



Admissions Policy

ALOHA COLLEGE MARBELLA
Reviewed: September 2024

Policy Leader:
Mercedes Colmenar
Head of Admissions
Darren Roth
Head of Secondary

Checked by:
Francisco Escobar
Principal

Authorised by:
Board of Trustees

ALOHA COLLEGE MARBELLA

Admissions Policy



Policy aim

The aim of this policy at Aloha College Marbella is to:

- Provide clear guidance on how to apply for a place at the school.
- Outline the school's procedures for allocating places to students who apply

Introduction

Aloha College Marbella (ACM) is a not-for-profit foundation providing a UK-style education that broadly follows the English National Curriculum from Nursery to Year 9.

In Years 10 and 11(Key Stage 4), the school offers the IGCSE programme and in the sixth form (Key Stage 5), students can choose between the A-level or the International Baccalaureate Diploma programme.

These qualifications can be validated by the Spanish system, allowing students to receive their ESO (Secondary Education) and Bachillerato (Sixth Form Education) diplomas, subject to fulfilling specific requirements.

The school welcomes students from all religious and ethnic backgrounds. However, all students must adhere to the same codes and traditions as outlined in the school guidelines. ACM caters to students who demonstrate the following attributes:

- Age-appropriate fluency in English, enabling them to access the curriculum without additional support (in speaking, reading, writing and comprehension).
- A positive attitude towards learning.
- Adaptability to a high-achieving environment.
- Learning needs that can be primarily met within the mainstream classroom and without significant additional adult support, through planning that does not require individual assistance to access the curriculum.
- Strong parental support.
- A willingness to adhere to all school policies.

Parents/ guardians of a child with any known special educational needs must provide the school with full written details at registration or during the admissions process.

ALOHA COLLEGE MARBELLA

Admissions Policy



General Admissions Procedures

Parents interested in requesting information or registering their child's interest can do so through the **OpenApply** platform on the school's website. On the Admissions page, they will find an "Enquiry Form" where they can enter basic details.

Following this, they will automatically receive further information about the school. If parents choose to proceed with the application process after the initial inquiry, they will need to provide the documents listed on their checklist. This includes a copy of the child's most recent school report and copies of the child's and their own passports. Additional documents are required only once the child has been accepted and the reservation fee has been paid.

OpenApply Procedure (via website):

1. **Enquiry Form Submission:** Parents provide brief details and receive further information about the school.
2. **Document Submission:** Parents provide required documentation (ID and school reports).
3. **Policy Acceptance:** Parents read and accept the Admissions Policy.
4. **Application Status:** The inquiry status changes to "Application," and a notification is sent to the parent. This does not guarantee a place is available.
5. **References Request:** St John's reserves the right to request references from the current or previous school.
6. **Candidate Assessment:** Candidates may visit the school or undergo testing (for Years 3 to 12) or an interview (for Foundation Stage - Year 2). Successful candidates will be invited for an interview.
7. **Offer of Place:** After a successful interview, the application status changes to "Place Offered," and a notification with instructions is sent to the parent.
8. **Final Steps:** The parent completes the enrolment form (including medical and dietary information), supplies additional documentation (birth certificate, photo), and pays the fee.
9. **Welcome Email:** A welcome email is sent to the parent.

Throughout the application process, parents will receive prompts via their "checklist" about the next steps.

At ACM, year groups are organised into six stages: Foundation Stage and Key Stage 1 to 5. The school will determine the most suitable year group for the candidate based on their



ALOHA COLLEGE MARBELLA

Admissions Policy

date of birth and academic level. The academic year runs from the beginning of September to the end of June.

Admissions procedures for entry into the Primary Section

In the Primary section, a report should be provided if the child has been attending school or nursery. Foundation Stage children, aged 3 and 4, do not need to have prior knowledge of English; however, they must be toilet-trained.

Applicants for Key Stage 1, aged 5 and 6, should be able to express their basic needs in English and provide evidence of English learning if it is not their first language.

For Key Stage 2, aged 7 to 10, applicants will need to demonstrate evidence of their English proficiency.

In addition to evidence of English language skills, the school report must reflect a positive attitude towards learning, reasonable academic progress and a good attendance record. Upon submission of a satisfactory report, parents will be invited to explore the school facilities through several avenues:

- **Initial Virtual Meeting:** An introductory virtual meeting with the admissions team.
- **School Tour:** A tour of the school will be offered, but it is available only to the parents or guardians of the applicants (and the candidate).
- **Interviews for Foundation Stage and Key Stage 1:** An interview with the Head of Key Stage or the Head of Primary.
- **Interviews and Assessments for Key Stage 2:** Applicants will complete a written or online assessment, followed by an interview with the Head of Key Stage or the Head of Primary, depending on the test results. The interview will be scheduled two or more days after the test to allow for marking. During the summer, the interview may take place at a later date.
- **Exceptional Circumstances:** In exceptional cases, a morning spent in school with the current year group may be arranged if deemed necessary by the Head of Primary to gather additional insights about the candidate.

Before a place is offered, the parents of some children may need to agree to certain conditions for enrolment. These may include attending the Aloha College Marbella Summer School or participating in additional English or Maths reinforcement activities once a week after school. In some cases, external private tuition may be required until the child is able to fully access the curriculum.

ALOHA COLLEGE MARBELLA

Admissions Policy



A verbal or written reference will be required from the Head of School for all students transferring from other schools before the interview. This information will be kept confidential. Once admitted, the safeguarding lead will request information from the child's previous school to check for any safeguarding issues.

The offer of a place will be for the year group deemed most suitable for the child by the school. Students whose reports and interviews (and assessments for Years 3 to 6) are satisfactory will be offered a place (either guaranteed or on a waiting list) by the Head of Key Stage or Head of Primary, either at the interview or soon after.

Aloha College Marbella is a family school, and siblings and children of former pupils are warmly welcomed, provided they meet the requirements for their age group.

Admissions procedures for entry into the Secondary Section

Applicants to the Secondary Section must submit their most recent school report. If the candidate does not attend an English-curriculum school, evidence of their English proficiency within the Cambridge system or CEFR (Common European Framework) is required. Additionally, the school will request a reference from the candidate's most recent or current school.

A report is considered unsatisfactory if it indicates inattentiveness in class, potential for distraction, disruptions to others, poor discipline, consistently low attainment, or an unsatisfactory attendance record.

If the report does not meet the required standards, the family will be informed that the application cannot proceed to the next stage. However, they may be invited to submit the student's next report if improvements are evident.

Upon receipt of a satisfactory report, parents will be invited to either a virtual meeting or a tour of the school facilities. The tour is available only to the parents or guardians of the applicants (and the candidate).

A reference from the student's most recent or current school may be requested at any time during the application process.

Following this, candidates will be required to complete:

- **Written/Online Test:** For entry into Years 7 to 12, which covers English and Maths, and may also include Science, Spanish, or (in Key Stage 4/5) one of the chosen options, if

ALOHA COLLEGE MARBELLA

Admissions Policy



necessary. Successful candidates will be placed in the appropriate ability group once in school. Test results are internal documents; while results can be shared, the tests themselves will not be provided to parents.

- **Interview:** An interview with the Head of Secondary or Heads of Key Stage, which will be scheduled 2 or more days after the test to allow for marking, depending on the term.
- **Exceptional Circumstances:** In some cases, a lesson or lessons spent in school with the current year group may be arranged if deemed necessary by the Head of Secondary to gather additional insights about the candidate.

It is important to note that all tests and interviews are carefully arranged to achieve two main goals:

1. Confirming the student's ability to access the curriculum effectively.
2. Safeguarding the student's well-being by ensuring they are placed in a program that matches their current capabilities and avoids undue challenges.

Based on the results of the tests, the interview, previous school references and the candidate's latest school report, the Head of Secondary or Head of Key Stage will determine whether to offer a place. This decision will be communicated to the applicants through the school admissions officer.

In some cases, parents may be required to commit to additional support measures, such as Summer School, after-school activities, or private tuition. The year group in which a place is offered may be influenced by both the candidate's academic achievement and their date of birth.

For Year 11, an offer is unlikely unless the candidate has completed the first year of the IGCSE course at another school. Similarly, for Year 13, an offer is unlikely unless the candidate has successfully followed the A-level or IB programme offered by Aloha College Marbella.

If entering the IGCSE programme, certain subjects may be excluded to allow the student to focus on catching up on missed content or acquiring the necessary skills.

Entrance Requirements for Key Stage 5

For Year 12 applicants, including current students in Year 11, we strongly recommend achieving a minimum of 6 IGCSE grades at A* to C (4-9) or their equivalent.



ALOHA COLLEGE MARBELLA

Admissions Policy

Specific recommendations for IB Higher Level subjects and A Levels are detailed in our Key Stage 5 information booklet. Comparable standards are expected from students applying from different education systems.

Admission for both new and existing students is based not only on academic achievement but also on their attitude towards learning, attendance, and behaviour.

In some cases, if a student's proficiency in certain subjects might hinder their understanding of the curriculum, the school may offer the option to enrol in a streamlined programme, such as becoming an IB "Course Candidate." In this scenario, the student would not be eligible for an IB diploma but would receive individual scores for each IB class based on their assessment results.

Additional Information

- **Siblings and Children of Former Pupils:** Siblings and children of former students are always considered for admission, subject to availability and meeting the entry criteria.
- **Mid-Term Admissions:** We accept mid-term admissions throughout the year, provided we are confident that students will adapt smoothly and can access the curriculum effectively.
- **Admission Authority:** Aloha College Marbella reserves the right to admit or reject applications based on the criteria outlined in this policy.
- **Special Educational Needs:** Parents must declare any recognised or suspected Special Educational Needs during the application process. Failure to do so may result in the withdrawal of the application.
- **Home-School Partnership:** A strong home-school partnership is crucial for pupil progress. Parental support is a key criterion for admission. Once a place is offered, parents have five working days to complete the enrolment procedure. School fees must be paid on time, and failure to comply may result in the forfeiture of the applicant's place.
- **Adherence to Policies:** Students must adhere to all school policies, with parental assistance, particularly regarding attendance, punctuality, uniform, and discipline.
- **Scheduling:** Visits, tests, and interviews are scheduled throughout the school year, including July and August.
- **Progression:** Students struggling to assimilate may not automatically progress to the next key stage.
- **Suitability:** In rare cases where Aloha College Marbella is deemed unsuitable for a student, parents will be consulted and supported in finding a more suitable educational provider to best meet the student's needs.

ALOHA COLLEGE MARBELLA

Admissions Policy



- **Sibling Admissions:** While we welcome applications from siblings, admission is not guaranteed. Each application will be assessed individually to determine if a sibling is likely to thrive in our academic environment.
- **Reapplication:** Unsuccessful candidates may reapply after a minimum period of 6 months.