

# ADMISSIONS POLICY [2024-2025]

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## 1. GLOSSARY

Development Fee	A 'one-off' fee payable with every new registration that contributes to ongoing improvements to the School
EAL	English as an Additional Language
Key Stage 2	Refers to Years 3, 4, 5 and 6
Parents	Refers to parents/guardians/carers
SEN	Special Educational Needs
Sixth Form	Refers to Years 12 and 13

## 2. INTRODUCTION

The Junior and Senior School (hereinafter "the School") is an all through School that follows the English National Curriculum with a continuum of education from Early Years through to the Sixth Form, for children aged 3-19 years of age. It is an academically selective School from age 3 and admission will be subject to availability of a place and fulfilment of the current admission criteria.

We encourage students from all ethnic backgrounds to apply as this enriches our School community. All candidates are treated equally regardless of their race, ethnicity, religion, disability, gender, and social background.

## 3. ADMISSION ENTRY POINTS

The main points of entry into the School are at Early Years 2, Early Years 3, Reception and Year 7 although places are sometimes available in other year groups, subject to availability.

The School takes the applicant's age before the 1st of September to determine qualification for entry at:

Early Years 2:	3 years old
Early Years 3:	4 years old
Reception:	5 years old
Year 7:	12 years old

## 4. CHILDREN OF EMBASSY STAFF

The School reserves, pending availability, one place in each year group (from Year 1 upwards) for children of overseas embassy staff until May 1<sup>st</sup> of the academic year preceding the applicants' proposed entry into the School. Children of Diplomats must still go through the admissions process and successfully pass the entrance examinations. If these places are not claimed, they are offered to applicants on the waiting list. Children will be accepted only if they meet the entrance criteria.

## 5. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

**(including those with English as an Additional language)**

Applications are accepted from children with Special Educational Needs (SEN). Similarly, we welcome children with English as an Additional Language (EAL) and will support their integration fully.

It is, however, a prerequisite that all external candidates pass the entrance exams set by the School before they are offered a place at the School. Special provision and accommodations will be made for the Entrance Exam if we have proof of prior provision from a previous School or an educational psychologist report completed and signed by a registered psychologist. However, the School reserves the right to refuse admission to a child with SEN if we consider the needs to be of a nature that goes beyond our ability to support that child academically, physically, socially and/or emotionally.

Any SEN, EAL or medical needs must be declared on the application form. If any information is not disclosed and the School subsequently establishes that the condition was previously known, we reserve the right to ask the parents/carers to withdraw the child. If any additional information comes to light between submitting the application form and the assessment process, parents should inform the Registrar in writing prior to the assessment. While recognising and fully supporting parents' rights to have a School of their choice for their children, the School's ability to accept children with particular needs is dependent on the supply of resources suitable to the needs of the individual student. Where the School deems that further resources are required, it will, prior to enrolment, request the parents/carers to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. The School will meet with the parents of the child to discuss the child's needs and the School's suitability or capability in meeting those needs.

Please refer to our SEN Policy for more details.

## 6. OVERSEAS APPLICANTS

The School welcomes applications from overseas applicants.

Parents are invited to email the Registrar, Mrs. Christina Kkolou at [ckkolou@tjss.a.cy](mailto:ckkolou@tjss.a.cy) if they would like to book a tour to see the School or if they have any queries related to admissions.

## 7. APPLICATION PROCESS

The stages of our application process are as follows:

- Online application form completed by the parents and submitted to the School
- Application processed by the Admissions team
- Assessment Process begins with consideration of:
  - School report from the candidate's current School
  - Interview, including parents' interview (for Early Years and Primary)
  - Assessment Examination results
- Letter of Offer
- Payment of the Development Fee and prepayment fee and term fees for students joining after students' term invoice. *Students joining after the start of the academic year will need to pay the term fees of the term they are entering and in some cases the term fee of the following term if this has already been invoiced.*

- Signing of fee contract, offer letter and submitting a fee clearance letter from their previous School

Applicants will be considered as candidates for admission when the online application form has been completed and submitted to the School ([The Junior & Senior School - Application Form](#)) along with the relevant documentation and the non-refundable application fee of €200. Please note the application fee will be reviewed and amended from time to time.

Due to high demand, early submission of application forms is recommended for all families. Families with siblings are advised to apply at least a year in advance of the applicants' proposed entry into School.

In Years 7-11 applications need to be submitted up to two full working days before the entrance examination.

## 8. ASSESSMENT PROCESS AND CRITERIA

The results of the assessment are ranked, and places are offered on rank and the consideration of other criteria e.g. School reference and report from previous School, School interview etc. Places are then offered accordingly.

Please refer to Appendix 1 at the end of this document to see the admissions criteria for each year group.

## 9. PROMOTION CRITERIA FOR CURRENT STUDENTS

Promotion within the School is based on the student's behaviour and academic performance. The School reserves the right to refuse a student registration to the following academic year if they have not met the promotion criteria outline below:

### Entry to Year 1

Students completing Reception at the Junior School are asked to complete an application of interest and are usually automatically promoted to Year 1, however, there must be no pending fees and no reports of improper behaviour and parents, and students need to have **adhered to the School agreement**.

### Entry to Year 7

Current Junior School students:

Students already enrolled at the School, upon completion of Key Stage 2, may progress to Year 7 upon payment of the prepayment fee, by the set deadline date provided by the School, if they:

- Have successfully completed the Year 6 program (and satisfy the requirements as set in Year 4 and Year 5), and
- have no pending fees, as well as a good track record of fee payments.
- have no reports of improper behaviour and parents, and students need to have adhered to the school agreement.

#### External candidates:

External candidates are required to take the entrance examination, which is usually held towards the end of March preceding the proposed year of entry, within the period set by the Ministry of Education.

The Senior School entrance assessment is computer based and tests the following:

#### **Reasoning with words**

Identifying words that fit into a group and that follow a pattern of similarity or difference. There are two tests, each 13 minutes long.

#### **Reasoning with numbers**

Finding patterns in groups of numbers and continuing the patterns. There are two tests, one 15 minutes long and the other 13 minutes long.

#### **Reasoning with shapes and designs**

Identifying similarities and differences between shapes and following patterns. There are two tests, each 14 minutes long.

#### **Thinking with and mentally manipulating precise shapes**

Working out what shapes would look like after being folded and matching shapes. There are two tests, each 15 minutes long.

The assessment is split into three timed parts, one of 30 minutes and the other two of 41 minutes.

**Preparatory sessions** are offered and details on the costs and exact dates are provided yearly on the website.

### **Year 12**

Transfer after I/GCSE from Year 11 to the Sixth Form is dependent upon obtaining the required by the School grades (9 to 5, A\* to C) at I/GCSE in at least five subjects including Mathematics and English Language plus the minimum grades required by the Senior School to study the chosen options of the candidate at A' Level. Transfer to the Sixth Form is also dependent on the student's behavioural record.

External applicants for places in the Sixth Form are required to fulfil our entry criteria. Students joining from a non-British curriculum must take the School's entrance exams.

Please refer to Appendix 1 at the end of this document to see the admissions criteria for each year group.

## **10. OVER SUBSCRIPTION CRITERIA**

If the School is oversubscribed, places will be allocated according to the following criteria:

- Candidates with fully completed applications.
- Mark achieved in the examination/assessment, the interview performance and the School report submitted.

- Priority is given to siblings, returning children i.e. children whose parents left the School for reasons beyond their control (e.g. work transfers overseas) and children of alumni parents although this does not guarantee an entry to the School.

## 11. WAITING LISTS

Candidates who achieve the desired standard but for whom there is no place in the School in the required year group, will be invited to join the waiting list. They will then be offered a place should one become available. Applicants may defer their application for up to two years. If they wish to join the School at a later stage they need to reapply.

## 12. THE OFFER OF A PLACE

Offers of places are made in writing. The School is not obliged to state its reasons for rejection of an applicant, nor will it give out the examination mark obtained. Acceptance of a place offered must be confirmed by the deadline indicated in the offer letter and secured by a non-refundable payment of:

- The development fee of €800.
- The prepayment fee (€500 for the Junior School and €700 for the Senior School) which is part of the next academic year's fees.

If the offer is made after the deadline of paying a certain term's fees, the term fees are also payable upon accepting the offer.

If the above payments have not been made by the deadline date set in the offer letter to applicants, the School reserves the right to withdraw the offer of a conditional place (and offer this place to another applicant from the waiting list). Should a parent subsequently decide not to take up the place offered after this time the application fee is **not refundable**.

## 13. SCHOLARSHIPS AND BURSARIES

The School offers a range of discretionary scholarships to high achieving students aiming to recognise and promote excellence and scholarships to students that excel in music, arts, sport, other extra-curricular activities and social engagement.

Bursaries are also available based on financial criteria.

Please refer to the Scholarship Policy for more information.

## 14. DEFERRED ENTRY

Parents/guardians of applicants who have been offered a place may request to defer their entry. This must be put in writing to the Registrar and Admissions at the earliest opportunity. The request will be recorded but there is no guarantee that a place will be offered. This will depend on availability, numbers of applicants, interview and assessments, and priority as stated above.

## 15. ADDITIONAL NOTES

The Principal, together with the Headteachers of the School and the Registrar are responsible for admissions and for the operation of this policy. The Board of Governors has ratified the Admissions Policy and oversees its fair implementation.

The School reserves the right to:

1. Amend its Admissions Policy at any time.
2. Refuse admission of any applicant and this decision will be final.
3. Store children's personal data (The Processing of Personal Data – Protection of Individuals Law 2001).

The Application Form together with the Letter of Offer and the Fee Contract form the basis of a legally binding contract between the parents/carers and the School for the provision of educational services.



## Appendix 1

Year Group Entry	Assessment Criteria for admission into The Junior and Senior School			When are the assessments?
Early Years 2, 3 (3 and 4 Year olds)	Registrar and Admissions interview with parents (20 minutes)	Teacher interview and assessment with pupil (in a small group). Range of activities and tasks to assess social, fine motor and language skills	Previous School report	Towards the end of Autumn term prior to year of entry
Reception (5 to 6 Years olds)	Registrar and Admissions interview with parents (20 minutes)	Teacher interview and assessment with pupil (one to one). Range of activities and tasks to assess social, fine motor and language skills	Previous School report	Towards the end of Autumn term prior to year of entry
Primary School Years 1-6 (6-11 year olds)	Registrar and Admissions interview with parents (20 minutes)	<ol style="list-style-type: none"> <li>1. Reasoning tests on computer (verbal and non-verbal) 60 minutes</li> <li>2. Interview with staff member (15 minutes)</li> </ol>	Previous School report	Throughout the School year based on availability
Year 7 (12 year olds)		Reasoning tests on computer (verbal and non-verbal) 60 minutes	Previous School report	March prior to the year of entry
Year 8-9 (13-14 year olds)		Reasoning tests on computer (verbal and non-verbal) 60 minutes	Previous School report	Towards the end of the academic year
Year 10 +11 (15-16 year olds)		<ol style="list-style-type: none"> <li>1. Reasoning tests on computer (verbal and non-verbal) 90 minutes</li> <li>2. Science test (60 minutes)</li> </ol>	Previous School report	Towards the end of the academic year
Year 12 + 13 (17-18 year olds)	Head of Year interview with the student	Verification off 5 passes at I/GCSE including English and Maths. For students coming from a different educational system, they must take a School exam in the subjects they wish to choose at A Level	Previous School report	In August after the exam results

END