# Admissions and Continuing Enrolment Policy

Please note:

ACS International Schools is committed to protecting personal data, and aims to remain at all times fully compliant with data protection laws and guidance from the relevant regulators. ACS further commits to ensuring that the planning and writing of all policies and procedures that involve the handling of personal data are guided by the principle of privacy by design, and that individuals' rights to have their data safeguarded are a paramount consideration in ACS' pursuit of all its operational and strategic practices.

ACS is committed to inclusion across race, gender, faith, identity and abilities. Diversity helps us to fulfil our purpose, realise our vision and exemplify our values.

## *Document Status & RACI*

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ACS INTERNATIONAL SCHOOLS

## Policy Statement

ACS International Schools (henceforth referred to in this policy as ACS) is committed to ensuring equality of access and opportunity for all individuals seeking to study at our Schools. In line with our purpose, vision, and values, we welcome applications from all like-minded families with qualified students.

ACS is committed to the equal treatment of applicants and students under the Equality Act 2010. We support inclusion across race, gender, faith, identity, and abilities.

## 1. Aims of the Policy

1.1 This policy governs the admission of individuals as students to ACS. ACS aims to provide:

- a fair admissions process;
- a process whereby, through a review of the application and supporting documents, individual needs (for example, academic, physical, medical, social-emotional, and behaviourial are identified, and through which an evaluation is carried out to determine whether such needs can be met within the school, and specifically whether these can be accommodated within the profile of the relevant existing cohort;
- effective support mechanisms for applicants and enrolled students;
- a process which is consistent with the schools' need to ensure their obligations regarding child protection and safeguarding are met and that ACS' duty of care to staff, students and third parties is discharged.

## 2. Scope of the Policy

2.1 This policy is relevant to individuals (and their parents/guardians) who are seeking admission for a place at an ACS school in the UK, including existing students who plan to continue their enrolment (re-enroll). In this policy "applicant" refers to the prospective student for whom the parent/guardian is seeking admission.

## 3. Information and Guidance for Applicants, Parents and Guardians

3.1 Information about ACS, the relevant entry criteria and other useful information is available from the following sources:

- the ACS website www.acs-schools.com
- the ACS application webpages:
  - Cobham https://www.acs-schools.com/cobham/admissions/apply-now/
  - Egham https://www.acs-schools.com/egham/admissions/apply-now/
  - Hillingdon https://www.acs-schools.com/hillingdon/admissions/apply-now/
- the admissions teams
- open mornings and school visits.

## 4. A Qualified Applicant

4.1 The school to which the family applies will evaluate an application based on these requirements and in accordance with the school's resources, programmes (including, where applicable, admission to the Diploma Programme and/or Career-related Programme of the International Baccalaureate, or College Board Advanced Placement courses), and place availability.

4.2 A qualified applicant is one who, based on the information received:

- meets the requirements of this policy based on a review of completed application materials;
- is likely to demonstrate an ability to access content, knowledge and skills in the curriculum;
- can integrate with, and be accommodated within, the profile of the relevant existing cohort; and
- meets the appropriate school age and grade/year placement requirements.
  https://www.acs-schools.com/cobham/admissions/acs-cobham-grade-placement
  https://www.acs-schools.com/egham/admissions/acs-egham-grade-placement
  https://www.acs-schools.com/hillingdon/admissions/acs-hillingdon-grade-placement

4.3 ACS will offer places to qualified applicants subject to the availability of places. Qualified applicants for whom a place is not available will be notified that they will be placed on a waitlist.

4.4 The language of instruction is English. Older applicants must demonstrate a sufficient level of English to access the curriculum, which may be tested by means of an external assessment, as part of the application process. This varies by school and Division. School Admissions can advise details.

4.5 If, during the review of the application, ACS identifies that additional testing is required to review the application, this will need to be arranged and paid for privately by parents, before a final decision is made.

4.6 If an applicant is accepted on a conditional basis, continuing enrolment in school will be predicated on the applicant complying with all the criteria set out on acceptance within the time specified.

4.7 ACS Schools have the same standards for admission, but availability and current cohorts may lead to different admission decisions by schools and over time. Admission teams work collaboratively to support parents with applications to other ACS schools.

## 5. How to Apply

5.1 A visit by the family is highly encouraged, but not necessary, prior to applying. The objective is to ascertain whether the school's learning environment and academic programme(s) are appropriate and suitable for the applicant's learner profile.

5.2 Details regarding the application process and procedures can be accessed on each school's

webpage (http://www.acs-schools.com/apply-now). Applications are considered for admission on a rolling basis, throughout the year.

5.3 Applications, admission, and continuing enrolment are subject to ACS' Terms and Conditions (Parent Contract).

## 6. Admissions Decision

6.1 The final decision to offer a place at the school (with or without specific conditions), to place the applicant on a wait list, or to decline an applicant for admission resides with the Dean of Admissions at the campus applied to. This decision will follow consultation with school leaders and academic staff in the relevant campus and division.

The list of grounds for declining an application in Section 6.2 is offered for guidance purposes only and is not intended to be exhaustive; there may be other reasons or circumstances for the admissions team considering an applicant unsuitable for admission to ACS. The term "admissions team" used in this list is intended to describe those who are consulted by the Dean of Admissions before a decision is reached.

6.2 The admissions team may in its absolute discretion decline an application on the following grounds:

- if the minimum entry requirements for admission have not been demonstrated;
- if the admissions team considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the school;
- if the admissions team identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided;
- if the admissions team considers, in its reasonable opinion, from the submitted application documentation, that there are relevant disciplinary or behavioural grounds for not admitting the applicant;
- if the applicant has specific academic, physical, medical, social, emotional or behavioural needs which the admissions team considers, in its reasonable opinion, that ACS is unable to meet;
- if the admissions team considers there is another proportionate and justifiable reason for refusing admission.

## 7. Appeal Procedure

7.1 ACS shall, at its absolute discretion, be entitled to offer or decline a place to an applicant. An unsuccessful applicant who wishes to raise an appeal against ACS's decision may do so in accordance with the appeal procedure outlined in the Terms and Conditions (Parent Contract).

## 8. Continuing Enrolment

8.1 ACS will monitor the student's progress and produce regular reports. ACS will advise the parent if there are any concerns about the student's progress. To remain enrolled, students who are identified for "Focused Progress Monitoring" will be required to demonstrate that

they are meeting academic or personal behavior improvement objectives.

8.2 ACS reserves the right to require formal medical, psychological, or educational assessment (at the parent's expense if necessary) of a student whose academic progress or behaviour has been documented as a matter for concern as part of a Child Study process. Emergent or newly identified special education needs which exceed ACS resources and expertise may affect a student's continuing enrolment.

8.3 If ACS identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided, then the parent or guardian may be asked to withdraw the student immediately, or at the end of the semester. Complaints against such a decision may be brought under the Complaints policy at https://www.acs-schools.com/policies.

8.4 A parent or guardian may be asked to withdraw a student, or be refused permission to re-enroll the student for the following school year, if, in the reasonable opinion of the Head of School, ACS cannot continue to meet the student's educational needs from within the resources reasonably available at the relevant campus, or if any of the criteria under the heading 'Admissions Decision' above are met. Complaints against such a decision may be brought under the Complaints Policy https://www.acs-schools.com/policies

8.5 Admission and continuing enrolment of all ACS students is guided by national laws regarding school attendance, and by schools' statutory duties to report absence. These duties are outlined in the ACS Attendance Policy, which is published on the ACS website.

## 9. Students with Special Education Needs and Disabilities

9.1 Applicants with Special Education Needs and Disabilities (SEN/D) are considered for admission provided that

- ACS's programmes are educationally appropriate
- the school can meet their learning support needs
- adequate resources are available for the relevant cohort.

ACS is unable to serve students with severe behavioural or Social Emotional and Mental Health (SEMH) needs, learning differences, or disabilities. Applicants with moderate learning needs who require Level 3 support services are admitted with the associated additional school fee; see Terms & Conditions (Parent Contract).

9.2 For more information, please refer to the ACS Special Education Needs and Disabilities Policy at https://www.acs-schools.com/policies.

## 10. UK Visa and Immigration

10.1 At the time of application, applicants must submit a copy of their passport. Applicants must ensure compliance with the requirements outlined in the Terms and Conditions (Parent Contract) relating to UK visa and immigration (including section 9 Immigration requirements) before the first day of school.

## 11. Bursaries

11.1 A limited number of bursaries (financially-assisted places) may be available if parents can demonstrate, through a means- testing process, that they would not otherwise be able to send their qualified child to ACS. More information is available from the Deans of Admission.

11.2 Applications for means-tested bursaries are reviewed independently of any admissions application, and bursary decisions are guided by the ACS Financial Assistance Policy.

## 12. Application Document Retention

12.1 Applicants' personal information is processed solely by those members of staff involved in considering the information submitted as part of the application or any appeal, or as part of a response to an appeal, or by a member of staff involved in investigating and/or responding to a complaint.

12.2 All application documentation will be securely deleted six months after closure of the application (if the application was incomplete or the parents/guardians did not accept the place offered), or the refusal of a place.

12.3 The ACS Privacy Notice is published on the ACS website.

12.4 The ACS Data Retention Policy is available from the ACS Data Protection Officer (dpo@acs-schools.com).

## 13. Deferred and Pending Applications

13.1 If an application is left incomplete, and ACS does not receive any communication or additional documents submitted for more than 3 months, then the application will be closed.

13.2 A parent can request in writing for their child's application to be deferred for 12 months, but ACS will require updated school reports and references within the 6 months prior to the applicant's expected start date, and new documentation may be required as part of our application process. No second application fee will be required for one year's deferral.

13.3 If a parent applies for their child to start more than 12 months after the original start date, ACS will require a full new application and application fee.

## 14. Monitoring and Review of this Policy

14.1 ACS will review this policy on an annual basis to ensure that it meets all legal requirements and reflects best practice. Such changes as may be required will be made and the amended policy published on the ACS website.

## 15. Other relevant policies

15.1 The attention of parents and applicants is drawn to other policies published by ACS which relate to and inform admission and continued enrolment at ACS, available from the Deans of Admission or published on the ACS website. These include:

- Attendance Policy
- Behaviour Policy
- Employee Bursary Policy
- Fee Recovery Policy
- Financial Assistance Policy
- SEN/D Policy
- Terms & Conditions (Parent Contract).