

ADMISSIONS POLICY

Introduction

The Junior and Senior 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 2-19 years of age. It is an academically selective school from age three and admission will be subject to availability of a place and fulfilment of the current admission criteria.

Admission entry points

The main points of entry into the school are at Early Years 1, Early Years 2, Early Years 3, Reception and Year 7 although places are sometimes available in other year groups, subject to space.

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

Early Years 1:	2 years old
Early Years 2:	3 years old
Early Years 3:	4 years old
Reception:	5 years old
Year 7:	12 years old

Any deviation from the above age groups is considered only if an applicant is transferring from a different educational system to ensure continuity or for particular academic reasons. Written permission from the Ministry of Education, Culture, Youth and Sports is required for a placement in a chronological age group other than the one specified in the official guidelines.

Please note as from 2023 Early Years 1 will have been phased out.

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 1st of the academic year preceding the applicants' proposed entry into the school. 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.

Children with Special Educational Needs (including those with English as an Additional language)

Please refer to our SEN Policy

Applications are accepted from children with Special Educational Needs as we are an inclusive school. Similarly, we welcome children with English as an Additional Language 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 Junior & Senior 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. 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.

Overseas Applicants

The Junior and Senior School welcomes applications from overseas applicants.

Enquiries

Parents are invited to email the registrar on registrar@tjss.ac.cy if they would like to book a tour to see the school or if they have any queries related to admissions.

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
 - Character Reference from the candidate's current school
 - Interview
 - Assessment Examination results
- Letter of Offer
- Payment of the Development Fee and Pre-payment
- Signing of Fee Contract

Applicants will be considered as candidates for admission when the online application form has been completed and submitted to the school (<http://www.thejuniorandseniorschool.com/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.

Assessment Process and Criteria

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

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.

Entry to Year 7

Students already enrolled at The Junior & Senior 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 programme (and satisfy the requirements as set in Year 4 and Year 5)
- have no pending fees

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 (Years 12 and 13) is dependent upon obtaining the required grades (9 to 5) at I/GCSE in 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.

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

Over subscription criteria

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

- Candidates with completed applications
- Mark achieved in the examination/assessment
- 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.

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.

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 date written in the offer letter and secured by a non-refundable payment of:

- The development fee of €800, which is an 'one-off' fee that contributes to ongoing improvements to the school
- The pre-payment 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**.

Deferred Entry

Parents/carers of applicants who have been offered a place may request to defer entry, but this must be put in writing to the Registrar/Admissions Manager at the earliest opportunity.

Additional Notes

The Principal, together with the Heads of The Junior and Senior School and the Registrar are responsible for admissions and for the operation of this policy. The Board of Governors ratify the Admissions Policy and oversee 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. to 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.

This Policy will be reviewed annually.

Reviewed November 2021

APPENDIX ONE

Year Group Entry	Assessment Criteria for admission into The Junior and Senior School				When are Assessments?		
Early Years 1 (2 year olds)	Admissions' Manager/Registrar interview with parents (30 minutes)	Children are admitted on a first come first served basis			Previous School Report (if applicable)	Not applicable	
Early Years 2, 3 & Reception (3 – 5 year olds)	Admissions' Manager/Registrar interview with parents (30 minutes)	Teacher interview and assessment with pupil only Range of activities and tasks to assess social, fine motor and language skills. (approx. 30 minutes)			Previous School Report	Towards the end of Autumn term prior to year of entry	
Years 1 - 6 (6 – 11 year olds)	Admissions' Manager/Registrar interview with parents (30 minutes)	Reasoning Tests on computer (Verbal and Non-verbal) 60 minutes		Interview with Staff Member (15 minutes)	School Character Reference	Previous school report	Throughout the School Year
Years 7, 8 & 9 (12 – 14 year olds)	Registrar interview with parents (30 minutes)	Reasoning Tests on Computer (Verbal & Non-Verbal) 110 minutes approx		Interview with staff member (15 minutes)	School Character Reference	Previous school report	End of March/Early April prior to year of entry
Years 10 & 11 (15 – 16 year olds)	Registrar interview with parents (30 minutes)	Reasoning Tests on Computer (Verbal & Non-Verbal) 110 minutes approx	Science Test on Computer 60 minutes	Interview With staff member (15 minutes)	School Character Reference	Previous school report	End of March/Early April prior to year of entry
Years 12 & 13 (17 – 18 year olds)	Registrar interview with parents (30 minutes)	Verification of 5 passes at I/ GCSE including English & Maths		Interview with Head of Sixth Form/Head teacher (options for AS/A2 will be discussed) (30 minutes)	School Character Reference	Previous School report	In August after the exam results

