

Admissions Policy

The Junior & Senior School accepts applications for all year groups at any time of the year. However, the principal points of entry into The Junior & Senior School are at:-

Pre-School: Candidates should be 2 years old in their year of entry.

Pre-Reception: Candidates should be 3 years old by 31st August in their year of entry.

Reception: Candidates should be 4 years and 8 months by 31st August in their year of entry.

Year7: This is the start of the Secondary Education. Candidates may transfer from Greek public schools, other private schools or international schools.

Children can enter the school at other points i.e. Year 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, and 12 but this depends entirely on availability of places and success in the relevant assessments.

Applications for admissions to The Junior & Senior School are accepted on a first come first served basis, so early applications are advisable. Prospective parents need to complete an application form which can be found on our website and submit it with the relevant documentation to the school together with the application fee (the application fee will be determined on an annual basis). Priority will be given to siblings of children who attend The Junior & Senior School, provided that they meet our selection criteria and then on a first come first served basis. Due to high demand for places, if parents wish to apply for Pre-School, Pre-Reception and Reception using the sibling rule, they must do so by the June 30th one year before they wish their child to enter the school (this date will only be extended if there are fewer applicants than places in any given year). Otherwise children will be invited for assessment according to the date of application. Applicants will be given a reference number to ensure that allocation of places is strictly according to date of application.

When entering for Year 7 -11 at Senior School the application must be made up to 2 days before the entrance examination.

On rare occasions parents can hold a place for up to one year by paying for the place for that whole year in advance.

In every class in the school from Year 1 upwards, one place will be held for children of overseas Embassy staff until May 1st prior to the start of the new academic year. If no Embassy staff take up these places they will be offered to the next pupils on the waiting list.

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www.thejuniorandseniorschool.com

Assessment Criteria

Admission to The Junior & Senior School is mainly based on assessment, however at present there is no formal assessment for **entry into Pre-School**.

The assessments for **Pre-Reception and Reception candidates** are usually conducted in October or November prior to their entry in the following September. Candidates are assessed individually by an Early Years' member of staff. A range of activities and tasks are undertaken in order to give a comprehensive profile of attainment and aptitude. A report from the previous nursery/school is also a requirement which should include comments on the child's academic and social achievements. (This can be in English or Greek.) The areas we look at during the assessment are the child's social, fine motor and language skills. During the time of the assessment we aim to maintain a warm and relaxed atmosphere so that the child does not feel anxious.

After the assessment, the selection committee (made up of the Early Years' staff, the KS1 Headteacher, the Principal and the Admissions' Manager), convene to decide collectively to whom offers will be made. Offers are made at the discretion of this committee only.

In **Year 7** an Entrance Examination is held around 4-6 weeks prior to the Easter break. This consists of an English and Mathematics paper. Candidates will also be assessed on their Greek unless they are non-Greek speakers. Children transferring directly from the Junior School do not have to sit the examination.

Assessments for admissions to **Year 1, 2, 3, 4, 5, 6, 8, 9, 10, 11 and 12** are also conducted on an individual basis. Entry to the school is normally at the beginning of the school year in September, but some children are admitted throughout the year, according to availability of places.

A child will be interviewed and assessed in English and Mathematics prior to being offered a place. For entry into Years 10 and above, candidates will also have to sit Science exams. For entry into Year 12 we reserve the right to ask candidates to sit examinations in the subjects they are taking for 'A' Level. We also base offers on predicted grades at IGCSE. A Greek diagnostic test is also given to those children whose first language is Greek or who have studied Greek previously.

The school can offer admissions tests to be sat by overseas candidates in their current school with agreement by the management of that school

Applications for all children from Pre-Reception onwards should be accompanied by a recent school report, together with the results of any standardized tests. The school may also ask the child's last school or nursery for a confidential reference. If a place cannot be offered because the class is full, the child's name may be entered on the waiting list.

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The school reserves the right to refuse entry to the school based on the entrance examination, a poor report from a previous school or inappropriate behaviour during the assessment.

Offers are made within two weeks of the assessment, with a deadline date for acceptance of a further 2 weeks.

The acceptance of a place offered must be confirmed by payment of the pre-payment (€450 for The Junior School and €650 for The Senior School), and the School Development Fee (€750), which is non-refundable. Without this payment, the place may be offered to another child.

Transferring to the Senior School

Our children have the opportunity to make the transition from the Junior School into our secondary department, the Senior School. No exam is required, and any Junior School pupil is assured entry into the Senior School, if they apply by March 31st and pay the pre-payment by this date. They must also have all previous fees paid up to date. After this date places may be offered to external candidates.

We ensure that our Junior School pupils become increasingly familiar with the Senior School as they progress through the Junior School. Liaison between the staff of the two campuses is close and the children are carefully nurtured as they make the very significant step from primary to secondary education. Several transition events annually are held to aid this process. Please refer to our separate Class Placement Policy

Year Groups

A child will be placed in the correct year group according to his or her birthday and Ministry of Education guidelines (please refer to Appendix 1). A child will only be placed in a different year group if s/he has transferred from another school system e.g. UK or USA in order to ensure continuity or if the school advises dropping back a year for academic reasons. It is not normally allowed for children from Cypriot schools to advance a year and if they have Cypriot and Greek nationality, permission must be sought from the Ministry of Education

SEN/EAL Children

(Please refer to our separate SEN Policy.)

Applications are accepted from children with Special Educational Needs as we are an inclusive school. Special provision will only be made for this in the Entrance Exam if we have proof of prior provision from a previous school or an educational psychologist report. However, the school reserves the right to refuse admission to a child with SEN if we consider the needs to be so severe that they go beyond our ability to support that child academically, physically, socially and/or financially. Similarly, we welcome children with English as an Additional Language and will support their integration fully.

We also reserve the right to place additional conditions on entry such as additional paid English lessons at the beginning of their time with us. Any SEN, EAL or medical needs must be declared on the application form. If it is not and we subsequently learn that the condition was previously known, we reserve the right to ask the child to leave the school.

The school also reserves the right to ask a child to leave if their behaviour is judged to be unacceptable during their tenure with us.

Transferring from The Junior & Senior School to other Schools

For children moving to other schools detailed reports are provided in order to facilitate the child's transfer. Where children require an entrance examination to a school outside Cyprus, it can usually be administered at The Junior & Senior School.

Personal Data

Please note the School reserves the right to store children's personal data (The Processing of Personal Data – Protection of Individuals Law 2001).

The School also reserves the right to amend its Admissions Policy at any time.

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Appendix 1

Welfare Department and Ministry of Education and Culture Age Requirement for each Year Group:

Pre-School. Candidates should be 2 years old in their year of entry.

Pre-Reception. Candidates should be 3 years old by September 1st, in their year of entry.

Reception. Candidates should be 4 years and 8 months by September 1st, in their year of entry.

Year 1. Candidates should be 5 years and 8 months by September 1st, in their year of entry.