



Admissions Policy

We are a learning community, passionate about an International Education, which inspires and encourages learning. We facilitate self-discovery and development of unique interests, gifts and talents, whilst promoting service learning as a force for good in the world.

This document is designed to help you understand the process and policies related to the admission of students to Sotogrande International School (SIS).

The aim of the admissions process is to identify the needs of every applicant and obtain a global vision of the student to ensure a smooth and successful transition to SIS.

Application Process:

1. Inquiry
2. Submission of documents
3. Testing and requirements
4. Interview
5. Assessment of application
6. Further information

1. Inquiry

Families considering an application to Sotogrande International School are very welcome to arrange a visit. This will be an opportunity to both gain an understanding of the curriculum and expectations for studying in an IB World School, and see facilities and school.

During the visit the full admission process will be explained, and any questions answered. Documentation can be handed in the day of your visit or sent to school beforehand.

The original documents have to be handed in before the start at school.

2. Submission of documents - all students

1. Completed Application Form
2. Copy of school reports (last two years)
3. Copy of applicant's passport
4. Copy of parents' passports
5. Payment of Registration Fee

3. Testing and requirements

<p>Primary</p> <p>EC1 - PYP Year 6 (3 - 11 years)</p> <p>Interview with the Head of Primary or Primary Coordinators</p> <p>All Primary School applicants will be assessed during their first week at school.</p> <p>Middle School</p> <p>Middle Year Programme (M1 - M3)</p> <p>CAT4 online test (Cognitive Abilities Test online) instructions will be sent to the student/parents by email.</p> <p>Maths and English placement tests.</p> <p>Interview with the Head of Middle School. Interview can be arranged by skype.</p> <p>Middle Year Programme (M4 & M5)</p> <p>CAT4 online test (Cognitive Abilities Test online) instructions will be sent to the student/parents by email.</p> <p>IELTS test (level 4.5 / 5 - B1 Cambridge required).</p> <p>Maths and English placement tests</p> <p>Interview with the Head of Middle School. Interviews can be arranged by skype.</p>	<p>Upper School</p> <p>Diploma 1 (D1) see appendix 1</p> <p>CAT4 online test (Cognitive Abilities Test online) instructions will be sent to the student/parents by email.</p> <p>IELTS test (level 5,5 required or B2 Cambridge).</p> <p>Maths and English placement tests.</p> <p>Interview with the Head of Upper School. Interviews can be arranged by skype.</p> <p><i>M1 - D1 student's: The SIS Admissions Department will contact previous schools for further information on the student.</i></p> <p>International A-level (16 - 18 years)</p> <p>Satisfactory completion of the equivalent of full year courses in Years 10 and 11 (UK equivalent).</p> <p>Successful completion of two years of core courses in English, Mathematics, Science and Humanities.</p> <p>Final Grade C equivalent in both English and Mathematics.</p> <p>Final Grade B equivalent in any subject, or related subject, to that chosen for A level study</p>
---	---

4. Interview

Parents and students will meet with the the Head of Primary, Middle or Upper School. The applicant will also sit the SIS admissions placement tests. These tests are designed to help the admissions committee assess the applicant's ability and ensure they are placed at the appropriate academic level.

5. Assessment of Application

No decision on entry can be made until the application process is completed and the Admissions Committee has met to discuss the results of the application. This will usually happen within 2 or 3 days of the interview. You will be notified of the outcome of this meeting by email.

It is the aim of the committee to admit all students who can benefit from the education offered by the school. A child with special educational and/or social needs will only be admitted if the school can offer a programme that will meet his or her individual needs. This will be discussed with parents at the initial stages of application prior to any formal application being made.

6. Further Information

International A-level / American High School Diploma

SIS offers the IB Diploma in the final two years of school as well as American High School Diploma and International A-Levels for elite sporting students. Given the nature of the curriculum, SIS is only able to admit students who have the language ability to successfully access the courses of study.

English Language

The language of instruction at SIS is English, Spanish is our second language.

LOMCE programme (M2-M5)

We follow the LOMCE (Spanish Language & Literature lessons) programme for Spanish students which allows them to obtain their ESC certificate at the end of M5.

Entrance Age

Admission to the Sotogrande International School requires that applicants have reached the following age by 31st August on the year of admission:

EC1	three years old
EC2	four years old
PYP Year 1	five years old
PYP Year 2	six years old
PYP Year 3	seven years old
PYP Year 4	eight years old
PYP Year 5	nine years old
PYP Year 6	ten years old
MYP Year 1	eleven years old
MYP Year 2	twelve years old
MYP Year 3	thirteen years old
MYP Year 4	fourteen years old
MYP Year 5	fifteen years old
D1	sixteen years old
D2	seventeen years

Grade Placement outside of the Admissions Policy

All students will be placed according to the Admissions Policy. Changes will be made to student placement only when the school is convinced that such a change of class level is in the best interests of the student. There is a procedure in place which will be activated by teaching staff if/when appropriate.

Learning Support

SIS welcomes students with a wide variety of skills and abilities. However, students with special physical, academic, emotional and/or behavioural needs will require careful consideration prior to admission to ensure the school is able to meet their needs. Additional costs may apply if extra support for the child is deemed necessary. Special educational requirements/history/psychologist's reports must be submitted prior to any offer of placement being made.

Failure to disclose previous reports or information may result in the loss of the place at a later stage.

English Language Development (ELD)

Children who are not able to access the main curriculum due to their level of English will receive additional support. The ELD programme for students from EC1 to PYP 2 is free of charge. ELD support from PYP 3 to Diploma 1 carries an additional cost per child.

Waiting list

When classes are full, according to the current policy on maximum class size, students will be added to the waiting list.

When places become available, students from the waiting list will be offered places according to the following criteria:

- Other siblings already accepted in the school
- Families with two or more children
- Most likely to benefit from a place at SIS
- Good references and reports from previous schools
- Good performance, and demonstration of attitudes consistent with SIS Values, in the admissions process

Those on the waiting list are offered places according to these criteria and **not** the date of application.

Appendix 1 - Application for entry to D1/Grade11/Year 12

Introduction

At SIS we are keen to recruit students who are able to develop both academically and personally within an environment that fosters personalized learning and development. For entry to **SIS D1/Grade11/Year 12** students must demonstrate the academic potential to be successful in their chosen course of study. We value the unique attributes of applicants outside the academic domain, recognising the importance of merit and potential in these areas as important contributors to school life. All applicants are judged on the basis of merit and potential, including their motivation to benefit from the range of opportunities available within the school and the contribution that a student can make to school life. The school interprets merit as the positive attributes of an applicant based on the evidence of prior achievement and involvement. Potential is interpreted as the scope for a student to benefit from what SIS has to offer and the promise for future achievement and contribution to the school.

Procedures

1 Prior information/achievement

- a) The primary means of selection is the information provided in the SIS application, reports from the student's current school, external assessment results (where available), entrance tests (see item below) and interview. This information is collected and provided in a standard format and enables students to be assessed in a fair and transparent manner.
- b) The **SIS D1/Grade11/Year 12** admissions team will look carefully for evidence of merit and potential in the SIS application, including:
 - prior academic achievement
 - reference from current school
 - motivation, study skills and independence of thought
 - fluency in English
 - entrance tests
 - prior study of a literature-based course
 - skills derived from extra-curricular activities such as engagement in sport, the arts and community service.
- c) All students will be required to provide transcripts of results for the previous **two years** of study prior to embarking on the SIS D1 programme and, in the case of Spanish students following the Spanish system, convalidation results.
- d) Admission into **SIS D1/Grade11/Year 12** may be conditional upon successful completion of the current course of study (UK Year 11, US Grade 10, SIS or other MYP 5, Spanish 4to ESO) and individual conditions for acceptance may be specified when the offer of a place is made. In this case, the final decision will be made based upon receipt of external assessment results.

2 Interview

All external students making an application for **SIS D1/Grade11/Year 12** will be interviewed by the Head of Upper School, either in person, by telephone or Skype.

3 Future Aspirations and Entrance to University

It is also important that we can meet the future aspirations of applicants to **SIS D1/Grade11/Year 12**. Students graduating from SIS can leave with a number of different qualifications depending on both the courses they follow at SIS and courses they have followed at previous schools. SIS qualifications include: IB diploma; IB diploma courses; American High School Diploma; A levels for elite sportsmen and women; Spanish convalidation; and Spanish Selectividad in selected subjects. Before embarking on a course at SIS, applicants should check that the qualifications we offer match the requirements for their future aspirations, especially university entrance.

4 Additional Notes on Entrance Tests and Samples of Work

- a) **Language proficiency:** Students currently attending a school where the primary language of instruction is not English will be required to take an English proficiency test in order to assess their ability to access our programmes
- b) **Mathematics/Numeracy:** Students will be required to take an entrance test in Mathematics as a means of assessing numeracy and also to place students in the appropriate mathematics level.
- c) **Literature:** Where possible students will take a literature entrance test in the language that they intend to study as their Language A. We currently offer English A, Russian A and Spanish A. Other language A subjects may be offered as Language A school supported self taught.
- d) **Visual Arts:** Students who wish to study Visual Arts should provide a sample of their art coursework from their current school.