



Quest International College

Admissions Policy

1. Introduction and rationale

Quest International College provides an international education, delivered through English medium to children aged 3 years to 18 years.

The purpose of the admissions policy is to ensure that the process of admission to the school is fair, transparent and equal to all. The admission policy states the actions that the school will take once a parent, or carer has expressed an interest in applying for a place for their child at Quest International College. The policy also states the steps that a parent or carer must follow to make an application. To ensure the process is timely, clear guidance and time frames are stated.

1.1 Organisation

Quest International College (QIC) provides full time education for children aged from 3 years to 18 years. To ensure that children's needs are met at different stages of their development they will be organized in year groups determined by age.

The school's academic year follows the international system starting on **September 1st and ending August 31st**. Children will be placed in a year/grade group determined by their age at the end of the academic year, which is August 31st. Children will remain in the year/grade group for one academic year. After which they will transfer to the next year/grade group.

QIC recognises that children do not develop at the same rates so that in early years there is flexibility. A decision about where to place a child that is different from what is stated, will only be made with the approval **of parents and following a detailed discussion before registration**.

1.2 Year/grade groups by age

*Early Years Foundation Stage/Kindergarten

FS1 Nursery 3-4 years (Not exceeding 4 years on August 31st)

FS2 Reception class 4-5 years (Not exceeding 5 years on August 31st)

Primary

Key stage 1

Year 1 class 5 -6 years. (Not exceeding 6 years on August 31st)

Year 2 6-7 years (Not exceeding 7 years on August 31st)

Key stage 2

Year 3 7-8 years (Not exceeding 8 years on August 31st)

Year 4 8-9 years (Not exceeding 9 years on August 31st)

Year 5 9-10 years (Not exceeding 10 years on August 31st)

Year 6 10-11 years (Not exceeding 11 years on August 31st)

Secondary

Key stage 3

Year 7 11-12 years

Year 8 12-13 years

Year 9 13-14 years

Key stage 4

Year 10 14-15 years

Year 11 15-16 years

Key stage 5

Year 12 16-17years

Year 13 17-18 years

*Early years. We may accept a child into FS1 who may be 1 year younger than the stated age but only on the understanding that the child remains in FS 1 for 2 academic years. This will be agreed at admission with parents and only with the permission of the school principal.

2.0 Admissions procedures for parents and carers

The steps stated below are for parents to follow and are in order.

2.1 Parents are encouraged to complete the application form in person as a hard copy and to visit the school by telephoning or making an appointment with the school registrar by email.

School Contact Details:

Telephone Number: 964 750 511 600 - 964 750 511 7000

Email: questcolleges.uk@gmail.com

The application form includes parents or legal guardians' email address, contact numbers, and information about the child's basic needs, medical information including vaccination details, and religious affirmation.

At the time of registration parents are also requested to complete the consent forms related to the taking of photographs or videos, **the administration of first aid and medicines** whilst the child is in school. Parents are also requested to complete the home school agreement and share this with their child.

2.2. Submission of documents

The parent or carer to supply in person to the admissions registrar at QIC, paper copies of parent's identity documents, the child's birth certificates and medical records. This must be supplied within 14 days of making the application to the school either online or in person.

2.3 First Appointment

Once the school has received the application form and paper copies of all documents, parents or carers will be invited to attend a meeting at the school with the registrar. Parents and carers and their child -for who the application is being made- will be expected to attend the meeting. During this meeting parents will meet the school principal, counselor or teacher who will conduct an assessment, or an informal observation. * The purpose of which is to assess that the school can meet the child's needs. At this meeting the parents can raise questions to ensure that QIC is the correct setting for their child.

An informal observation may be offered for children under the age of 8 years old to determine whether the school can meet the child's specific needs. Children may be refused admission if the school is not equipped to support the child's specific needs or if the child's acquisition of English language will restrict access to the curriculum. The school reserves the right to refuse children whose needs they cannot meet but will signpost parents and carers to other facilities that may have appropriate provision.

2.3 Admission and offer letter

The school principal will decide whether to accept, refuse or request another meeting. The outcome will be emailed to parents and carers within 7 days of the first appointment meeting.

If the child is to be offered a place, then the parent is told at the meeting. This will state the starting date, the age group in which the child will be placed and the date by which the registration fee and terms fees must be paid. Individual feedback on assessments will not be provided either informally or in the offer letter.

At this point parents can also decide not to place their child, inform the school and request that all the information provided is returned or deleted.

2.4 Registration

If parents wish to accept the offer they must respond to the registrar within 7 days of the date of the offer letter, in writing and submitting the registration fee in full. In addition, the term fee must be paid in full no later than within 1 month of the agreed start date.

QIC reserves the right to refuse an offer of a place to a child where the parents do not follow the application process as detailed above.

3. Oversubscribed and priorities

If there are insufficient places for the applications, then a waiting list will be maintained by the school registrar. The waiting list will be for children who have attended the first appointment meeting, have been assessed and have received a letter of offer. Parents will be informed when a place becomes available by email.

In the event of a waiting list being operated, priority on the waiting list will be given to specific groups identified as:

1. Children of siblings registered to the school
2. Children who are gifted or talented
3. Children of staff at the school

4. Admissions Policy for children who present with Special Educational Needs and Disabilities (SEND)

Many disabilities and learning differences are not possible to identify at the time of admission.

During the admissions process, parents will be asked to state whether the child has any diagnosed or known disability or special educational need. This will be on the application form and during the first appointment. Parents are required to submit full written details of any known or diagnosed issue at registration or before accepting the offer of a place.

Following this the Inclusion co-ordinator and/or designated teaching staff will conduct a separate assessment to identify types of adjustments that may need to be made to provide adequately for the child's needs.

Should it become evident during the assessment process that the school is not adequately prepared or equipped to meet the needs of the child, this will be explained to the parents. The principal will inform the parents that the school is not able to support their child and that the place will be refused.

Similarly, if a special education need or a disability become apparent after admission, the child will undergo formal SEND assessment with the Inclusion co-ordinator and/or trained staff. The school will consult with parents about reasonable adjustments that may allow the child to continue, which may include the provision of a shadow teacher by parents. In the event of the school staff deciding that the school can no longer meet the child's specific needs they will ask the parents to find another setting that is better equipped and support the parents in this process.

5. Data protection and disclosure of information

During the admissions process parents are expected to:

- Sign the Home school agreement.
- Provide the school with copies of all relevant medical, psychological, and educational assessments or reports before the child's enrollment.
- Where parents suspect or have knowledge that their child may be behind in any aspect of their development, then they must raise this with the school principal and provide any relevant documentation.
- Follow the school's recommendations for further assessments from external agencies if recommended by the school.
- Be aware that the school may request withdrawal if vital information is withheld or if the family fails to seek necessary support for the child's education.

The school will:

- Ensure all information regarding the child's application is stored securely and confidentially
- Where a parent decides not to apply, all documentation related to the application will be returned or deleted from the school's files.
- Act in a timely and professional manner throughout the admissions process
- Ensure the child is welcomed into the school on the first day and monitors the child's welfare and progress during the settling in period.

6. Appealing a decision

If parents or carers are refused a place after the first application, they may re-apply in writing to the registrar within 3 months of the date of the initial application. A meeting will be scheduled at which the principal will decide whether to accept or refuse the child. The principal may decide to delay the application and ask parents to reapply when the child is older. At the second meeting the principal will inform parents of the decision and state the reasons for the decision.

There are no further appeals following this meeting.

Appendices

Appendix 1

Fees

Appendix 2

Home school agreement

Appendix 3

Consent for photographs and recordings of images

Appendix 4

Consent for the administration of first aid and medication