

St. George School Admissions Policy



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Next review: April 2026

St. George School Admissions Policy

St. George School is committed to ensuring a comprehensive and transparent admissions process for all students including those applying to study the Diploma Programme (DP). This policy outlines the steps, criteria, and support available to guide students and their families through the process.

St. George School is a non-selective school. We accept students from a wide range of backgrounds and with differing learning needs. The aim of the Admissions Policy and process is to ensure that we can accommodate the needs of every child, that they are successfully integrated into school, and that their family is welcomed into the St. George School Community. Students will only be denied access to school if we reasonably feel that it is not the right learning environment for them. If places in a particular year-group are full, students should be placed on a waiting list. Waiting list places should be prioritised according to the points system outlined in the accompanying document.

Key elements of the admissions process: This should be viewed in conjunction with the Enrolment Form, which should be completed during the admissions process.

1. **Information and Guidance:** All prospective families should receive pertinent information about the school on first enquiry. This should include, but not be limited to, answering any queries they may have, receiving the student handbook, offering a tour around school, completing an initial admission application form (with minimum information of the names, dates of birth, prospective year and class of entry, email and name of contact).
2. **School tours:** school tours should be organised in liaison with the Head of Admissions who will conduct the tours or liaise with the SLT to allocate students to conduct the tours.
3. **Key Documentation:** The Head of Admissions is responsible for ensuring that key documentation is received from all families. This includes, but is not limited to:
 - Positive identification for the applicant and both parents/guardians (if families are separated/divorced, then paperwork relating to this should also be obtained)
 - Previous reports covering the past two years of school (unless their entry level means that they have not previously attended school)
 - A complete St. George School application form, with all sections regarding behavioural, learning and other educational needs completed
4. **iSAMs:** At the earliest possible opportunity (after initial enquiry, but before any school visit) a record must be created in SAMs, that should then be updated as the student moves through the admissions process.
5. **Trial Days:** The Head of Admissions, Executive Headteacher and Head of Secondary are responsible for overseeing trial days and interviews with students.
 - In years PN - 6, students should attend a trial day to see how they are able to integrate into school.

- In years 7 - 11, students should attend a trial day and have an interview conducted by the Head of School or one of the other nominated senior leaders.
6. **Admissions Tests:** The Head of Admissions is responsible for administering admissions tests for students. The following admissions tests are required:
- Years PN- 1 no tests,
 - Years 2-6 English proficiency test and Maths and Maths
 - Years 7-10 English proficiency test and CEMs test
 - Year 11 students are not accepted to study IGCSEs unless they are transferring from another school where they have been studying the same IGCSEs offered at St George School. In such cases, a reference is required from the current school indicating that the student is able to access the IGCSEs.
 - Year 12 - Year 11 transcripts and the English, Maths and CEMs tests (to assist with the allocation of HL and SL subject choices).
 - Year 13 Students are not accepted onto the Year 13 programme unless transferring from another IB School where reports indicate that there is a matching programme of study. In such cases, a reference is required from the current school indicating that the student is able to access the IB Diploma programme of study.
7. **Sixth Form Entry: IB Diploma:** St. George School has a structured information process in place to assist students and families with DP subject decisions:
- **DP Process:** The DP information process begins in December of the school year prior to DP commencement and concludes in June.
 - **Sequence of Events:**
 - **Sixth Form Options Evening:** Overview of the DP curriculum and its requirements.
 - **Subject Presentation:** Subject teachers provide detailed insights into course content and expectations.
 - **Assessment Information:** The DP Coordinator and subject teachers provide an overview of internal and external assessments.
 - **Future Pathways:** Guidance on aligning DP choices with career aspirations and university goals.
 - **Individual Meetings:** Meeting with IB Coordinator and/or Careers Advisor to provide guidance on aligning DP choices with career aspirations and university goals
 - **Full Diploma Enrolment**
 - St. George School actively promotes full Diploma enrolment through:
 - Information sessions emphasising the benefits of the full Diploma Programme.
 - Individualised guidance to highlight how the full Diploma aligns with higher education and career opportunities.
 - Ongoing support for students facing challenges in meeting full Diploma requirements.
 - **DP Admission:** The criteria for DP admission are clearly stated and made available to the entire school community through:
 - School website
 - Information sessions
 - Admission forms and brochures
 - **Opting Out and Registration Cancellation:** In cases where students opt out of the full Diploma or the school cancels a student's registration, the following option is available:
 - Enrolment in individual DP course certificates.
 - **DP Structure:** The DP at St. George School comprises the following:

- **Core Requirements:** Theory of Knowledge (TOK), Extended Essay (EE), and Creativity, Activity, Service (CAS).
- **Course Selection:** 3 Higher Level (HL) and 3 Standard Level (SL) subjects.
- **4 HL Subjects:** Students may opt for a fourth HL subject, subject to approval. Refer to the **Assessment Policy** for specific requirements.
- **DP Subject offerings:** More information can be found in the [Options booklet](#)
 - **Languages*:** English A, Spanish A, English B, Spanish B, French B, Spanish Ab Initio
 - **Humanities and Social Sciences:** Business Studies, Psychology, Global Politics
 - **Sciences:** Biology, Chemistry, Physics, Environmental Systems and Societies, Computer Science, Sport, Exercise, and Health Science
 - **Mathematics:** Mathematics Analysis and Approaches, Mathematics Applications and Interpretations
 - **Arts:** Visual Arts, Theatre Studies

****Self-Taught Language A:** self-taught Language A is permitted, provided a qualified tutor is available to guide the student. For more details, please refer to the [Language Policy](#).*

- **Language of Instruction:** The language of instruction for all DP subjects is English, except for specific language subjects (e.g., Spanish and French)
- **Language Development Support:** For students requiring additional support to develop proficiency in the language of instruction:
 - Targeted language development sessions are provided.
 - Individualised support plans are created in collaboration with the Language Department.
 - Refer to the [Language Policy](#) for further details.
- **Compliance and Records:** Each student must:
 - Complete a [DP options form](#).
 - Sign a declaration of compliance with all school policies, including academic integrity (this is included in the [enrolment form](#)).

8. **Special Educational Needs and Disabilities (SEND):** Those applying to the IBDP are required to disclose any known SEND at the time of application and failure to do so could result in the student being asked to leave the programme. If any concerns arise regarding a student's ability to integrate into school, a referral should be made to see the SEN Coordinator (SENCo) or a member of their team, wherever possible during the trial day or after the interview. A request to meet with the parents/guardians of the student concerned may also be considered to discuss any concerns that have been raised.
9. **Offer:** The Executive Headteacher should indicate whether the child is to be accepted unconditionally, conditionally (with what conditions attached) or rejected on the admissions form and include notes from interviews/trial days.
 - The student's ISAMs record should be updated to reflect the nature of the offer made.
 - Before any offer is made to a family, completed files need to be passed to the Executive Headteacher for final approval.
 - After acceptance of an offer to join the school, files need to be passed to the relevant SLT and members of the administrative team to ensure that all information is completed and welcome packs, timetables and other information is ready in a timely manner.

10. After acceptance, for students entering into years 9 - 11, an options interview should be scheduled with the Head of Secondary to discuss pathways through IGCSE.
11. After acceptance, for students entering into years 12 - 13, an options interview should be scheduled with the Deputy Headteacher/IB Coordinator and to discuss subject choices for the IB Diploma
 - After subjects have been chosen and allocated the student will meet with the Careers Advisor.
12. All new entrants should be indicated in staff bulletins to be published the week before the new student commences school.

Links to other policies: [*Assessment Policy*](#), [*Inclusion Policy*](#), [*Language Policy*](#).

Collaboration on this policy: *Admissions, Support Staff Team, Senior Leadership Team.*

Bibliography

IBO. (2018) *Programme Standards and Practices*: [Link](#)