



ALOHA COLLEGE MARBELLA

Admissions Policy

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Distribution List

✓	1	Board of Governors
✓	2	Head teachers
✓	3	Academic Team
✓	4	Pastoral Team
✓	5	Administrative Staff

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POLICY AIM

With this policy, Aloha College Marbella aims to:

- Explain how to apply for a place at the college
- Set out the college's arrangements for allocating places to the pupils who apply

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1. ALOHA COLLEGE MARBELLA ADMISSIONS POLICY

Aloha College Marbella is a not-for-profit foundation offering 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. Qualifications in these programmes can be validated with the Spanish system so pupils receive their ESO (Secondary education) and Bachiller (Sixth Form education) diplomas.

Aloha College Marbella is open to students from all religious and ethnic backgrounds; however, all students must follow the same codes and school traditions, according to school guidelines.

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
- Will adhere to all policies of the school.

2. ALOHA COLLEGE MARBELLA ADMISSIONS PROCEDURE

Parents who wish to request information or register an interest for their child do so via the OpenApply platform on the Aloha College Marbella website. On the Admissions page there is an "Enquiry Form" where parents fill in basic details, after which they automatically receive further information on the school, including fees.

After this initial enquiry, if parents feel after receiving the information that they would like to continue with the application procedure, they are required to provide the documents on their "checklist" i.e. a copy of the child's most recent school report and a copy of the child's passport and their own.

OpenApply procedure (via website)

- Via Enquiry Form parent provides brief details and receives further information on school
- Parent provides documentation (ID and school reports)
- Enquiry acquires status of "Application" and notification sent to parent
- Candidate visits or comes for testing (Years 3 to 12) or interview (FS - Year 2)
- Successful tested candidates come for interview
- After successful interview, Application acquires status of "Place offered" and notification sent to parent with instructions
- Parent fills in enrolment form (including medical/dietary information), supplies additional documentation (birth certificate, photo), and pays fee
- Welcome email sent



At each stage in the application procedure parents are prompted via their “checklist” as to what is the next step.

At Aloha College Marbella year groups are organised into 6 stages: Foundation Stage, and Key Stages 1 to 5. School will determine which year group is most suited to the candidate, depending on his/her date of birth and level. The academic year runs from the beginning of September/end of August until the end of June.

Primary Section

Requirements

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. As well as evidence of English, the school report must show a good attitude to learning and reasonable academic progress.

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

Visit

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 Marbella pupils. Only parents/guardians of the applicants (and the candidate) will be offered the tour. Following the guided tour, parents will be informed by the Registrar of aspects of the school in general and of the particular Key Stage they are interested in. The Registrar will also explain in detail the financial aspects of joining the school.
- 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 by an interview with the Head Teacher, depending on test results. The interview takes place 2 or more days after the test to allow time for marking.
- d) in exceptional circumstances, 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.

Offering of a place

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 Marbella Summer School, join the YLE (Cambridge Young Learners) or another English/Maths reinforcement activity once a week after school, or receive external private tuition once a week until the child in question can access the curriculum.



A verbal or written reference will be required from their Head of School for all pupils moving from local schools. The information provided is confidential. Once admitted, a request will be made to the child's previous school to verify if there have been any safeguarding issues.

Offer of a place will be for the year group considered by the school to be most suitable for the child.

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.

Aloha College Marbella is a family school, so siblings and children of former pupils are welcome if they fulfil the requirements for their age group.

Mid-term admissions are also considered, as well as in September, January and April.

Secondary Section

Requirements

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/unsatisfactory attendance. Also if there is evidence of poor academic achievement in the core subjects (lower than "C" or equivalent in English, Maths and Science).

Visit

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 Marbella pupils. Only parents/guardians of the applicant will be offered the tour. Following the guided tour, parents will be informed by the Registrar of aspects of the school in general and of the particular Key Stage they are interested in. The Registrar will also explain in detail the financial aspects of joining the school.

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.

Offering of a place

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

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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 or Heads of Key Stage 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 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.

An offer of a place in Year 11 is unlikely, a minimum requisite is that the candidate has successfully followed the first year of the IGCSE course in another school.

It is not possible to join Year 13 at Aloha College Marbella.

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. For IB Higher Level subjects and A level we recommend a minimum grade of B. For Languages B and Maths Analysis HL, grade A is recommended. The equivalent would be required from students coming from other education systems. These requirements will be clearly laid down at interview.

A verbal or written reference will be required from their Head of School for all pupils moving from local schools. 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.

Mid-term admissions are also considered, as well as in September, January and April.

Whole School

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

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

If a candidate has recognised Special Educational Needs, the parent or guardian must declare this when pursuing an application. Failure to do so may result in the withdrawal of a child's school place.

A strong home-school partnership is essential for pupils' progress so parental support is highly valued and figures as an important criterion for admission, and is expected for as long as the student attends the college.

Once a place has been offered, parents are informed about the enrolment procedure (enrolment form, documentation and reservation payment) and are given a period of 5 working days to carry it out. After the 5 days families would have to contact the Registrar to make sure the place was still available. For families on a waiting list, completion must be within 24 hours. 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.

Fees must be paid by the due date stated on the invoice. Failure to do this may result in the applicant's place being forfeited.

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All students must follow all policies set out in the Student Diary, and it is essential that parents assist them in this, particularly as regards attendance, punctuality, uniform and discipline.

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.

Pupils who have not successfully assimilated the curriculum of their current key stage may not automatically pass to the next key stage.

Very occasionally as pupils progress through one year group, it may become apparent that Aloha College Marbella 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.

Note on Covid-19

Some measures have been introduced to protect the school community:

- Testing and interviews currently take place online
- Visits to the school can take place if travel restrictions allow
- Tours of the school are carried out by the Registrar rather than by Aloha College pupils