



Applications and Admissions Policy

ENGLISH

1. Introduction

- 1.1. Saba Verda International School is a private school for pupils aged 2 to 18.
- 1.2. The objectives of this policy are:
 - To establish clear and fair criteria and procedures regarding enquiries, pre-admission events and admission; and
 - To ensure that the skills and abilities of children applying to Saba Verda International School (“the School”) are consistent with the School’s philosophy and standards, and that they can benefit from the opportunities offered by the School and contribute positively to school life.
- 1.3. References to “parents”, “mothers” or “families” in this policy include parents and/or legal guardians of a pupil applying for a place at the School.
- 1.4. This policy is available on the School website.

2. Equal Treatment

- 2.1. The School is open to applications from all children. The policy applies to all applicants, including those in Early Years.
- 2.2. All applications for admission will be treated equally, regardless of sex, ethnicity, sexual orientation, religion or beliefs, pregnancy or maternity, gender reassignment, disability or social circumstances of the child or their family. Applications will be treated equally regardless of the age, gender or marital status of their parents.
- 2.3. If the applicant has any allergy, medical condition, special educational need or disability, families must notify the School on the Registration Form, providing all details in writing.
- 2.4. Families must inform the School about any need that may affect the child’s ability to participate in a trial session at the School and/or their ability to participate in any assessment during the admissions process, so that the School can consider the relevant adjustments.
- 2.5. Where appropriate, families must provide a copy of the report from the psychologist, educational psychologist, doctor or relevant educational plan for the candidate. The School may need to discuss the reports with external agencies. This is so that the School can assess the candidate’s needs and determine what support is required. The cost of such reports will normally be borne by the family.
- 2.6. If a candidate applying to the School has a disability, the School will discuss with the family, and with their doctors if necessary, the reasonable adjustments that can be made at the School to ensure that the child is not disadvantaged compared with another child because of their disability.
- 2.7. There may be exceptional circumstances in which the School cannot offer a place for reasons related to the child’s disability or special educational needs. For example, if, despite reasonable adjustments, we consider that the child will not be able to access the education offered appropriately, or that their health and safety, or the health and safety of others, could be put at risk, we may be unable to offer a place.
- 2.8. Sometimes the circumstances of pupils with disabilities and/or special educational needs change. The School needs the family to be proactive and transparent in informing the School of any relevant changes and when the information provided at registration is no longer current or complete. In most cases, this will not affect the child’s place. However, in exceptional circumstances and where there are substantial changes, the School may need to reconsider the offer of a place. It is important for the child that any decision in this regard is made as early as possible, to avoid disruption to their education. Families are therefore asked to inform the School of any substantial change in their child’s circumstances as soon as possible.

3. Enquiries

- 3.1. All enquiries about the School should be directed to the Admissions Department. More information about the admissions process is available on the School website.

4. Visits

- 4.1. Interested families are encouraged to arrange an appointment to attend School activities and meet with the leadership team. There are also regularly scheduled open days which give families the opportunity to make an informal visit to the School facilities. Details of scheduled open days are published on the School website. Alternatively, it is possible to arrange a private visit with the Admissions Department.

5. Enrolment

- 5.1. Following a visit, meeting and/or interview with the School and completion of the relevant admissions assessments, the School will make an offer of a place to the family. A family wishing to enrol their child must complete the Admissions Registration Form, read and sign the Parent Contract and submit this documentation to the School together with payment of the non-refundable Registration Fee.
- 5.2. The School will respond by confirming that the child's name has been included on the admissions list for the relevant year and year group. If there are no places available in that year group, the School will offer to place the child on the waiting list. The place will be confirmed once the School has issued a formal offer and the relevant fees have been paid and the documentation submitted.

6. Trial Days

- 6.1. We offer the possibility of attending trial days as an opportunity for children to experience a typical day at the School.

7. Admission to Pre-Nursery and Nursery

- 7.1. At our campus, we offer a Pre-Nursery programme. Children may apply if they turn two before the end of December of the same year. Those who have birthdays between September and December will be one year old when they start. Although no formal assessment is required, we do wish to meet the child. The family may visit us in person or send a video of their child participating in an activity they enjoy in a comfortable environment. Before offering a place, we will ask the family for information about their child's general development and any identified special educational needs. This helps us to ensure that we can provide appropriate support for the child's needs, should they have any.
- 7.2. Children are welcomed into Nursery provided that they turn three before the end of December of the same year (i.e. those who have birthdays between September and December will be two years old when they start). No formal assessment is carried out, but we do wish to meet the children, so the family may visit us in person or send a video of the child carrying out an activity they enjoy in a familiar environment. Before offering a place, the family will be asked for information about the child's general development and any identified special educational needs. This enables us to ensure that we can appropriately meet their special needs, should they have any. Admission to Nursery does not automatically guarantee a place in Reception; in very rare circumstances, we may discuss with the family the possibility of finding a school that is better suited to the child's needs.

8. Admission to Other Year Groups

- 8.1. Children applying to the School will have to take an English admissions test to determine their spoken and written level. It may be necessary to take a mathematics test or another specific subject test when applying for Nexus (A levels, IBDP or BTEC).
- 8.2. In some cases, a place will not be offered if we consider that the child's development is below what is expected or if there is evidence of behavioural problems in previous school reports. The family will be asked for information about the child's general development and any identified special educational needs before a place is offered. Places are not automatically granted. In some cases, a place will not be offered unless additional personal support is available, if we consider that the child's development is below what is expected.

9. Competence in the School's Languages of Instruction

- 9.1. In order to meet the academic and social demands of the School, pupils must have an appropriate functional knowledge of the School's languages of instruction. In some cases, English as an Additional Language (EAL) classes may be arranged in Primary, at an additional cost to the family.
- 9.2. Applicants to the School may be required to complete a language proficiency assessment before a place is offered. This includes a written test and an interview, either in person or by video call.

10. Allocation of Places, Offers and Waiting Lists

- 10.1. A place will be confirmed once the School has issued a formal offer and the relevant fees have subsequently been paid and the documentation submitted.
- 10.2. If the number of pupils enrolled for a year group exceeds the number of places available, the following criteria will be applied in a specific order:
 - Former pupils wishing to return who left because they moved to another city or country.
 - Siblings already enrolled at the School.
 - Children of former pupils.
 - The date on which the application for a place was made.
 - References from previous educational settings.
 - For children entering Early Years (Nursery), priority will be given to those requesting a full-time place over those requesting a part-time place.
- 10.3. The School will inform the family about whether a place is available within one week from the date of the application. The School is not obliged to provide reasons for refusing a place.
- 10.4. If there are no places available, the child's family may place their name on the School's waiting list. The School cannot guarantee when a place will become available.
- 10.5. The School reserves the right to withdraw an offer of a place where the offer was made on the basis of a fraudulent application or information that intentionally misled the School.

11. Complaints

- 11.1. There are no complaints procedures in relation to admissions to the School. The decision of the School Leadership will be considered final. The complaints procedure is not available to applicant families.

12. The Educational Contract Between Families and the School

- 12.1. The terms under which the School offers its educational services are established in the Parent Contract between the family and the School, which will be made available to families during the admissions process.

13. Admissions Register

- 13.1. The School maintains an admissions register.
- 13.2. Applicant data will be retained in our records in accordance with current data-protection legislation and the School's Privacy Statements and Data Retention Policy. The School will not retain personal data of any member of the family for longer than necessary.
- 13.3. For each pupil, the register will include:
 - Full name.
 - Gender.
 - Name and address of each parent, with an indication of whom the pupil normally lives with and which people have parental responsibility. All parents with parental responsibility, even if they do not directly care for the child, have the right to receive information from the School about any matter affecting the child, unless that right has been limited or suspended by court order. If a parent notifies the School that the child will live at another address, in addition to or instead of the usual address, this new address, the full name of the parent with whom the child will live, and the date from which the child is expected to live at that address will be included.
 - At least two emergency telephone contact numbers for pupils, i.e. one for each parent; or at least two emergency contact numbers in single-parent families, where possible.
 - Day, month and year of birth.
 - Day, month and year of admission or readmission to the School.
 - Name and address of the child's previous school, where applicable.
- 13.4. The pupil's name must be entered in the register from the beginning of the first agreed day of attendance at the School. For most pupils, the first day of attendance is the first day of the school year. If a pupil does not attend on the notified or agreed day, the School will take reasonable steps to establish the whereabouts of the child.

VERSION CONTROL

Ownership and consultation	
Document Sponsor	School Leadership / Headteacher
Document Author / Reviewer	School Leadership / Headteacher
Consultation & Specialist Advice	As applicable to the School
Document application and publication	
Spain	Yes
Current Review Date	September 2026
Next Review Date	September 2029
Related documentation	Children Absent from Education, Children Missing Education and Attendance Policy Safeguarding and Child Protection Policy