



# Byron College

## Admissions Policy

**Last review:** October 2023

**Reviewed by:** Rory Gallagher, Headteacher

**Next review by:** August 2024

**Distribution:** To all

It is recommended that this policy is read in conjunction with the other Byron College policies detailed on our website : <https://www.byroncollege.gr/about-us/policies>

In particular:

- Equal Opportunities Policy
- English as an Additional Language Policy
- Transition Policy
- Special Educational Needs Policy

### Policy Statement

We are proud of our multicultural community and welcome students of all nationalities and ethnic and religious backgrounds into our community regardless of whether they are permanent residents of Greece or are the children of parents working in Greece on a temporary basis.

### Student Placement

Students are accepted into the school between the ages of 3 and 17 years and are placed in classes according to their age. The cut-off date for each class at every level is August 31<sup>st</sup>.

[https://www.byroncollege.gr/images/Documents/Our-Policies/2021/UK\\_National\\_System\\_2021-2022.pdf](https://www.byroncollege.gr/images/Documents/Our-Policies/2021/UK_National_System_2021-2022.pdf)

New admissions are accepted throughout the academic year where places are available apart from in Years 10, 11, 12 and 13. New admissions are not usually accepted in Year 10 after the first half term. In Year 12, no admissions are accepted after the first half term. Year 11 and 13 admissions are only considered under exceptional circumstances.

## **Admissions Process** [www.byroncollege.gr/admissions](http://www.byroncollege.gr/admissions)

### **Initial Enquiry**

Parents or Legal Guardians contact the Admissions Assistant ( either by the online enquiry form, e-mail or telephone) to book an appointment with the Director of Admissions. Interviews may take place through Teams or onsite depending on suitability.

Prior to interview parents are required to complete a consent form for a confidential reference request from their child's current school, to submit the most recent school report, subject choices (if applying for Year 10 or Year 12) and any Special Educational Needs assessments. Proof of level of English may be requested for students applying for Key Stages 4/5.

### **Preliminary Interview**

Both parents and prospective students are expected to attend the preliminary interview either online or onsite. During this process, the Director of Admissions learns more about the applicant and their family, explains all areas of school life including our philosophy and expectations and answers any questions. If parents and the school wish to continue the application process, we then contact the applicant's current school for the Confidential School Reference.

## **Entry Requirements**

### **EYFS - Year 4**

Young applicants wishing to join Byron College at EYFS, Years 1- 4 are not required to sit an online entry assessment. All applicants, accompanied by their parents, are interviewed on site when possible. Interviews can take place online if the family are not in Greece. Parents are notified of the outcome of the admissions process by email once all requested documentation, including, when applicable, previous school reports and the Confidential School Reference have been received and reviewed and the application has been fully considered by the Admissions Panel.

### **Year 5-6**

On successful completion of the interview with the Director of Admissions, applicants are required to sit an online assessment by arrangement with the Admissions Assistant. This takes place either at Byron College or under the supervision of the applicant's current school. The results are reviewed by the Admissions panel. Further requirements include a confidential reference from the applicant's previous school, previous school reports and, if applicable, full disclosure of any Special Educational Needs.

### **Years 7 -11 (Secondary School)**

On successful completion of the interview with the Director of Admissions, applicants are required to sit the entry assessment by arrangement with the Admissions Assistant. This takes place either at Byron College or under the supervision of the applicant's current school. The results are reviewed by the Admissions Panel

An additional interview with the Head of Secondary school may be required to clarify IGCSE subject choices.

Further requirements include the completion of the confidential reference from the applicant's previous school, previous school reports and, if applicable, documentation of any Special Educational Needs. Any further documentation that may support the application are welcome.

## **Years 12-13 (Sixth Form)**

On successful completion of the interview with the Director of Admissions, applicants are required to sit the entry assessment by arrangement with the Admissions Assistant. This takes place either at Byron College or under the supervision of the applicant's current school. The results are reviewed by the Admissions panel to ensure that the applicant would be able to successfully access the A level programme and has the necessary level of English.

Applicants following GCSE or IGCSE courses are offered conditional places dependent upon the official result meeting our entry requirements of a minimum of 5 passes (C grade and above,) including Mathematics and English, and a B grade or above in subjects to be taken at A level.

An additional interview with the Head of Secondary school may be required to clarify A level subject choices.

Further requirements include a satisfactory confidential reference from the applicant's previous school, previous school reports and mock IGCSE results. If applicable, documentation of any Special Educational Needs should also be submitted. Any further documentation that may support the application are welcomed.

## **Special Educational Needs**

Byron College is an inclusive school. Where an applicant has a special educational need, further information will be required including details of any current in school or external support being used to support the student, an educational psychologist report and any official diagnosis that enables the applicant to access extra time during official examinations.

An additional interview may be requested by the Head of Student Development and the school educational psychologist to assess whether we can provide the support and facilities needed to support the best interests of the applicant.

It is imperative that the school be informed of any known Special Educational Need in advance of the preliminary interview. Any relevant documentation should be submitted prior to the initial interview stage.

Special educational needs should be declared on the application form.

If we become aware within one month of attending the school that we have been given false information, Byron College reserves the right to withdraw the place of any student whose parents fail to make full disclosure of any known Special Educational Needs during the admissions process.

Should a Special Educational Need become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the student to continue at the school. If the school is unable to meet the needs of the student, a parental meeting will be called to discuss alternative options.

Additional costs are incurred if the employment of a shadow teacher is considered imperative to aid the student's progress. For further details, refer to the school SEND Policy.

Additional costs are incurred if individual SEN services are considered by the school to be a necessity. For further details refer to the school SEN Policy.

## English as an Additional Language (EAL)

All non-native speakers are reassessed for their level of English upon entry. EAL support is available for students subject to their needs as assessed by the EAL department. For older students, additional extra-curriculum attendance of EAL classes may be a condition of acceptance. There is an additional cost for extra curriculum EAL classes.

Non-native speakers wishing to apply for the first year of the IGCSE programme (Year 10) or the first year of our A level programme (Year 12) are expected to have a minimum level of English, both written and spoken, equivalent to B2 of the Common European framework (CEF) or Cambridge First Certificate level.

## Assessment Fee

There is a non-refundable fee for the online assessment . Further details are supplied if the application moves beyond the interview stage. **If the online assessment, at any level, is taken in the student's home environment by prior agreement, it is imperative that the applicant receives no assistance. If, at a later date, it becomes evident that the assessment is not a true reflection of applicant's ability, Byron College reserves the right to reassess the student at the school.**

## Registration Fee.

Once a student has been officially notified of acceptance, or in the case of Year 12 conditional acceptance dependent on IGCSE results, a one-off registration fee of 1,000 euros is required. This is a non-refundable payment. The only exception is if a Year 12 applicant fails to achieve the conditions of their offer, in which case a refund of 50% is applicable.

If a student is registered for the academic year and their place reserved, even if the starting date is agreed to be later in the academic year, all fees must be paid in full.

## Registration procedure

On acceptance the following documentation is required:

- **Completed and signed Application** form
- **Medical** form (annual)\*
- **Fee Agreement** form (annual)
- **Parent Consent form for Offsite Activities/Trips** (annual)
- **GDPR consent form**
- **Registration Fee to be paid in full**
- Two passport size **photographs** of student
- Photocopy of the student's **passport**
- Student's valid **Residence Permit**
- Photocopy of parent/ guardian **passport(s)**
- **Transportation request form** (if necessary)

\* No student can be admitted to classes until this medical form is submitted.

Parents are notified by e-mail as to whether their child's application has been successful or not once the results of the assessment, the Confidential School Reference and most recent report have been reviewed by the Director of Admissions and the Admissions Board. This offer should be accepted or rejected within 15 days of receipt and the required documentation for registration submitted, registration fee paid in full and fee agreement signed within a further 15 days.

## Withdrawal

A ninety-day notice of intention of withdrawal of a student should be given in writing if a refund of fees is to be considered.

## Re-registration

Students will only be eligible for re-registration to the following year on the **condition that all due fees have been settled** by the end of the previous academic year.

Byron College reserves the right to deny any student entry to the following academic year due to **poor attendance and/or lack of adherence to the school ethos, rules, procedures and policies.**

Re-registration for any year group is on the proviso that the student completes the previous year in terms of minimum attendance and/or achievement. Students who do not meet the minimum requirements may be required to repeat the year or may have their place withdrawn. Re-registration for Year 10 is dependent on the successful completion of Year 9, where students have reached the level of English and overall academic performance for attaining a positive outcome on the two-year IGCSE programme. Re-registration for year 12 is dependent on students meeting the required level in their IGCSE examinations and the necessary level of English.