most recent school reports. Potential students may be asked to sit English and Mathematics exams, or exams specific to the subject areas they wish to study, depending on each child's individual application. These exams will be appropriate to the child's year group.

#### 8.4 Applications to Sixth Form

Hastings School welcomes applications to join the Sixth Form from existing Year 11 students of the school and those Year 11 students currently attending other schools. Any offer to study in years 12 and 13 will be subject to certain conditions being met by the applicant. We offer both IB Diploma and A levels so students have a choice of which pre-university qualification to take.

All students entering the Sixth Form must commit to beginning at least 3 AS subjects or the full IB Diploma. Priority is always given to existing pupils in our Year 11 transferring into the Sixth Form who obtain a minimum of the following grades at IGCSE:

- C (Level 5) in English Language
- C (Level 5) in Maths
- B (Level 6) in at least 3 other subjects

Student should obtain at least a B grade (Level 6) in subjects they wish to study at A level or at IBDP Higher Level, apart from in the following subjects where the requirement is higher:

- Mathematics A Level - A grade (Level 7)
- Physics A Level and IB Higher Level - A grade (Level 7)

- Chemistry A Level and IB Higher Level - A grade (Level 7)
- Further Mathematics A Level / IB Higher Level – A\* grade (Level 8)

In AS/A2 Art & Design, where a student has not studied iGCSE Art, a portfolio of work must be presented to the Head of Art and Photography for evaluation.

### **For external applicants with IGCSEs**

The above requirements apply but also school reports and the interview will be very important to assess a student's work ethic, approaches to learning, organisation, academic curiosity and ability to work independently.

### **For external applicants without IGCSEs**

Entry requirements for students without IGCSEs are considered on a case-by-case basis during the admissions process and extra tests and/or interviews with relevant Heads of Department may be required.

#### 8.5 Over subscription

Following the admission of existing internal students transferring from Year 11, all remaining places will be allocated to students who have made an application, been made a conditional offer, and who have met those conditions (normally based upon iGCSE results in relation to the subject choice of the applicant) included in the offer. Where there are too many applicants for any given year group, parents may wish to have the name of their child(ren) placed on the relevant waiting list (for which an administrative fee is charged). Places are offered on a first come first served basis in accordance with the criteria outlined above

## **9 Fluency in the School's language of instruction**

- 9.1 In order to cope with the academic and social demands of the School pupils must have an appropriate working knowledge of the school's language/s of instruction. Tuition in English as an Additional Language (EAL) can be arranged at an additional cost and this may be a condition of acceptance.
- 9.2 Applicant pupils may be required to undertake a language proficiency assessment before a place is offered and an interview, either in person or online.

## **10 Allocation of Places, Offers and Waiting List**

- 10.1 A place is only available once a formal offer has been made by the School and the required registration fee has been received by the School in return.
- 10.2 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:
- Current family association – a brother or sister already at the school and/or on the waiting list.
  - Prior educational history – the presentation of previous school reports/grades and/or examination results showing a good level of academic attainment and effort.
  - Entrance assessments – see above.
  - Interview – Hastings School actively seeks prospective students who demonstrate commitment and motivation towards their own education at interview.
  - Teacher's reference – in some cases a previous teacher's reference will be required.
  - Financial report – confirmation of an acceptable financial report from a previous school may be sought
  - Duration of stay in Madrid.

- 10.3 The parents of each applicant will be informed within one week of their application whether a place is available. The School will not be obliged to state its reasons for declining a request for admission.
- 10.4 If no place is available, parents may place their child's name on the waiting list for the School. The School cannot guarantee when a place may become available.
- 10.5 The School reserves the right to withdraw an offer of place in circumstances when the School becomes aware that material information provided as part of the child's application is intentionally false or misleading.

### 11 Appeal

- 11.1 There is no right to appeal a decision not to admit a pupil to the School. The decision of the Headteacher is final. The School's complaints procedure is not available for prospective parents or in respect of prospective pupils.

### 12 The Parent Contract

- 12.1 The terms upon which the School educates each child are set out in the School's Parent Contract as amended from time to time, which will be made available to parents as part of the admissions process.

### 13 Admissions Register and Record Keeping

- 13.1 The School maintains an Admissions Register.
- 13.2 Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notice and Data Retention Policy. The School will not hold the personal data of your child or you for longer than is necessary for a lawful purpose.
- 13.3 For each pupil, the Admissions Register must contain:
  - Name in full;
  - Gender;
  - Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility.)

Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the School that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;
  - At least two emergency contact numbers for pupils with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible);
  - Day, month and year of birth;
  - Day, month and year of admission or re-admission to the School;
  - Name and address of the School last attended, if any.
- 13.4 The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the School year. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts.

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