



Baleares International College
Mallorca
an Orbital Education School



Admissions Policy

Approved by: Alison Colwell, Principal

Last reviewed on: January 2025

Next review due by: January 2026



Admissions Policy

1. Purpose:

The Admissions Policy establishes our criteria for admission in both the Sant Agusti (SAN) and Sa Porrassa (SAP) schools. Sa Porrassa caters for students from 5-18 years and San Agusti from 3-11 years.

1. Content:

- 1.1 Baleares International Schools are members of the Orbital Education group of schools. They are open access schools with places being generally offered without reference to ability or aptitude.
- 1.2 Students are not barred from admission to the school on the grounds of race, colour, ethnicity, nationality, first language, religion, attainment level, gender, disability (within the limitations of physical surroundings), class, background or any other reason that cannot be shown as justifiable.
- 1.3 It is incumbent on parents to inform the school at point of application of any diagnosed special educational need or disability and to share with the school the psychological assessment or specialist medical report.
- 1.4 The school reserves the right to contact the previous school to seek reference to any disclosed SEND needs and for evidence of normal ways of working in the classroom and any previously approved examination access arrangements and associated documentation.
- 1.5 Parents of children in older year groups should note that when it comes to formal public examinations it is the responsibility of the school, in conjunction with the SEND co-ordinator, to recommend if any student needs to be formally assessed for any access arrangements. Parents should not get their children formally assessed without prior discussion with the school, and in any case any assessment that has not been initiated by the school will not be valid towards any exam access arrangement. At all times the school will adhere to the JCQ / Cambridge regulations on determining examination access arrangements. The final decision will be taken by the Principal.
- 1.6 The ethos of the schools is based on our desire to provide a high-quality education. We insist on high standards, we expect our young people to work to the best of their ability, to behave in a way which shows courtesy to those around them and to wear their uniform smartly. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

2. Admission Arrangements

The school agrees that the following admission arrangements will apply with effect from 1 September 2024:



- 2.1 Students are normally admitted to EYFS (SAN only) to Year 10, without reference to ability or aptitude. Registration for Yr 11, Yr 12 and Yr 13 are subject to the Principal's approval.
- 2.2 Admissions will be such as to ensure that each Year group will not exceed the intake number for that Year group.
- 2.3 **Pre-Nursery (children turning 3 years during the months September – December)**

When considering a pre-nursery arrival to the EYFS (those students who by September 1st are NOT 3 years of age and will turn 3 years during the 1st term), the child should be physically, socially and emotionally mature, fully toilet trained, and be working at a level which is at least comparable with the most able children of nursery age. Pre-nursery students will only be offered a place where there is an older sibling also registering. Exceptions will be made if there is a space available.

In order to make an informed decision, the following will be needed by the school:

- a. the written agreement of parents/carers (signed offer letter and registration form)
- b. evidence that the parents understand that the pupil will need to complete that academic year as well as the following year in nursery and move to Reception class when the pupil is 4 years old BEFORE 31st August.
- c. copies of up to date and relevant reports detailing educational attainment (where applicable).

The final decision will be taken by the Principal.

3. Determination of Priorities:

The school has to operate an equal preference system. In the event of over-subscription, all applications for the school will be considered equally and ranked in order of how they meet the criteria:

- 1 students currently on roll (for re-registration purposes)
- 2 where a student has a sibling attending/who attended the school
(a sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address)
- 3 a student currently enrolled at the other Baleares International College site (SAP / SAN) that wishes to transfer.
- 4 children of members of staff employed at the school
- 5 a student currently enrolled at another school within the Orbital Education group
- 6 other students.

4. Procedures:

Applications should be made through the BIC website. This enables the Admissions Officer to track the enquiry and contact visits / virtual calls. Parents must follow the steps set in the CRM to register the child/children.

Once a place has been offered, the applicant must pay a deposit and one off registration fee to



secure this place. Places are not guaranteed until the school has received the necessary payment.

child's place for the following academic year and return it to the school by the date specified. The re-registration deposit is then deducted from the 1st term fees for the following academic year.

A waiting list is kept for a full academic year. If there is over-subscription all children will be ranked in the same order as the published over-subscription criteria. The waiting list will be adjusted to take account of late or in-year applications.

5. Mid-year transfer:

In considering mid-year transfer to either Primary or Secondary, Baleares International College schools requires copies of up to date and relevant school reports.

5.1 In the event of said pupil arriving from the Spanish system, reports for the last 3 years of consecutive study **MUST** be provided as these are required for an eventual convalidation process.

5.2 When appropriate, a student reference form will be sent to the pupil's previous school's admission department:

School report is not provided (age 6 years and above)
Principal is not satisfied with a school report provided
Student's behaviour during a school visit or Taster Day

6. English as an Additional Language (EAL) students:

Children who do not have command of English as their first language will be assessed prior to being formally enrolled.

Policy Monitoring:

The policy is monitored by the Principal and the Regional Head of Schools for Orbital Education.

Evaluation of Policy:

The policy is evaluated in the following ways: informal discussion with parents; notification to the local Department of Education in the case of Spanish nationals; and through consultation with Orbital Education.

This policy is to be reviewed and evaluated annually by the Principal and the RHoS, and updated as and when changes occur.

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