

ADMISSION POLICY FOR NEW STUDENTS TO THE SCHOOL

ARENAS INTERNATIONAL SCHOOL
LANZAROTE

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1. INTRODUCTION

Arenas International School, in accordance with its Vision and Mission, is a private, secular, international school which does not subscribe to any political ideology. In accordance with these principles, the admission of new pupils to the school does not exclude any pupil on the grounds of origin, gender, race or religious beliefs. Our commitment is to educate people who contribute to improving the world in which they live, based on the commitment of all members of the educational community, through an excellent, bilingual, innovative, international and environmentally sensitive education.

2. START OF THE PROCESS

When a family shows interest in belonging to Arenas International School, they have at their disposal several possibilities to obtain general information about our educational project: by accessing our website, through social networks or through the opinion of the parents of the School. From there, they request an interview to be informed. This information is an essential condition for accessing the school, as it allows for mutual knowledge and acceptance by the candidate family of the educational, economic and operational conditions of the School.

As a public school we allow the admission of new pupils during the course of the year, which allows parents to apply for immediate admission or for the following year. In all cases we take into account the availability of places at that time in the school.

3. CALENDAR

At the end of March, the parents of students who are already studying at the school are offered the possibility of keeping their place for the following school year, as well as making a reservation for siblings who wish to begin their studies with us, thus giving parents who are already enrolled a preferential treatment in order to continue their schooling at the school; if they do not make the reservation within the established period, the place remains available.

From March onwards, the actual number of school places for the following academic year is calculated, and therefore the enrolment period is opened, offering free places to new students.

According to this calendar, and although the admission protocol is open at any time of the year for students joining the following academic year, enrolment will be confirmed in April, when the estimate of vacancies for the following academic year is more realistic.

4. ADMISSION PROTOCOL

A. The application

The admission protocol for new students is opened when the school receives the application.

Once the application has been received, an interview is arranged for the family with the director or coordinators of the corresponding educational stage, or with the coordinator of the Diploma Programme. This interview must be attended by the parents, and it is necessary that the student concerned also attends. In the case of parents with separated parents, the interview can be held with one of them, but it is required that the enrolment documents be signed by both parents. Interviews are generally conducted in Spanish or English.

A) The interview

In this interview, the school's educational project is explained to the parents, with special emphasis on the international nature of our community, followed by a visit to the school's facilities.

Sometimes, when parents have difficulties that make it impossible to travel to the school, interviews with parents and pupils are conducted online, using one of the most common communication platforms.

As has already been indicated, the interview fulfils the dual function of introducing candidates to the school's educational project and providing the school with the opportunity to assess their candidacy. In this way, an evaluation is made of the student's academic record, the compatibility of the values of the family and the student with the school's project is assessed and, on occasions, a level test is carried out in subjects such as Mathematics, Spanish or English, in order to assess whether the student will be able to successfully complete their studies in a programme of studies such as ours.

If the academic results are not as expected and the other requirements are met, the family will be recommended to make an extra effort, both inside and outside the school, so that the student can catch up and continue his or her studies normally, especially if the difficulties are language difficulties.

a. Registration

If the school's assessment of the family is positive and parents wish to enrol, the administrative process of enrolment begins, which consists of submitting documentation and family and academic data to the secretary's office, and the payment of the place reservation. Students enrolling immediately must complete all administrative procedures before starting the course. Students enrolling for the following academic year can complete the administrative process before the end of the academic year.

In the event that a student enters the school with the course already started, the school offers him/her personalized attention with an adaptation plan. In the case of foreign students who cannot express themselves in Spanish or English, in addition to the above, they are offered Spanish classes for foreigners.

B) Complementary documentation

In addition to the usual identification details of the parents or, where appropriate, legal guardians of the students, additional academic documentation is required, if necessary, as well as the signature of the school's policy in compliance with the data protection law.

1. RIGHT OF ADMISSION

The school reserves the right to decide, unilaterally, not to continue with a student in the school. This decision will always be justified by reasons of extreme seriousness and is contemplated by the School's Coexistence Plan, a document that regulates and normalises peaceful coexistence in our school community, and commits all its members, including both pupils and their parents, to its fulfilment.

The reasons that can lead to this situation are mainly the following:

- Failure to meet financial or other commitments to the College.
- Committing serious disciplinary offences (of the pupil, or of the parents)
- Maintaining poor academic performance without good cause.

2. ADMISSION TO BACCALAUREATE

(DIPLOMA AND SPANISH BACCALAUREATE PROGRAMME)

A. ADMISSION REQUIREMENTS FOR THE DIPLOMA PROGRAMME

The requirements for admission to the Diploma Programme at Arenas International School are as follows:

1. Show interest in taking the Diploma Programme.
2. Have parental consent and approval.
3. Have a favourable report from their teachers (students who have studied ESO at the school) and pass the level test (students who have not studied ESO at the school).
4. Have a level of English at PET (B1) or equivalent.
5. Have obtained an average grade of 7.5 or more in the last year of Compulsory Secondary Education (4th ESO).

SPECIAL CONSIDERATIONS

If a student does not meet all the requirements mentioned in the previous section, the situation of the student will be assessed by the teaching team, the Guidance Office and the Coordinator, in order to consider admission.

Students with special educational needs may take the Diploma Programme at the School, with the necessary adaptations and support in each case.

B. PROTOCOL FOR ENROLMENT IN BACCALAUREATE:

- Follow the protocol for admission to the School.
- **Comply with the conditions set out above for the school's pupils.**
- Proof that they have successfully completed their secondary education studies and that they have applied for the title of Graduate in Secondary Education. Students coming from a foreign education system must comply with the access requirements regulated by the Spanish laws in force at the time of enrolment.
- New students who apply for a place in the 2nd year of Bachillerato are assigned directly to the Spanish Baccalaureate programme; they can only be admitted to the Diploma Programme if they can prove that they have studied the first year of the programme at another school.
- It is compulsory to provide the applicant student's grades during his/her Secondary Education studies, in order to verify the subjects he/she has taken and the relation these have with the previous knowledge required to take the Diploma Programme or the Spanish Baccalaureate.
- It is sometimes advisable for students to take a placement test in the most relevant subjects related to the pathway they wish to study.

3. ADMISSION CRITERIA FOR PUPILS WITH INCLUSIVE EDUCATIONAL NEEDS.

INCLUSION is the principle that governs the policy of Arenas International School with regard to pupils with specific educational support needs; the admission criteria for these candidates is based on this principle. Therefore, all pupils with specific educational support needs that can be catered for by the school may be admitted.

If the student already belongs to the School:

- Continuity is guaranteed.

For new students:

- The application process and information is the same as explained above, depending on the stage the student is applying for. In addition, the certificate and/or report from external specialists will be required during the application for new admissions. They will be admitted to the School if they can be attended with the material and human resources available at the School.

4. CONCLUSIONS

This admissions policy has been drawn up by the Pedagogical Leadership Team, including the Management Team, the Coordinators of the three educational programmes (PYP, MYP and DP), incorporating contributions from the Guidance Department. It is reviewed annually, at the beginning of each academic year, in order to expand and modify everything that can be corrected, in accordance with the criterion of continuous improvement.

A. REVIEW OF THE DOCUMENT AND MONITORING OF ITS IMPLEMENTATION

The document and its implementation will be reviewed annually in the following instances:

- o Management Team Meeting

B. LINKING LANGUAGE POLICY WITH OTHER DOCUMENTS

- o Evaluation Policy.
- o Admissions Policy.
- o Academic Probity Policy.
- o Special Educational Needs Policy.

C. COMMUNICATION PROTOCOL

This document will be disseminated to the Educational Community by different means, such as:

- o Dinantia
- o Teams
- o Faculty meetings
- o Meetings of Teaching Departments

5. BIBLIOGRAPHY

Standards for the implementation of specific programmes and applications (For use from 1 January 2014). Cardiff. International Baccalaureate Organisation. Updated March 2016.