

TITLE OF POLICY	Admissions
COVERAGE	Public
FIRST RELEASE DATE	31/08/2021
LAST RATIFIED DATE	11/05/2022
DATE FOR NEXT REVIEW	31/08/2023
OWNER	Admissions Manager
REVIEWER	Principal

School Admissions Policy

1. Aims

- To comply with the School Admissions Code of Practice and ensure compliance with all relevant legislation connected to this policy.
- To establish Recognition of Prior Learning as a valid method of enabling individuals to claim credit for units and qualifications of the relevant framework irrespective of how the learning took place and the assessments undertaken.
- ICS is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.
- The aims of the School of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.
- ICS is able to consider prospective students with SEN. ICS evaluates each application to decide the ability of support within the school to provide special education. The parents must fully disclose any medical reports and psychology assessments. The school will contact the parents to discuss the level of support needed and the fees will be charged.
- Maintain Data Integrity.

2. Statement of Intent

This admissions department ensure that the International Community School is following fair and appropriate procedures in the selection of students.

ICS ensures that the criteria and process for entry into school is clear, transparent and appropriately documented. The admissions policy should allow all stakeholders to fully understand how a prospective student can enter the school. ICS is committed to safeguarding and promoting the welfare of students.

ICS is an inclusive school that supports the individual learning needs of all children. The school provides a stimulating, supportive and secure environment for all students, including children who are more able, gifted and/or talented as well as those for whom learning presents some challenges. The aim of the Inclusion Department is to work with the children, their parents, their teachers and any external specialists to ensure that each child fulfils their true potential

Admission to ICS is subject to a number of entrance criteria, which can vary according to the child's age and the availability of school places. Admissions requirements on entry provide important data for the children's school files. In the interests of transparency the following guiding principles are applied to each application received:

- Has the applicant demonstrated an appropriate level of English language and literacy?
- Has the applicant successfully completed an academic interview?
- When starting in the nursery all children are required to be fully toilet trained;
- Are we aware of any safeguarding concerns from the applicant?
- Has the applicant recently studied in an English National Curriculum school or in an English Medium school?
- Does the applicant demonstrate additional talents or skills that can be developed further at ICS, including but not limited to – sporting, musical, artistic, linguistic and leadership

3. Scope

This policy applies to all active members of the ICS community – all students, staff and parents, as well as all prospective and future members of the ISP community.

4. Definitions

Formal Offer Letter - the letter shared from the Admissions team with parent(s).

5. Processes and Practice

A School with a Heart. ICS is known in Jordan for the vibrancy of its inclusive, warm and active community of parents, students and staff. Inclusivity is enshrined in all that we do, and we are proudly inclusive in meeting the needs of all our learners with a wide spectrum of ability and need. Every year our students gain access to world-leading universities including Oxford, Cambridge and US Ivy League Universities.

5.1 How to Apply

Stage 1 Online Enquiry Form

Complete enquiry form on ICS website. We respond to all applicants using the email address provided with the enquiry.

Stage 2A: Collecting Documents

Selected applicants will be invited to provide further documentation.

- One recent passport photograph of the children (actual photo or scanned copy)
- Copy of child's valid passport and parents
- Academic school reports (previous 3 years) if applicable
- Reference form to be filled from the previous school (attached please find)
- Copy of your children's immunisation record

Stage 2B: Admissions Committee Reviews (Getting to know your child)

Once all the documents are received the academic staff will review the application.

The child/ren will be invited to a meeting with the academic staff. The meeting will cover the following criteria:

1. Social skills appropriate to the child's age
2. Ability to understand and follow instructions
3. Level of English language appropriate to age
4. Ability to separate from their parents
5. Readiness to attend the nursery class

Being asked for this information does not guarantee a place at ICS nor an invitation to a meeting.

Stage 3A: Offer of a place

The application review is completed and the outcome conveyed to parents. Successful applicants will receive a formal offer by email .

If a place is offered, the family will receive the offer email. Before the place is confirmed ICS needs to complete a few administrative details:

1. Settlement of the invoice which you will shortly receive from our Finance department; please look for an email from the finance office, email address finance@ics.edu.jo
2. Along with the invoice you will receive in the same email a parent agreement form. This needs completing with a signature on every page and then returning either in person or via email to our Finance office. Further details are in the email you will receive from Mrs Nour.
3. Submission of any outstanding family documents. We have checked our file for your child(ren) and we still require the following documentation:

List of documents shared with family.

Stage 3 B Processing acceptance

Once an offer has been made, parents will receive the fee invoice that will require payment of the Registration and Tuition fees and before the applicant's first day of school.

Stage 4 Enrolment

ICS endeavours to ensure a smooth transition process for new starters. Parents will receive a full welcome pack inclusive of all starting details such as uniform, term dates and school policies. Parents will also receive details of their child's class and teacher allocation.

6. Associated forms and documents

None.

7. Responsibilities

We will collect all relevant data from a students' previous institutions with regards to any incident involving safeguarding & child protection.

Role of Governing Body

The Governing Body, as the admissions authority, has:

- A duty to consider all applications to this school fairly and openly;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and Visitors to the school are aware of and comply with this policy; in place an Admissions Committee;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken
- To deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Make effective use of relevant research and information to improve this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the School Council in:
 1. determining this policy with the Governing Body;
 2. discussing improvements to this policy during the school year;
 3. organising surveys to gauge the thoughts of all pupils;
 4. reviewing the effectiveness of this policy with the Governing Body.
- Nominated a link governor to:
 1. visit the school regularly;
 2. work closely with the Headteacher;
 3. ensure this policy and other linked policies are up to date;
 4. ensure that everyone connected with the school is aware of this policy;
 5. attend training related to this policy;
 6. report to the Governing Body every term;
 7. annually report to the Governing Body on the success and development of this policy.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher in conjunction with the Admissions Committee will:

- Ensure that all applications are looked at fairly and openly.

- Work in conjunction with the Senior Leadership Team to ensure all school Personnel, and parents are aware of and comply with this policy.
- Work closely with the link governor.
- Provide leadership and vision in respect of equality.
- Provide guidance, support and training to all staff.
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- Annually report to the Governing Body on the success and development of this policy.

Role of the Admissions Office

- Ensure all prospective parents are fully aware of the:
 1. admissions criteria;
 2. how to apply;
 3. role of the admissions committee.
- Update the database and provide data to the school principal
- Maintain data confidentiality
- Annually review the admissions criteria
- Work closely with the Headteacher;
- Ensure that this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Make effective use of relevant research and information to improve this policy;
- Annually report to the Governing Body on the success and development of this policy.

Role of the Parent/Carer

Parents/carers must:

- Be aware of and comply with this policy
- Submit all required documents in a timely manner.
- Apply by using the appropriate admissions channels
- Be aware of the deadline for admission applications.

8. Related information

None.