

HALCYON

LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

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Admissions Policy

This policy is available from our website (halcyonschool.com) and in hard copy on request.

1. 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 (11-18 years old).

2. Admissions Policy

Applications from students of all cultures and backgrounds are welcome.

This policy aims to explain how applications to the school are handled and sets out the criteria for admission. Details of the school's values and vision, as well as contact information, can be found on our website.

Halcyon aims to admit suitably qualified students who 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.

Our community is united by the common purpose of developing the academic skills and attitudes to be a successful International Baccalaureate learner, able to engage meaningfully in collaborative, independent inquiry. Students also develop the social and cultural skills to be internationally-minded people, ready to create a better and more peaceful world through intercultural understanding and respect.

3. 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:

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- A. strong academic performance, as determined by school reports, transcripts, references and, if necessary, an indicative assessment at Halcyon;
- B. good *intrapersonal* skills, self-discipline and a curious, independent sense of inquiry;
- C. good *interpersonal* skills - the ability to collaborate effectively with peers and adults and to build positive social connections;
- D. positive engagement with extra- or co-curricular activities; and
- E. personal engagement with activities which support the community.

Applicants and their parents should have an active commitment to the International Baccalaureate curriculum, including a commitment to learning an additional language.

In addition

- F. Students must have sufficient English language proficiency to be able to access learning. If needed, this will be assessed through [WIDA testing](#). The school reserves the right not to admit applicants whose command of English would not allow them to access the curriculum and have a reasonable opportunity for success. (See section 7, below, for support provided within school.)
- G. Applicants for whom there has not been a full, accurate, disclosure of educational records, including all 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, or legal guardian, who must be legally resident in the UK throughout their course of study. All applicants must possess an appropriate visa which permits them to study in the UK. Halcyon London International School is a UKVI Child Student Route Sponsor and is able to sponsor visas for suitable applicants who meet the admissions criteria.

The School will not offer a place if, after all reasonable adjustments have been made, the School will not be able to provide adequately or appropriately for the child's physical and educational needs and/or promote the child's well-being.

It is assumed that newly-enrolled students will automatically progress through the School, subject to their meeting the required standards of behaviour and progress.

4. Admissions Process

Full details of the admissions process can be found at <http://halcyonschool.com/admissions-process>.

The school operates a rolling admissions policy - meaning that students may apply and be admitted throughout the year - except in circumstances where places are, or may soon be,

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oversubscribed. In these circumstances, the School will notify deadline dates both for the completion of applications and for final admissions' decisions.

The school deals directly with parents/guardians, or those working on the family's behalf, during the admissions process. The school does not pay commissions to agencies.

Final decisions for admission are determined by the Admissions Committee whose decision is final. Appeals against admissions' decisions will not be accepted. However, should a parent/guardian wish to make a complaint about the admissions process, they should do so in writing to the Director who will respond in writing outlining a timetable for the next steps in line with our Complaints Procedure.

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 (up to 12 months) prior to admission. Applications received prior to that date are considered expressions of interest only.

5. 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.

Students with special educational needs who meet the Admissions Criteria will be welcomed, provided Halcyon has sufficient capacity to meet the applicant's needs, and these 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.

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Guidance for Applicants

At Stage 1 of the admissions process, parents **must** disclose whether their child has any disability or special educational need(s), has been enrolled in any non-standard educational programme, including any wellbeing support or a specific educational support programme. Information provided by parents at Stage 1 of the application process will enable the School to make reasonable adjustments to help the child access the admissions process, including the indicative assessment (if applicable) and attend open days.

Once the Admissions Director invites applicants to complete Stage 2 of the application process, parents **must** provide Halcyon with full details of any disability or special educational need(s) pertinent to their child, or whether their child has been enrolled in any non-standard educational programme, including any wellbeing support or a specific educational support programme. This should include any educational psychologist's or social-emotional 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 Committee can make an informed assessment of a student's learning needs and consult with teachers and parents to determine

- A. the school's ability to cater adequately for the student, should an offer of a place be made; and
- B. any possible adjustments which might reasonably be made to ensure that the curriculum would be accessible to 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.

6. English Language Learners

If the applicant's English language skills are not proficient to access the mainstream curriculum, Halcyon provides an English Plus support programme. The programme will meet the needs of students who

- A. have at least a working proficiency in English, as assessed through WIDA testing; and



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- B. can be expected to exit the English Plus programme, and enjoy success in a first-language English class, within 12 - 18 months of enrolment.

7. 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.

8. Data Protection

Unless there are exceptional circumstances, information on unsuccessful applications is kept for a year after the end of the admissions process. For students who accept a place and join the school, information is kept in accordance with our GDPR policy. For more information about how the School will use your information, and your child's information, please see our [GDPR Data Protection policy](#) parents and students. This document is published on the School's website: [GDPR Data Protection policy](#).

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

