

# Admissions Policy

*This policy is available from our website ([halcyonschool.com](http://halcyonschool.com)) and in hard copy on request.*

## Introduction

Halcyon London International School is a not-for-profit, co-educational, exclusively International Baccalaureate (IB) day school serving families based in central London.

Halcyon is an IB World School, authorised to offer the International Baccalaureate Middle Years Programme and the International Baccalaureate Diploma Programme, and accepts students in Grades 6 to 12 (11-19 years old).

## Admissions Policy

Halcyon seeks to admit suitably-qualified students of all nationalities whose families want their children to be educated in a school community that represents our multicultural world. Students should have the aptitude to succeed in a rigorous academic environment, while developing the necessary skills and competencies to be active, compassionate learners, and engaged global citizens.

The school's admissions policy is to conduct its admissions on a fair and non-discriminatory basis, adhering to the admissions criteria.

Halcyon seeks to create balanced social and learning groups characterised by diversity of nationality, ethnic background and life experience. This community is united by a common goal of developing the attitudes and interpersonal skills required for successful International Baccalaureate learners worldwide - that is, students who are collaborative, internationally-minded and able to engage meaningfully in independent inquiry.

The school continually seeks to improve accessibility (see below in relation to special educational needs and disabilities).

## Admissions Criteria

Halcyon seeks students who evidence the academic skills and competencies to thrive in an International Baccalaureate environment recognised for its academic rigour and diverse assessment methods. Prospective students will need to demonstrate

- a) strong academic performance
- b) personal engagement with community activities
- c) a positive, independent, work ethic.
- d) a collaborative and internationally-minded approach to learning
- e) self-discipline and an ability to engage meaningfully in independent inquiry
- f) an appreciation of the value of learning additional languages

Halcyon reserves the right not to admit

- a) applicants who would not have sufficient access to learning unless Halcyon were to make a significant modification to the curriculum
- b) applicants who have educational needs or disabilities that require services not available at Halcyon

In addition

- c) students must have sufficient English language proficiency to be able to access learning. The school will endeavor to provide limited EAL support in the mainstream; however the school reserves the right not to admit applicants with insufficient command of English to be able to access the curriculum and have a reasonable opportunity of success.
- d) applicants for whom there has not been a full, accurate, disclosure of educational records, including previous psychological/educational testing, will not be considered for admission.

As a day school, Halcyon requires that each student be living with his or her parent/s who must be legally resident in the UK. All applicants must possess the appropriate UK visa or residency status. Halcyon London International School is a UK Border Agency Tier 4 Sponsor and is able to sponsor visas for suitable applicants who meet the rigorous admissions criteria.

## **Admissions Process**

In order to have a better understanding of the curriculum offered at Halcyon, it is strongly recommended that parents consult [www.halcyonschool.com](http://www.halcyonschool.com) and the [International Baccalaureate website](http://www.internationalbaccalaureate.org) before they apply. Halcyon has a specific application and admissions process, full details of which can be found here: <http://halcyonschool.com/admissions-process>.

Halcyon operates a 'rolling admissions' programme. This means students may apply and be admitted throughout the year, subject to the availability of places. The student's application is not tied to a certain set of exams or intake years.

An application file will be reviewed following receipt of

- a) all completed application documents
- b) the application fee; and
- c) any additional supporting information requested by the school

The **non-refundable application fee** must be submitted with the initial application. Payment is not a guarantee of admission.

Application documents always include

- school reports (G6/7, previous two years; G8-12, previous three years)
- Two (G6/7) or three (G8-12) references from a student's current school
- a statement from the parents
- a student questionnaire
- any additional information (transcripts, standardised tests, examination results, individual educational plans) that informs or supports the application

Upon receipt of all the application materials, the admissions committee will carefully review the application against our published admissions criteria. Following each successful review, the final stage of the admissions process is an interview with the parents and the prospective student. If face-to-face interviews are not possible, video conference (Skype/Hangout/FaceTime) interviews will be required as an alternative.

If it is purposeful to the admissions process, it is possible for the applicant to spend a day, or a part of a day, following classes at school. This may be recommended by the school in cases where this would provide necessary evidence to support the admissions decision. This day in school is only possible after an applicant has completed Stage I of the application process.

**Final decisions for admission** are based on the evidence outlined above, which serves to demonstrate whether the applicant meets all of the admissions criteria. Decisions on admission are determined by the Admissions Committee whose decision is final.

Once an offer has been made to a student, and the deposit and signed and dated Acceptance Form have been received by the date specified on the Acceptance Form, confirmation of admission will be made.

Completed and current applications will be reviewed in the year prior to admission. Applications received prior to that date are considered expressions of interest only.

## **Disability and Special Educational Needs**

Halcyon will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

Halcyon is a mainstream school and does not have specialist staffing or facilities for particular special educational needs. Students with special educational needs who meet the Admissions Criteria will be welcomed, provided their learning needs can be supported after reasonable adjustments have been made.

Students with physical or medical disabilities will be welcomed, provided they can be reasonably, safely and comfortably accommodated in the building, in off-site facilities, and through the school's timetable after all reasonable adjustments have been made. Consideration will be given in the selection of off-site facilities to best accommodate a student's disability. Parents should know that there is limited wheelchair access to some but not all areas of the school.

## **Guidance for Applicants with a Disability or Special Educational Need(s)**

At Stage 1 of the admissions process, parents of a child who has any disability or special educational need(s), or has been enrolled in any educational support programme, **must** disclose this information.

At Stage 2 of the application process parents of a child who has any special educational need(s), or has been enrolled in any educational support programme, **must** provide Halcyon with full details. This should include any previous educational psychologist's evaluation. If no such evaluation is available, the school will require parents to provide an independent educational psychologist's report before moving forward with the admissions process.

The school requires this information so that the admissions team can make an informed assessment of a student's learning needs, and consult with parents regarding

- a) any possible adjustments which could reasonably be made to ensure that the application procedure is accessible for the student; and
- b) the school's ability to cater adequately for the student should an offer of a place be made.

Applicants with medical or physical disabilities may be required to submit an independent medical report outlining the accommodations that would be required of the school.

## **English Language Learners**

Halcyon London International School accepts students whose levels of English language fluency enables them to access the programme through mainstream classes supported by a degree of differentiation by the class teacher. Applicants who do not have English as their mother tongue or whose English language proficiency appears to be below Grade level, may be required to submit an extended piece of academic writing and evidence of achievement in English. Furthermore, the student may be asked to complete a placement test for language assessment purposes.

If the applicant's English language proficiency is not at the standard for him/her to meet the academic requirements, s/he may be advised to seek intensive EAL support and to re-apply to Halcyon (at no extra cost) once they have reached the level of English language proficiency required to meet the academic standards and to function successfully within the mainstream classes.

## **Priority**

Halcyon values the importance of the family unit and, subject to space availability, may give priority to the admission of siblings who meet the relevant criteria provided Stage I and Stage II of the application process are completed one academic year in advance of the year of admission. After that period, they may be considered as part of the regular admissions process.

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*Version 2 approved by Board of Trustees 8 January 2014. Reviewed 4 September 2014.*

*Version 3 approved by Board of Trustees 30 October 2014. Revised 10 October 2015.*

*Version 3.2 Approved by Board of Trustees 17 February 2016.*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*