COLEGIO INTERNACIONAL MERES

Applications and Admissions Policy

Colegio Internacional Meres

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

1.1. Admissions Policy

1.2. 1. Introduction

2. Colegio Internacional Meres is a private school for pupils aged 1 to 18.
3. The aims of this policy are to:
   3.1. Establish clear and fair criteria and procedures for enquiries, pre-enrolment events and admissions; and
   3.2. Ensure that the abilities and aptitudes of children applying to Colegio Internacional Meres are consistent with the school's ethos and standards, and that they can benefit from the opportunities offered by the school and contribute positively to school life.
4. References to “parents” or “families” in this policy include the parents and/or legal guardians of a pupil applying for a place at the school.
5. This policy is available on the school's website.

5.1. 2. Equal Treatment

6. The school welcomes applications from all children. This policy applies to all applicants, including those applying for Early Years places.
7. All applications will be treated equally, regardless of the sex, ethnicity, sexual orientation, religion or beliefs, pregnancy or maternity, gender reassignment, disability or social background of the child or their family. Applications will also be treated equally regardless of the age, gender or marital status of the child's parents.
8. If an applicant has any allergy, medical condition, special educational need or disability, their family must notify the school on the Registration Form, providing full details in writing.
9. Families must inform the school of any needs that may affect their child's ability to participate in a taster session at the school and/or any assessment during the admissions process, so that the school can consider appropriate adjustments.
10. Where appropriate, families must provide a copy of the applicant's relevant psychological, educational psychology or medical report, or education plan. The school may need to discuss these reports with external agencies in order to assess the applicant's needs and the support required. The school will consult the family about the reasonable adjustments it can make to enable the child to access the school's educational opportunities appropriately, and to safeguard the health and safety of the child and others, including staff and all pupils. The cost of these reports will normally be borne by the family.
11. If an applicant has a disability, the school will discuss with the family, and with their doctors where necessary, the reasonable adjustments that can be made at the school to ensure that the child is not placed at a disadvantage compared with a child who is not disadvantaged by a disability.

12. There may be exceptional circumstances in which the school is unable to offer a place for reasons relating to a child's disability or special needs. For example, if, despite reasonable adjustments, we consider that the child would be unable to access the education provided appropriately, or that their health and safety or that of others could be put at risk, we may be unable to offer a place.
13. The circumstances of pupils with disabilities and/or special needs may change. The school requires families to be proactive and transparent in informing it of any relevant changes, including when 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, in exceptional circumstances involving substantial changes, the school may need to reconsider the offer of a place. It is important for the child that any such decision is made as early as possible to avoid disruption to their education. We therefore ask families to inform us of any substantial changes in their child's circumstances as soon as possible.

13.1. 3. Enquiries

14. All enquiries about the school should be directed to the Admissions Department using the enquiry form on the school's website: https://www.colegiomeres.com/proceso-de-admisiones/.

14.1. 4. Visits

15. We encourage interested families to arrange an appointment to observe school activities and meet the Head of School.

15.1. 5. Enrolment

16. Following a visit, meeting and/or interview with the school, and completion of the relevant admissions assessments, the school will issue an offer of a place to the family. Families wishing to enrol their child must complete the Admissions Registration Form, read and sign the Parent Contract, and return these documents to the school together with payment of the non-refundable Registration Fee.
17. The school will then confirm that the child's name has been added to the admissions list for the relevant academic year and year group. If no places remain in that year group, the school will offer to add the child's name to the waiting list. A place will be confirmed once the school has issued a formal offer and the relevant fees have subsequently been paid and the required documents submitted.

17.1. 6. Admission to Pre-Nursery and Nursery

18. We accept children from the age of 1. No formal assessment is carried out.
19. Places in Pre-Nursery and Nursery, and progression from Nursery to Reception, are not automatic. In some cases, a place will not be offered, for example if we consider that a child's development is not as expected and that they would therefore be unable to thrive in our setting, or that the school would be unable to meet their needs.

19.1. 7. Admission to Other Year Groups

20. Children applying to join the school for the first time will be assessed through a written test and a personal interview.
21. Pupils whose first language is not one of the school's languages of instruction may have their language proficiency assessed before a place is offered. This assessment will consist of a written test, which may be supplemented by an interview in person or online.

21.1. 8. Proficiency in the School's Languages of Instruction

22. To meet the academic and social demands of the school, pupils must have an appropriate working knowledge of the school's languages of instruction. Where necessary, families must commit to funding additional Spanish or English language tuition at their own expense, beyond the school programme.

22.1. 9. Allocation of Places, Offers and Waiting Lists

23. A place will be confirmed once the school has issued a formal offer and the relevant fees have subsequently been paid and the required documents submitted.
24. If the number of pupils registered for a year group exceeds the number of places available, the following criteria will apply:
    24.1. Results achieved in official examinations.
    24.2. Siblings already enrolled at the school.
    24.3. Former pupils.
    24.4. Children of former pupils.
    24.5. The date on which the application for a place was submitted.
    24.6. References from previous schools.
    24.7. For children entering Early Years (Pre-Nursery), priority will be given to applications for full-time places over those for part-time places.

25. The school will inform the family whether a place is available within 48 hours of the date of their application. The school is not required to give reasons for declining to offer a place.
26. If no places are available, the family may ask for their child's name to be added to the school's waiting list. The school cannot guarantee when a place will become available.
27. The school reserves the right to withdraw an offer of a place where that offer was made on the basis of a fraudulent application or deliberately misleading information.

27.1. 10. Appeals

28. There is no appeals procedure in relation to school admissions. The decision of the school leadership will be final. The complaints procedure is not available to applicant families.

28.1. 11. The Education Contract Between Families and the School

29. The terms on which the school provides its educational services are set out in the Parent Contract between the family and the school, which will be made available to families during the admissions process.

29.1. 12. Admissions Register

30. The school maintains an admissions register.
31. Applicants' data will be retained in our records in accordance with applicable data protection legislation and the school's Privacy Notices and Data Retention Policy. The school will not retain the personal data of any family member for longer than necessary.
32. For each pupil, the register will include:
    32.1. Full name.
    32.2. Gender.
    32.3. The name and address of each parent, indicating with whom the pupil normally lives and who holds parental responsibility. All parents with parental responsibility, including those who do not directly care for the child, are entitled to receive information from the school about any matter affecting the child, unless that right has been restricted or suspended by a court order. If a parent notifies the school that the child will live at another address, in addition to or instead of their usual address, the register will include the 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.
    32.4. At least two emergency contact telephone numbers for the pupil, namely one for each parent; or, for single-parent families, at least two emergency contact numbers where possible.

32.5. Date of birth, including day, month and year.
32.6. Date of admission or readmission to the school, including day, month and year.
32.7. The name and address of the child's previous school, where applicable.
32.8. The pupil's name must be entered in the register from the start of their agreed first day of attendance at the school. For most pupils, this is the first day of the academic year. If a pupil does not attend on the notified or agreed date, the school will take reasonable steps to establish the child's whereabouts.
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