



COLEGIO
INTERNACIONAL
MERES 

A **COGNITA** SCHOOL

Applications and Admissions Policy

SPAIN

September 2025

1 Introduction

1.1.1 Meres International School is a private school for students from 3 to 18 years old.

1.2 The objectives of this policy are:

- Establish clear and fair criteria and procedures regarding requests for information, pre-enrollment events, admission; and
- Ensure that the skills and aptitudes of students applying for a place at Meres International School
- ("the school") are in line with the philosophy and standards of the school and that they can benefit from the opportunities offered at the school and can contribute positively to school life

1.3 References to "parents" or "families" in the policy include parents and/or legal guardians of a student applying to the school

1.4 This policy is available on the school's website.

2 Equitable Treatment

2.1 The school is open to applications for enrolment from all boys and girls. The policy applies to all students including those in the Infant stage.

2.2 All applications for admission will be treated equally, regardless of sex, ethnicity, sexual orientation, religion or beliefs, pregnancy or maternity, gender reassignment, any disability or social context of the student or their parents. Candidates will be treated the same regardless of their parents' age, gender, or marital status.

2.3 If the applicant has any allergies, medical conditions, special educational needs or disabilities, families must notify the school on the Registration Form, giving all details in writing.

2.4 Families should inform the school of any needs that may affect the student's ability to participate in a trial session at the school and/or their ability to participate in any assessment during the admissions process, so that the school can consider appropriate accommodations.

2.5 Where appropriate, families must provide a copy of the report of the psychologist, educational psychologist, doctor or educational plan corresponding to the student. The college may need to discuss the reports with outside agencies. This is so that the school can assess the child's needs and what support is needed. The school will consult with the family about any accommodations that can reasonably be made to ensure that the student has adequate access to the school's educational opportunities; and so that the school can ensure their safety and health, and the safety and health of others including staff and other students. The cost of such reports will normally be borne by the family.

- 2.6 If a pupil who is a candidate for entry into the school has a disability, the school will discuss with the family, and their doctors if necessary, what accommodations can reasonably be made at the school to ensure that the child is not disadvantaged compared to another pupil who is not disadvantaged by a disability.
- 2.7 There may be exceptional circumstances in which the school is unable to offer a place for reasons related to the child's disability or special needs. For example, if despite reasonable accommodations, we believe that the child will not be able to access the education offered adequately, or that the child's safety and health or that of others could be put at risk, we may not be able to provide a place for the child.
- 2.8 Sometimes, the circumstances of students with disabilities and/or special needs change. The school needs the family to be proactive and transparent in informing the school of any relevant changes and when the information provided at the time of enrolment is no longer current or complete. In most cases, this will not affect the child's place. However, the school may, in exceptional circumstances and with substantial changes, have to reconsider the offer of the place. It is important for the student that any decision in this regard is made as soon as possible, to avoid an alteration in their education. We therefore ask the family to communicate any substantial changes in their child's circumstances to us as soon as possible.

3 Requests for information

- 3.1 All requests for information about the school should be directed to Daniela.viejo@cognita.com. More information about the admissions process is available on the school's website.

4 Visits

- 4.1 We encourage interested families to make an appointment to attend the development of the School's activities and to meet with the director. Once a term, an open day is held in which you can make an informal visit to the centre's facilities. There is also the possibility of making an appointment for a private visit. To do this, please contact the Daniela.viejo@cognita.com

5 License plate

- 5.1 After a visit, meeting and/or interview with the school and the relevant admission tests according to the course, the school will make an offer of a place to the family. Parents who wish to enrol their child must fill in the Admissions *Registration Form*, read and sign the *Parent Contract* and send this documentation to the school along with the payment of the non-refundable Registration Fee.
- 5.2 The school will send a confirmation in response that the child's name has been included in the list of admissions for the year and course in question. If there are no places left in that course, the school will offer to register the minor on the waiting list. The place will be confirmed once the school has sent a formal offer and then the payment of the corresponding fees and the submission of the documentation has been made.

6 Test days

- 6.1 We offer the possibility of attending trial days as an occasion for children to experience a typical day at school.

7 Pre-School Camp Admission

- 7.1 The admission process to Pre-school camp will follow the same protocol as admission to any course of the different educational stages of the School. An assessment will be carried out through an interview with the stage coordinator and the school management to get to know the student on a social and emotional level.
- 7.2

8 Admission from Primary

- 8.1 An academic assessment will be carried out through a written or oral test and a personal interview will be held with each student together with their family, to get to know the student on a social and emotional level.
The family will be asked for the reports of the last two years of the previous schools.
Depending on the results of this academic assessment and interview, the place will be offered when it is considered that the child can follow an adequate development in the environment we offer.

9 Competence in the languages of instruction of the School.

- 9.1 In order to be able to cope with the academic and social demands of the school, pupils must have appropriate functional knowledge of the school's languages of instruction. Where appropriate, if the Spanish reinforcement provided by the School is not sufficient, families must provide their learning on their own.

10 Allocation of Places, Offers and Waiting Lists

- 10.1 The place will be confirmed once the school has sent a formal offer and then the payment of the corresponding fees and the submission of the documentation has been made.
- 10.2 In the event that the number of students registered for a course exceeds the number of places available, the following procedure will be applied:
- Brothers already enrolled in the School
 - Academic results obtained so far
 - Time at which the application for a place was made
 - Children of former students
- 10.3 The school will inform the family about the availability or not of a place, within 48 hours from the date of their application. The school is not obliged to indicate the reasons for refusing a place.
- 10.4 If there are no places available, the parents of the minor can include their name on the waiting list of the School. The College cannot guarantee when a place will be released.
- 10.5 The School reserves the right to withdraw an offer of a place in those cases in which such offer has been made based on a fraudulent application or with information that intentionally misleads.

11 Claims

- 11.1 There are no complaints procedures in regards to admissions to the College. The decision of the director shall be considered final. The grievance procedure is not available to candidate families.

12 The educational contract between families and the school

- 12.1 The terms on which the School offers its education services are set out in the Parental Agreement between parents and the School, which will be available to families during the admissions process.

13 Admissions Record

- 13.1 The school maintains a record of admissions

- 13.2 The data of the requestors will be kept in our records in accordance with current legislation on data protection; the school's Privacy Statements and Data Retention Policy. The school will not withhold the personal data of any member of your family longer than necessary.

- 13.3 For each student, the record will include:

- Full name
- Gender
- Name and address of each parent (with an indication of who the student usually lives with and who has parental authority). All parents with parental authority, even if they do not directly care for the child, have the right to receive information from the school on any matter affecting the child, unless this right has been limited or suspended by a court decision. If a parent notifies the school that the child will live at another address in addition to or instead of the usual address, this new address, the full name of the parent with whom the child will live, and the date from which the child is expected to live at that address, will be included.
- At least two emergency contact telephone numbers for pupils with two or more parents, i.e. one per parent; or at least two emergency contact numbers in single-parent families (if possible)
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of the child's previous school, if applicable.

The student's name must be included in the register from the beginning of the first day of agreed attendance at the School. For most students, the first day of attendance is the first day of the school year. If a student does not attend on the notified or agreed day, the School will take reasonable steps to establish the whereabouts of the minor.

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