



THE
**ANGLOPHONE
BRITISH
CURRICULUM**
INTERNATIONAL SCHOOL

Admissions Policy

Whole-school policy

Policy owner / lead	Steve Shaw/Principal
Approved by	SLT
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Policy family	Admissions

Introduction

The ABC International School welcomes applications from families of all nationalities and backgrounds who are seeking a high-quality international education for their children.

Our admissions process is designed to be fair, transparent and supportive, enabling the school and each family to determine whether ABCIS is an appropriate educational environment for the student. Admission decisions take into consideration the individual student, their previous educational experience and their ability to access and benefit from the education and opportunities provided by the school.

ABCIS is committed to an inclusive approach to admissions. Students with a wide range of abilities, backgrounds and additional needs are welcome to apply. Where additional support may be required, the school will work with the family to understand the student's needs and determine whether ABCIS can provide the support necessary for them to succeed.

Through the admissions process, we aim to establish a positive partnership between the school, the student and their family, reflecting our school values of **Achieving, Belonging and Caring**.

1. Admissions Enquiries and School Visits

Families considering The ABC International School are encouraged to contact the Admissions Team to discuss their application and, where possible, arrange a visit to the school.

School visits provide families with an opportunity to learn more about ABCIS, tour the facilities, understand the educational provision and ask questions about the school and the admissions process.

The school recognises that some families may be applying from outside Vietnam or may otherwise be unable to visit in person before applying. In these circumstances, the Admissions Team will support families through the admissions process remotely where appropriate.

Current contact details, admissions information and arrangements for school visits are available through the school website.

2. Application and Admissions Process

The admissions process is designed to help the school understand each prospective student and determine whether ABCIS can provide an appropriate educational experience in which they can access the curriculum, participate fully in school life and succeed.

Applications are considered following a review of the information provided by the family and the student's previous school, together with age-appropriate admissions assessments and an admissions interview.

The admissions process may consider a student's previous educational experience and attainment, level of English, age and maturity, and any additional educational, pastoral or language support that may be required.

The school may request additional information or documentation where this is necessary to make an informed admissions decision.

Where a place is not immediately available in the appropriate year group, the student may be placed on a waiting list and the family contacted should a suitable place become available.

3. Application Documentation

As part of the application process, parents or guardians will be required to provide relevant documentation, which will normally include:

- A completed Application Form

- The student's most recent school report
- A copy of the student's passport where available
- A copy of the Citizen ID Card (CCCD)/ or citizen ID Number certificate for Vietnamese nationals
- One student photograph

The school may request further documentation or information where this is relevant to the student's application.

4. Admissions Assessment

Prospective students will normally undertake an admissions assessment appropriate to their age and stage of education.

The purpose of the assessment is to provide the school with further information about the student's educational experience, prior attainment and current learning needs. The nature and format of the assessment will vary according to the age and stage of the student.

Assessment information will be considered alongside the student's application, previous educational records and admissions interview and will form part of the overall admissions decision.

Where appropriate, the assessment process may also help the school identify areas in which additional educational or language support may be required.

5. Admissions Interview

All prospective students take part in an admissions interview as part of the admissions process. The interview will ordinarily be conducted by a member of the Senior Management Team (SMT) or another member of staff designated by the school.

The student will normally be interviewed independently. The nature and format of the interview will be appropriate to the age and stage of the student. For younger children, this may take the form of an informal conversation and interaction rather than a structured series of questions.

The interview provides an opportunity for the school to learn more about the student and may explore areas such as their previous educational experience, interests, English or mother tongue language development, reasons for joining ABCIS and, where relevant, subject or option choices. Information from admissions assessments, which will normally have been completed prior to the interview, may also be considered.

Following the interview, the outcomes will be discussed with the student's parents or guardians. Where appropriate, the school may make recommendations regarding year-group placement, subject choices, language support, additional educational support or other aspects of the student's proposed admission.

In some circumstances, the interviewer may seek additional information or a second opinion from another appropriate member of staff before an admissions decision is made.

6. Offer of a Place

Following completion of the admissions process, the school will determine whether a place can be offered. The decision will take into account the information gathered through the application, assessments and admissions interview, together with the availability of a place in the appropriate year group and the school's ability to meet the student's educational needs.

Where an application is successful, the family will receive confirmation of the offer and information regarding the next steps required to secure the student's place.

An offer of a place is subject to the completion of all required admissions documentation and payment of the relevant fees within the timeframe specified by the school. A place is not considered secured until these requirements have been completed.

Where the requirements are not completed within the specified timeframe, and no alternative arrangement has been agreed with the Admissions Team, the school reserves the right to release the place to another applicant.

Where necessary, an offer may include recommendations or agreed arrangements relating to the student's placement, language provision, additional support or other educational needs identified during the admissions process.

7. Documentation Following an Offer

After an offer of a place has been made, parents or guardians will be required to complete the necessary documentation to finalise registration.

Documentation may include:

- Completed Home School Agreement
- Completed Internet and Mobile Usage Agreement
- Vaccination Record
- School Bus Liability Form, where applicable
- IGCSE/A Level Option Form for Year 10 and above
- Code of Transportation Form for Secondary students
- Any other documentation reasonably required by the school to complete registration

8. Year Group Placement

Students will normally be placed in the year group appropriate to their age.

In some circumstances, the school may consider other relevant factors when determining the most appropriate year-group placement. These may include:

- previous educational experience and year-group placement;
- academic history and prior attainment;
- maturity and developmental readiness;
- the curriculum previously studied;

- the timing of admission during the academic year; and
- for older students, their previous subject choices, qualifications and intended academic pathway.

Where placement outside the age-appropriate year group is being considered, this will be discussed with the student's parents or guardians before a final decision is made.

The final decision regarding year-group placement rests with the school and will be based on what it considers to be the most appropriate educational placement for the student.

9. Additional Needs and SEND

The ABC International School welcomes applications from all students, including those who may have additional educational needs or disabilities.

Where a student has identified or suspected additional needs, admission will be considered on an individual basis. A place may be offered where the school is satisfied that it can provide, or reasonably arrange, the support required for the student to access the curriculum, participate in school life and succeed at ABCIS.

The admissions process will help to identify any additional needs a student may have. As part of this process, the interviewer will work with the student and their family to understand the student's individual needs, any support they currently receive and any additional provision that may be required.

Where appropriate, the school may request further information, including previous school records, professional assessments or reports, to help determine the level and nature of support required.

10. School Trips and Educational Visits

School trips and educational visits form an important part of the educational experience at ABCIS. Students are expected to participate in relevant year-group trips and activities wherever possible.

Parents are expected to support their child's participation in these opportunities. Where a student is unable to participate due to individual circumstances, parents should discuss this with the school in advance.

11. Service Agreement and School Expectations

Enrolment at The ABC International School establishes a service agreement between the school and the student's parents or guardians. As part of this agreement, families are expected to understand, accept and support the school's policies, procedures, expectations and reasonable requirements.

The school is committed to providing a safe, supportive and effective learning environment in which students can achieve, belong and be cared for. In return, students and their parents or guardians are expected to work positively with the school, respect its policies and

expectations, and support the school in maintaining the wellbeing, safety and education of the wider community.

The service agreement is dependent upon both the school and the family fulfilling their respective responsibilities. Where concerns arise, the school will normally seek to work constructively with the student and family to resolve them in accordance with the relevant school policies and procedures.

Serious or persistent breaches of the service agreement, including serious or repeated breaches of school policies or expectations, may result in the school determining that it is no longer able to continue the student's enrollment. Where appropriate, this may result in the withdrawal of the student's place and the ending of the service agreement.

Any decision to end the service agreement will be made by the school in accordance with its relevant policies and procedures and with appropriate consideration of the individual circumstances.

12. Accuracy and Disclosure of Information

Parents or guardians are expected to provide complete and accurate information relevant to their child's admission, education, wellbeing and support needs. This includes relevant educational records, assessments and information relating to any additional needs or support currently being provided.

Families are expected to make the school aware of information that may reasonably affect the student's education, wellbeing, safety or the school's ability to provide appropriate support.

Where significant information that may have affected the admissions decision has not been disclosed, or where information provided as part of the admissions process is found to be materially inaccurate, the school reserves the right to review the student's admission and any support arrangements in place.

Where concerns arise, the school will seek to discuss these with the family and consider the individual circumstances before determining any appropriate action.

Policy Publication / Document-Control Checklist

- ☐ Approved master saved in the correct Whole School Policies Drive folder.
- ☐ Superseded version moved to the appropriate archive folder.
- ☐ Website/public copy updated where this policy is published or referenced.
- ☐ Any translated version checked against the approved English master.
- ☐ Cross-references in related policies/web pages updated where necessary.
- ☐ Policy register updated with owner, version, approval date and next review date.