Baleares International College, Mallorca

A MEMBER OF ARISTON EDUCATION

Admissions Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	September 2027

This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

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1. Purpose

This policy sets out how Baleares International College admits students to its two sites: Sant Agustí (Early Years and Primary, ages 3 to 11) and Sa Porrassa (Primary, Secondary and Sixth Form, ages 5 to 18). It explains who may apply, how places are offered when a year group is oversubscribed, and what information the school needs before a place is confirmed.

The school is part of Ariston Education and is authorised by the Spanish Ministry of Education as a foreign school (centro docente extranjero) under Real Decreto 806/1993, following the National Curriculum for England.

2. Principles

- The school is open access. Places are offered without reference to ability or aptitude, other than the entry arrangements for Years 11 to 13 set out in section 4.
- No applicant is refused a place, or treated less favourably, because of race, colour, ethnicity, nationality, first language, religion or belief, sex, sexual orientation, gender identity, disability, family background or any other ground protected by Spanish law, in particular Ley 15/2022 on equal treatment and non-discrimination.
- The school makes reasonable adjustments (ajustes razonables) so that disabled students and students with special educational needs can take up a place, in line with the Accessibility Statement and the SEND Policy.
- Admission decisions are made fairly, consistently and in the best interests of the child.

3. Year groups and intake

- Students are normally admitted from Early Years (Sant Agustí only) to Year 10 at any point in the year, subject to space.
- Entry into Years 11, 12 and 13 requires the approval of the Principal, because students must be able to complete the course they are joining. For Year 12 this includes a review of the student's GCSE or equivalent results against the entry requirements for their chosen subjects, agreed with the Head of Sixth Form.
- The school manages admissions so that no class goes above its planned intake number.

Early Years at Sant Agustí

Children may join Pre-Nursery in the term in which they turn 3 (September to December birthdays), where they show the physical, social and emotional readiness to join the class, including being toilet trained. Priority for Pre-Nursery is given to children with an older sibling at the school. Parents confirm that they understand their child will complete that year and the following Nursery year, and will move into Reception in the September after their fourth birthday. The Principal of Sant Agustí makes the final decision.

4. Oversubscription: order of priority

Where there are more applications than places in a year group, places are offered in this order:

1. Students already at the school (re-registration).

2. Children with a brother or sister (including half, step and adopted siblings and the child of a parent's partner) who attends, or has attended, the school.
3. Students at the other BIC site who are transferring between Sant Agustí and Sa Porrassa.
4. Children of members of staff.
5. Students transferring from another Ariston Education school.
6. All other applicants, in order of the date on which the completed application was received.

Children who are not offered a place are placed on a waiting list for that academic year, ranked by the same order of priority. The list is updated when late and in-year applications are received.

5. How to apply

- Applications are made through the school website, which allows the Admissions team to arrange a visit or a video call and track the application.
- The Head of Marketing and Admissions (Kaleigh Ridgwell) and the Admissions team manage enquiries, visits and taster days for both sites.
- Once a place is offered, the family secures it by paying the deposit and the one-off registration fee set out in the current fee schedule and terms and conditions. The place is not guaranteed until payment is received.
- Families of current students confirm next year's place by the re-registration deadline published each year. The re-registration deposit is deducted from the first term's fees.

Information the school needs

Parents provide, with the application:

- the child's most recent school reports and, for children aged 6 and over, a reference from the current school where the school requests one;
- for students coming from the Spanish system, reports for the last three consecutive years, which are needed for convalidación and homologación of their studies;
- details of any special educational need, disability, medical condition or allergy, with any psychological, educational or medical reports;
- any information about the child's welfare that the school needs to keep them safe, including court orders or custody arrangements.

The school may contact the previous school, with the parents' knowledge, about the child's progress, behaviour, attendance, safeguarding and any exam access arrangements. Where information about a child's needs is withheld and later affects the school's ability to meet those needs, the school will discuss the position with the family.

6. Special educational needs and disabilities

Having a special educational need or disability is not in itself a reason to refuse a place. The school will consider each application on its merits and meet with parents to discuss the support the child needs and what reasonable adjustments can be made. In rare cases, where a child's needs are such that the school cannot meet them even with reasonable adjustments, the Principal will explain this to the family openly and in writing so that they can consider other options in the child's best interests.

Assessments for exam access arrangements must follow the Exam Access Arrangements Policy. Assessments that the school has not initiated cannot be used as evidence for access arrangements.

7. English as an Additional Language

Children whose first language is not English are assessed before they are formally enrolled so that the school knows the level of English support they will need. The school supports students learning English as set out in the SEND Policy (English as an Additional Language section). A student's level of English is not a reason for refusing a place in Early Years or Primary. For entry into Years 10 to 13, the student must have enough English to access the examination courses they are joining; the school will advise the family where this is a concern.

8. In-year admissions

Students joining during the year need copies of up-to-date school reports. The school sends a reference request to the previous school where no report is provided, where the Principal has questions about the report, or where there are concerns about the student's behaviour during a visit or taster day.

9. Data protection

Information provided on the application is processed in line with the General Data Protection Regulation (EU) 2016/679, Ley Orgánica 3/2018 (LOPDGDD) and the school's Privacy Policy. Health and SEND information is shared only with the staff who need it to support the child.

10. Monitoring and review

The Principal monitors admissions each year and reports to the Regional Head of Schools on behalf of Ariston Education. The policy is reviewed annually and whenever admissions arrangements or the law change.

11. Related policies

- Accessibility Statement
- Special Educational Needs and Disabilities (SEND) Policy
- Exam Access Arrangements Policy
- Equality, Diversity and Inclusion Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Privacy Policy