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Reviewed by: Rory Gallagher, Headteacher
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Distribution: To all

Policy Statement

We are proud of our multicultural community and welcome students of all nationalities and 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

Byron College (hereafter referred to as 'the school') offers places from Reception (EYFS) through to Year 13, welcoming students from age 4 (we do not offer Nursery provision). Students are placed in year groups according to their age, with the cut-off date being 31 August each year. A child must have reached the relevant age by 31 August of the year in which they are due to start. The following table sets out our year groups and the corresponding age on 31 August:

Year Group	Age on 31 August
EYFS2 (Reception)	Age 4
Year 1	Age 5
Year 2	Age 6
Year 3	Age 7
Year 4	Age 8
Year 5	Age 9
Year 6	Age 10
Year 7	Age 11
Year 8	Age 12
Year 9	Age 13
Year 10	Age 14
Year 12	Age 16

New admissions are accepted throughout the academic year, where places are available, with the following exceptions:

- Year 10 & Year 12: no new admissions after the first half term
- Year 11 and Year 13: admissions are only considered under exceptional circumstances

Admissions Process

Full admissions information is available at: www.byroncollege.gr/admissions

The school reviews every application carefully and reserves the right to decide at any stage, including before interview or assessment, whether an application will proceed. This decision is made by the Admissions Panel, taking into account all available information and the overall context of the year group.

Step 1: Initial Enquiry

Parents / legal guardians contact the Admissions Team by online enquiry form, email, or telephone, to register their interest and arrange an initial interview. Prior to interview, families are asked to submit:

- The most recent school report
- Subject choices, if applying for Year 10 or Year 12
- Any Special Educational Needs, including any assessments (see SEN section below)
- Proof of English language level, where requested for Key Stage 4 or 5 applicants

Step 2: Preliminary Interview

Both parents and the prospective student are expected to attend the preliminary interview with the Admissions Team, either on-site or online. The interview gives the Admissions Team the opportunity to learn more about the applicant and their family, and gives families the chance to find out more about school life, our philosophy and expectations.

The admissions team will contact the applicant's current school to request the Confidential School Reference.

Step 3: Play observation (EYFS, Years 1&2) / Assessment (Years 3 and above)

EYFS (Reception, age 4) or Years 1-2 (ages 5-6) - families are invited on site together. Each child spends approximately 20 minutes in the classroom with a teacher and peers - a friendly, informal session allowing us to observe your child's engagement.

Following a successful interview, **applicants for Years 3 and above** are asked to complete an online entry assessment. This can take place at Byron College or under the supervision of the applicant's current school. Results are reviewed by the Admissions Panel. Byron College reserves the right to reassess the student at the school. There is a non-refundable fee for the online assessment; details are provided when the application moves to this stage.

Year 10 applicants are invited to an interview with the Head of Secondary to discuss IGCSE subject choices.

Year 12 applicants are invited to an interview with the Head of Secondary to discuss A-level subject choices. The assessment results are reviewed specifically to confirm the applicant can access the A-level programme and demonstrates the required level of English. Applicants completing GCSE or IGCSE courses are offered conditional places requiring a minimum of 5 passes at Grade C or above, including Mathematics and English, with a Grade B or above in subjects to be taken at A-level. Where available, mock IGCSE results should be submitted in support of the application.

Step 4: Decision

All admissions decisions are made by the Admissions Panel, which includes the Headteacher, and are final. Parents are notified by email of the outcome once the assessment results, Confidential School Reference, and most recent school report have been reviewed. The Admissions Panel does not enter into correspondence regarding individual admissions decisions. Offers should be accepted or declined

within 15 days of receipt. Required registration documentation, the registration fee, and the signed fee agreement must then be submitted within a further 15 days.

English as an Additional Language (EAL)

All students are assessed for their level of English upon entry. EAL support is available subject to individual need as assessed by the EAL department. For older students, additional extracurricular attendance at EAL classes may be a condition of acceptance. There is an additional cost for extracurricular EAL classes.

Applicants are required to have the following level of English (Common European Framework - CEF):

Year Group	CEF Level
Year 3-4	A1
Year 5-6	A2
Year 7,8,9	B1
Year 10	B2
Year 12	C2

Special Educational Needs

Byron College is an inclusive school. Where an applicant has a special educational need, we will require details of any current support in place, any professional report describing the needs and the strengths of the child, and any official diagnosis relevant to examination access arrangements. The documentation must be in English. An additional meeting with the Head of Inclusion and the school's educational psychologist may be requested to assess whether we can appropriately support the applicant.

Any known Special Educational Need must be declared on the application form and disclosed before the preliminary interview, with all relevant documentation submitted at that stage.

To help us gain a fuller understanding of each applicant's educational and developmental background, parents may also be invited to complete an optional Developmental History Form. Completion of this form is not compulsory; however, the information shared can be extremely helpful in enabling the school to identify any areas in which a child may benefit from additional support and to ensure that appropriate provision can be considered from the outset.

If during registration the parent declares false information regarding the above and this is uncovered by the School within one month of the student's registration at the School, this may ultimately lead to the rejection of the student. If the period of one month has passed, this may lead to the student not being accepted for re-registration for the following school year.

Should a need become apparent after admission, the school will work with parents to explore reasonable adjustments; where the school is unable to meet the student's needs, a meeting will be called to discuss next steps.

Additional costs may apply where individual SEN support or a Learning Support Assistant is deemed necessary. For further details, please refer to the school's SEND Policy.

Registration Fee

Once a student has been officially notified of acceptance, a one-off registration fee is required (or in the case of Year 12, once notified of conditional acceptance dependent on IGCSE results). This is a non-refundable payment.

Registration Procedure.

On acceptance, the following documentation is required:

- Completed and signed Application Form
- Medical Form (annual) -- no student can be admitted to classes until this has been submitted
- Fee Agreement Form (annual)
- Parent Consent Form for Offsite Activities and Trips
- Parent Consent Form for communication
- GDPR Consent Form
- Registration Fee paid in full
- Two passport-sized photographs of the student
- Photocopy of the student's passport
- Student's valid Residence Permit
- Photocopy of parent/guardian passport(s)
- Transportation Request Form (if required)

Withdrawal

Any student obliged to leave Byron College at any time during the academic year is requested to give written notice of his withdrawal to the school. A refund of tuition fees is calculated and a percentage of the full fees for the academic year is charged as per the fee agreement.

Re-registration

Students are eligible for re-registration provided all tuition fees and financial obligations are paid in full. The school reserves the right to refuse re-registration where outstanding fees amount to the equivalent of two academic years or more.

Re-registration for any year group is subject to the student completing the previous year in terms of minimum attendance and achievement. Students who do not meet the minimum academic requirements, the level of English required, or who fail to adhere to the school's ethos, rules, procedures, and policies 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, with students having reached the required level of English and demonstrated overall academic performance to be able to access the two-year IGCSE programme. Re-registration for Year 12 is dependent on students meeting the required level in their IGCSE examinations.