



Admissions Policy

September 2017

Nursery

Children are welcomed into Park Lane from the age of three. No formal assessment is undertaken for children entering Nursery, although parents will be asked about their child's general development and any identified special needs prior to a place being offered. We require children to have basic toilet training in Nursery; however, staff realise that children of three are not always totally reliable in this respect.

Foundation Stage Procedures

Before a child attends, we work with his/her parents to decide on the best way to help the child to settle into school and where necessary implement a transitional action plan. This is also a good time to discuss how long the first few days will be. We encourage pupils to visit on at least 3 occasions before the first day. The length of these visits can vary due to individual needs but should be agreed with the classroom teacher beforehand.

Before any initial visits, we provide each child with an 'All about me' booklet which they will complete at home with their parents. This booklet will then be brought back to school and given to the child's teacher during their initial visit. This will provide the teacher with a good understanding of your child which will in turn support their transition into school. Where possible a home visit will be offered to each new family starting at Park Lane.

Reception and Key Stage 1

Children joining the School at 4+, 5+ and 6+ undertake an informal assessment before a place is offered as part of their trial day/s. For children joining Reception, this takes the form of simple activities to assess fine motor skills and other basic abilities. For children joining Year 1 and Year 2, the assessment requires that children show a little of their achievements in reading, writing and mathematics. Reports from previous settings will be requested.

Assessments are made to identify potential and a willingness to engage in the tasks. We understand that children come to us with differing pre-school and school experiences, and at varying stages of development.

Key Stage 2

Children wishing to join the school in Key Stage 2 (Years 3,4,5 and 6) undertake written assessments in reading, mathematics and non-verbal reasoning. These are standardized NFER papers, which are age-related. Reports from current schools, behaviour, previous learning experiences and special needs are also taken into

account. The assessments are taken with the Head or Deputy Head of Primary, following which the pupil spends the remainder of the school day with their peer group.

Allocation of Places

In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

- The results obtained in entrance assessments
- The presence of siblings within the School or requiring entry
- The length of time the child has been registered for entry
- Reports/References from previous schools
- Preference may be given to families who are relocating

The criteria for admission to the School apply equally for all children, regardless of disability, ethnicity, race, religion, sexual orientation, gender or social background.

Special Educational Needs and Physical Disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us in detail before registering for a place and before he or she takes any entrance assessment. This will enable the School to determine if their needs fall within the scope of our Learning Support provision (this may be at an additional cost) and to determine if the nature of the School site can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss the provision with the family's medical advisers to assess how the child's needs could be met, should they become a pupil at the school.

Sibling policy

Most siblings join us at Park Lane International School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different learning environment.

The school undertakes to accept your child as a pupil of the primary school from the time of joining the school until the end of his/her next stage of schooling; the stages are Foundation Stage/Key Stage 1/Key Stage 2. It is anticipated that all children will make appropriate progress and hence a smooth transition through each stage of their education at Park Lane International School. Should this prove not to be the case,

parents will be informed of any concerns at the earliest opportunity. Pupils have the opportunity to transfer to Park Lane Senior School at the end of Year 6, providing they meet the entry requirements and a place is available.

Year 6 Transfer Tests for entry into Year 7 (11+)

Boys and girls applying to enter the Senior School at 11+ are required to sit a Transfer Assessment or Entrance Assessment. This is normally taken in February prior to the September entry but other special arrangements can be made. The assessments comprise of an English Proficiency Test and an online selection test involving vocabulary challenges and maths skills.

In the case of new entrants, the Principal will also request a confidential reference from the applicant's current school along with copies of school reports for the past two years. Any late applicant, after the Entrance Assessment, may sit the tests by appointment and, if successful, will be offered a place if available or a place on the waiting list if the year group is fully subscribed.

In addition to the entrance assessments, all candidates for places in the secondary school and the primary school complete a trial day.

Key Stage 3 Academic Scholarships

Our Year 6 Transfer Tests are also a major part of the selection process for Key Stage 3 academic scholarships. Candidates with exceptional overall scores will be invited to participate in the final stage of selection, which includes verbal and non-verbal reasoning tests and a formal interview with the selection panel.

Entry to Key Stages 4 and 5

Students wishing to join KS4 (Years 10-11) need to demonstrate that they have an appropriate academic background and or potential to cope with the challenges of the two-year IGCSE programme. While it is unusual for a new student to be admitted to Year 11, this is feasible if he/she has studied IGCSE courses at another school. On occasions, students aged 15-16 (i.e. Year 11) may be admitted to Year 10 in order to tackle the two-year course. For all students looking to join KS4, a combination of school reports, selection tests, interviews and a trial day are required.

Students wishing to join the IB Diploma Programme from Year 12 must be able to demonstrate their capacity to tackle all aspects of the diploma. In most cases, students will be expected to have attained suitable grades for IGCSE or GCSE courses or a comparable record of achievement from another English-led course of study. A strong level of English proficiency is always required.

Further details of the school's admission policy for the IB Diploma Programme can be found on Page 6 of this document.

Admissions procedure

1. Initial enquiry: Parents will be asked to provide information by telephone, in person or by downloading the appropriate form from the School website to complete the Initial Enquiry form.
2. School visit: On receipt of this information parents will be invited to visit the School preferably with their child/children. During the visit parents will be offered meetings with appropriate staff, including the Registrar, Head or Assistant Head of Primary, Head of Czech (for parents of Czech nationals joining Year 2 – Year 6).
3. Application: Following the visit parents may be invited to make a formal application for entry of their child/children. The application is made as follows:-
 - a) Completion and signature of the application form.
 - b) Provision of copies of school reports for each child covering the previous two years of education (where relevant)
 - c) Provision of contact details of the current school (where relevant) and agreement that a written reference may be taken up with said school for each child.
4. Assessment: Each applicant will be assessed according to his or her key stage entrance.
5. Parents will be asked to attend a short formal meeting with the Head or Deputy Head of Primary or Secondary (as appropriate) once relevant assessments and trial days have been undertaken. Any specific conditions attached to the offer of a place will be discussed.
6. Offer of a place: Following receipt of the assessment results, school reports, head teacher's reference and the trial day, the school will decide whether a place is to be offered. The campus registrar will notify parents of the outcome. In some instances, the Head of Primary or Principal/ Head of Secondary will write separately to parents to clarify any specific conditions attached to the offer of a place.

September 2017

Admissions to IB Diploma Programme

Students applying to study the IB Diploma Programme courses will have to demonstrate their academic ability and positive approach to learning. There is no guaranteed entry from the IGCSE Programme into the International Baccalaureate Diploma Programme (IBDP). All students wishing to study the IBDP are expected to provide evidence of their eligibility for the programme. In addition to IGCSE achievement, the Year 11 report may form part of the admission process.

Further to the above, the following principles will apply:

- In order to enter the IBDP programme, Park Lane students are expected to have achieved A* to C grades in at least 8 subjects at IGCSE.
- In order to study a subject, which had previously been studied at IGCSE, at IB HL, it is expected that the student will achieve an A* to B grade (except for IB Maths HL, where an A or A* grade at IGCSE will be a prerequisite).
- To study a subject previously studied at IGCSE at IB SL, it is expected that the student will achieve at least a C grade.
- If a student decides to study new subjects, which they have not studied at IGCSE, entry to the course will be considered in relation to attainment in subjects that are naturally related: in order to choose Psychology at IB, a student's results in English, Biology and Maths will be taken into consideration. Each student's choice will be considered individually with the respective Subject Leader, the SLT and the DPC.
- External candidates for the IB diploma with no IGCSE results will sit entrance exams in English, Maths, non/verbal reasoning (and Czech in case of the Czech nationals). Reports from their previous school(s) will be considered. Viable candidates will be interviewed before acceptance.

The above considerations will apply during the process of the IB subject choices at the beginning of the 2nd term of Year 11. As IGCSE results are not available until mid-August, the most recent report grades/predicted grades (which are data based grades) will be used.

SLT, March 2017