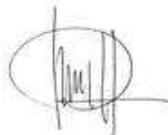




ALOHA COLLEGE

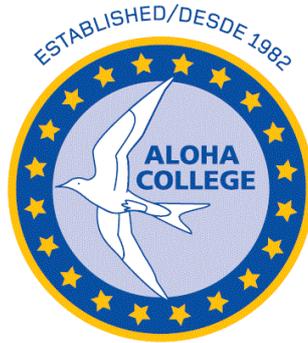
ADMISSIONS POLICY

Policy Leader: Susan Robson de Morales	Checked by: Elizabeth Batchelor	Authorised by: Joseph Fay
Signature: 	Signature: 	Signature: 
Date: December 2013	Date: January 2014	Date: January 2014

Distribution List

1. Board of Governors
2. Headteachers
3. Academic Team
4. Pastoral Team
5. Administrative Staff
6. Support Staff

Reviewed: October 2017



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1. ALOHA COLLEGE ADMISSIONS POLICY

Aloha College offers a UK-style education which broadly follows the English National Curriculum from Nursery to Year 9. It offers the IGCSE programme in Years 10 and 11. In the sixth form students can choose from either the A-level or the International Baccalaureate Diploma programmes.

The school caters for students who have the following attributes:

- An age-appropriate fluency in English (speaking, reading, writing and comprehension)
- A positive attitude to learning
- The ability to thrive in a high-achieving environment
- Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support
- Strong parental support

2. ALOHA COLLEGE ADMISSIONS PROCEDURE

Information on the school is provided to the enquirer in writing, by the Registrar.

Enquirers who visit will be provided with the school brochure and current yearbook, plus IGCSE and IB/A-level brochures if relevant. A tour is not provided at this point.

After their initial enquiry, if parents feel they would like to continue with the application procedure, they are required to provide the school with a copy of the child's most recent school report and a copy of the child's passport and their own.

In **Primary**, a report should be provided if the child has been attending school or Nursery. Foundation Stage children (aged 3 and 4) are not required to have any knowledge of English. A pre-requisite is that they be toilet-trained. Applicants for Key Stage 1 (aged 5 and 6) need to be able to express their basic needs in English, and to show therefore evidence of English learning if they do not have English as a First Language. Applicants for Key Stage 2 (aged 7 to 10) will need to show evidence of their level of English.

All children who apply must be able to move around the school independently.

Once a satisfactory report has been provided parents are invited to visit the school facilities. This visit can take the form of:

a) a tour (with or without prospective pupils). Tours of the school are normally carried out by Aloha College pupils. Only parents/guardians of the applicants will be offered the tour.

b) for applicants to Foundation Stage and Key Stage 1, an interview with the Head of Key Stage or Head Teacher.

c) for applicants to Key Stage 2, a written/online assessment followed (usually up to 3 working days later) by an interview with the Head Teacher, depending on test results.

d) following the above, a morning spent in school with his/her year group, if deemed necessary by the Head Teacher in order to complement the information she already has on the candidate.

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Before being offered a place, the parents of some children may have to agree to conditions for enrolment i.e. spend some time at the Aloha College Summer School, join the YLE or another English/Maths reinforcement activity once a week after school, or receive private tuition once a week with a member of staff chosen by the Head Teacher, until the child in question can access the curriculum.

All pupils moving from local schools will require a verbal or written reference from their Head of School. The information provided is confidential.

Offer of a place will be for the correct year group according to the English system (i.e. those born from 1 September to 31 December will be in a lower year group than those born between 1 January and 31 August of the same year).

Other students whose report and interview are satisfactory (and assessment in the case of Years 3 to 6) are offered a place (guaranteed or on the waiting list) at interview by the Head Teacher, or soon after.

If an applicant has siblings at the school or is the child of a former pupil, these aspects will be taken into account.

Applicants to **Secondary** School must present the most recent school report, and, if the candidate does not attend an English-curriculum school, evidence of his/her level of English within the Cambridge system or CEFR (Common European Framework). If the report is unsatisfactory the family will be told that the quality of the report is not good enough to move onto the next stage of the procedure, but may be invited to provide the pupil's next report if the standard had improved.

A report is judged unsatisfactory if there is evidence of lack of concentration in class/distraction of other pupils/poor discipline. Also if there is evidence of poor academic achievement in the core subjects (lower than "C" or equivalent in English, Maths and Science).

Applicants to Secondary School are then offered the following:

a) a tour (with or without prospective pupils). Tours of the school are normally carried out by Aloha College pupils. Only parents/guardians of the applicant will be offered the tour.

b) a written/online test for entry into Years 7 to 12, followed by interview with the Head Teacher or Heads of Key Stage (if successful in the test). The interview takes place 2 or more days after the test in order to allow time for marking.

The tests are in English and Maths. When deemed necessary, they may also be held in Science, Spanish or (in KS4/5) one of the chosen options.

The English and Maths results are crucial to the offering or not of a place and, if the applicant is successful, serve to place him/her in the appropriate ability group once in school. (Tests are internal documents and although the results are shared the tests themselves will not be given out to parents).

Based on the results of these tests, the interview and the child's latest school report, the Head Teacher will decide whether or not to offer the place. In some cases commitment to extra support such as Summer School, after-school activities and private tuition may

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be required from the parents. The year group the place is offered in may be determined by academic achievement as well as date of birth. Parents should bear in mind that the British system assigns pupils born between 1 September one year and 31 August the next year, into the same year group. (Unlike the Spanish and other systems which work from 1 January to 31 December).

Places offered to Year 12 applicants after testing and interview are conditional on their achieving a minimum of 6 A* to C IGCSE grades or equivalent in their end-of-year exams. Minimum grades may also be required in their chosen subjects – these will be clearly laid down at interview.

All pupils moving from local schools will require a verbal or written reference from their Head of School. The information provided is confidential.

If an applicant has siblings at the school or is the child of a former pupil, these aspects will be taken into account.

Whole School

It is entirely the decision of Aloha College to admit or reject a candidate's application.

Aloha College is not required to give written or verbal feedback to any pupil or family if a place is not offered.

The school reserves the right to carry out a credit control check with the applicant's former school.

A strong home-school partnership is essential for pupils' progress so parental support is highly valued and figures as an important criterion for admission.

Once a place has been offered, parents are informed about the enrolment procedure (enrolment form, documentation and reservation payment) and given a certain period to carry it out. Documentation required is: passport of the child and parents/legal guardians, child's original birth certificate, completed dietary/allergy sheet, and photo. If a person other than the parents is authorised to collect the pupil, parents must provide the school with a copy of their ID.

When considering applications, the importance of maintaining a balance of nationalities in the school is taken into account.

Visits, tests and interviews take place during most of the school year. Testing and interviews also take place during the first week of July and the last week of August, although visits only are not possible at this time.

Very occasionally as pupils progress through one year group, it may become apparent that Aloha College is not able to provide the most appropriate educational setting, for the best interests of the pupil. In this event parents will be thoroughly consulted and supported in identifying a more suitable education provider.

All successful applicants will meet the Principal prior to joining the school.