



Admissions Policy

September 2019

Nursery

Children are welcomed into Park Lane from the age of three. No formal assessment is undertaken for children entering Nursery, although parents will be asked about their child's general development and any identified special needs prior to a place being offered. We require children to have basic toilet training in Nursery; however, staff realise that children of three are not always totally reliable in this respect.

Foundation Stage Procedures

Before a child attends, we work with his/her parents to decide on the best way to help the child to settle into school and where necessary implement a transitional action plan. This is also a good time to discuss how long the first few days will be. We encourage pupils to visit on at least 3 occasions before the first day. The length of these visits can vary due to individual needs but should be agreed with the classroom teacher beforehand.

Before any initial visits, we provide each child with an 'All about me' booklet which they will complete at home with their parents. This booklet will then be brought back to school and given to the child's teacher during their initial visit. This will provide the teacher with a good understanding of your child which will in turn support their transition into school. Where possible a home visit will be offered to each new family starting at Park Lane.

Reception and Key Stage 1

Children joining the School at 4+, 5+ and 6+ undertake an informal assessment before a place is offered as part of their trial day/s. For children joining Reception, this takes the form of simple activities to assess fine motor skills and other basic abilities. For children joining Year 1 and Year 2, the assessment requires that children show a little of their achievements in reading, writing and mathematics. Reports from previous settings will be requested.

Assessments are made to identify potential and a willingness to engage in the tasks. We understand that children come to us with differing pre-school and school experiences, and at varying stages of development.

Key Stage 2

Children wishing to join the school in Key Stage 2 (Years 3,4,5 and 6) undertake written assessments in reading, mathematics and non-verbal reasoning. These are standardized NFER papers, which are age-related. Reports from current schools, behaviour, previous learning experiences and special needs are also taken into account. The assessments are

taken with the Head or Deputy Head of Primary, following which the pupil spends the remainder of the school day with their peer group.

Year 6 Selection Tests for entry into Year 7

Boys and girls applying to join the Secondary School at 11 are required to sit Selection Tests. This is normally taken before January in the case of new pupils and by the end of January for Park Lane's year 6 pupils. The assessments comprise of an English Proficiency Test and an online selection test involving verbal and non-verbal reasoning, plus maths skills.

In the case of new entrants, the Principal will also request a confidential reference from the applicant's current school along with copies of school reports for the past two years.

Subject to the availability of places, late applicants may be invited to take the tests by appointment and, if successful, will be offered a place if available or a place on the waiting list if the year group is fully subscribed.

In addition to the selection tests, all candidates for places in the secondary school and the primary school complete a trial day and an interview with the Principal or Head of Primary.

Key Stage 3 Academic Scholarships

Our Year 6 Selection Tests are also a major part of the selection process for Key Stage 3 academic scholarships. Candidates with exceptional overall scores will be invited to participate in the final stage of selection, which includes further verbal and non-verbal reasoning tests and a formal interview with the selection panel.

Entry to Key Stages 4 and 5

Students wishing to join KS4 (Years 10-11) need to demonstrate that they have an appropriate academic background and the potential to cope with the challenges of the two-year IGCSE programme. While it is unusual for a new student to be admitted to Year 11, this is feasible if he/she has studied IGCSE courses at another school. For all students looking to join Year 10, a combination of school reports, selection tests, interviews and a trial day are required.

Students wishing to join the IB Diploma Programme from Year 12 must be able to demonstrate their capacity to tackle all aspects of the diploma. In most cases, students will be expected to have attained suitable grades for IGCSE or GCSE courses or a comparable record of achievement from another English-led course of study. A strong level of English proficiency is always required.

Further details of the school's admissions policy for the IB Diploma Programme can be found on Page 6 of this document.

Allocation of Places

In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

- The results obtained in entrance assessments;
- The presence of siblings within the school or requiring entry;
- The length of time the child has been registered for entry;
- Reports/references from previous schools;
- Preference may be given to families who are relocating.

The criteria for admission to the school apply equally for all children, regardless of disability, ethnicity, race, religion, sexual orientation, gender or social background.

Special Educational Needs and Physical Disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us in detail before registering for a place and before he or she takes any entrance assessment. This will enable the School to determine if their needs fall within the scope of our Learning Support provision (this may be at an additional cost) and to determine if the nature of the School site can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss the provision with the family's medical advisers to assess how the child's needs could be met, should they become a pupil at the school.

NB. The school buildings are conversions, which may limit accessibility for those with physical disabilities.

Sibling policy

Most siblings join us at Park Lane International School. However, admission is not automatic, and there may be occasions where we judge that a sibling is more likely to thrive in a different learning environment.

The school undertakes to accept your child as a pupil of the primary school from the time of joining the school until the end of his/her next stage of schooling; the stages are Foundation Stage/Key Stage 1/Key Stage 2. It is anticipated that all children will make appropriate progress and hence a smooth transition through each stage of their

education at Park Lane International School. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity.

Pupils have the opportunity to transfer to Park Lane Senior School at the end of Year 6, providing they can meet the required selection standards and a place is available.

Please see page 6 for our selection process for entry to the IB diploma programme.

Vaccinations

Each child/ young person joining Park Lane must be vaccinated against: Hepatitis B, Haemophilus influenzae B, Bordetella pertussis, Diphtheria, Tetanus, Polio Parotitis, Morbilli, Rubella (Measles, mumps, rubella).

The parent/carer must submit a copy of the vaccination certificate or a doctor's note of confirmation before entering the school.

Exceptions to this rule can only be permitted if vaccination is not possible for health reasons. The guardian of the child shall prove this by obtaining and submitting a note of confirmation from their child's doctor. In such circumstances, enrolment of the child will be assessed on an individual, case-by-case basis.

Admissions procedure

Thank you for considering Park Lane International School for your family. Our Admissions Team understands the importance of providing incoming families with a positive and personal transition experience and is here to help guide you through all the steps of our application process.

The application process involves these three steps:

Initial Enquiry

If you are interested in finding out more about Park Lane International School, please contact our [Admissions Team](#) by telephone, in person or by completing our [Initial Enquiry form](#).

We will be happy to guide you through all stages of the application process.

We offer individual appointments to introduce prospective families to our school premises.

Please note that admissions meetings and school tours are available by appointment only.

Prospective families will receive a tour of the school accompanied by a pupil and the Registrar and will receive information about the school curriculum and class timetables together with a welcome booklet.

Starting the application process

On receipt of the completed initial enquiry form, parents will be invited to visit the school, preferably with their child/children. During this visit families will be given the opportunity to meet staff members including the School Registrar, Head or Deputy Head of Primary or Secondary, Head of Czech (for parents of Czech nationals joining Year 2 – Year 6).

Families applying from abroad will be provided with all the necessary information via email or 'phone. Applicants may also be interviewed via Skype.

Application

Following the visit, 'phone call or email communication, parents may be invited to make a formal application for entry of their child/children.

The application is made as follows:

- a) Completion of the online Application Form, provided by the school registrar.
- b) Provision of copies of school reports for each child covering the previous two years of education (where relevant)

Placement Assessment and Personal Interview:

Each applicant will be assessed according to his or her Key Stage entrance.

Primary assessment (pupils aged 3-10):

The informal assessment ideally and where possible will be part of an assessment and trial day in the class matching the pupil's age and academic stage.

- Pupils enrolling from Year 1-6 will have an Induction and Taster Day in their correct age phase and class group. This day is arranged between the Parents/Carers and the School Registrar
- The Induction and Taster Day gives the school the opportunity to test and make observations of each pupil to ensure that enrolment into the school is a happy and settled procedure
- Reading, Writing, Mathematics and Spelling tests are given to the pupils to assess there is a good academic match to the abilities, teaching and learning we have in school
- The school Class Teachers, the Curriculum and Assessment Coordinator and the Head of the EYFS and Primary School will decide if a pupil is accepted to join Park Lane International Primary School

Secondary assessment (pupils aged 11 – 18):

Parents wishing to register their children in the Secondary School should kindly note that all applicants are expected to undergo a challenging selection process.

Entrance Exams for potential students

- An online computer adaptive entrance assessment which helps us to identify the most able students and provides us with strong indications of each student's academic potential. These standardised tests are recognised internationally.
- An English proficiency test to help us compare external candidates with our current students and enables us to assess the level of English competency and any initial support needs for students whose English standard falls below age expectations.
- A Czech test for Czech nationals which enables us to compare external candidates with our current students and allows us to assess the level of Czech as a benchmark for further study.
- Parents will be asked to attend a short formal meeting with the Head or Deputy Head of Primary or Secondary (as appropriate) once relevant assessments and trial days have been undertaken. Any specific conditions attached to the offer of a place will be discussed.

Our first session of entrance exams for secondary students is usually held in November.

Application Fee

The application cannot be processed until payment is received.
Please note payment of Application Fee does not guarantee a school place.

Application fee: 10.000 CZK

Bank account: 1002392102 / 2700 (UNICREDIT) or by credit card in our school office

Note: Name of student

Notification of Acceptance

Following receipt of the assessment results, school reports, Head teacher's reference, and once the trial day has occurred, the school will decide whether a place is to be offered. The campus registrar will notify parents of the outcome. In some instances, the Head of Primary or Principal/ Head of Secondary will write separately to parents to clarify any specific conditions attached to the offer of a place.

Enrolment contract

The enrolment contract, along with the payment information form, will be sent to parents for completion.

Invoice and Payment of School Fees

Invoices will be addressed to parents or to companies as notified in the

payment information form and issued shortly thereafter.

All school fees for students are payable in advance.

Once you have provided the Admissions Office with the date of birth of your child and the intended date of enrolment, we will confirm which year group your child is eligible to join. If your child's current school year/grade placement is different from the one our policy suggests, our Admissions Team will discuss your child's case and provide suitable advice.

Admissions to IB Diploma Programme

Students applying to study the IB Diploma Programme courses will have to demonstrate their academic ability and positive approach to learning. There is no guaranteed entry from the IGCSE Programme into the International Baccalaureate Diploma Programme (IBDP). All students wishing to study the IBDP are expected to provide evidence of their eligibility for the programme. In addition to IGCSE achievement, the Year 11 report may form part of the admission process.

Further to the above, the following principles will apply:

- In order to enter the IBDP programme, Park Lane students are expected to have achieved A* to C grades in at least 8 subjects at IGCSE.
- In order to choose a subject at IB higher level, which has previously been studied at IGCSE or equivalent, it is expected that the student will achieve an A* to B grade (except for IB Maths HL, where an A or A* grade at IGCSE will be a prerequisite).
- To choose a subject previously studied at IGCSE at IB SL, it is expected that the student will have achieved at least a C grade.
- If a student decides to study new subjects, which they have not studied at IGCSE, entry to the course will be considered in relation to attainment in subjects that are naturally related. For example, in order to choose Psychology, a student's results in English, Biology and Maths will be taken into consideration. Each of the student's choices will be considered individually with the respective Subject Leader, the Secondary Leadership Team and the IB Diploma Coordinator.
- External candidates for the IB diploma with no IGCSE results will sit entrance exams in English, Maths, non and non-verbal reasoning (and Czech in the case of Czech nationals). Reports from their previous school(s) will be considered. Eligible candidates will be interviewed before acceptance.

The above considerations will apply during the processing of IB subject choices at the beginning of the 2nd term of Year 11. As IGCSE results are not available until mid-

August, the most recent report grades/predicted grades (which are data based grades) will be used.

This policy is reviewed and updated annually by the SMT and Admissions Officers.