



# ADMISSIONS POLICY AND PROCESS

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Approved by the Board of Governors: September 2023  
Updated: July 2023  
Next review date: August 2024

## ADMISSIONS POLICY AND PROCESS

### INTRODUCTION

Geneva English School (GES) is an international co-educational school. We welcome children from all over the world to our Primary and Secondary campuses in Genthod and Versoix.

### AGE OF ENTRY TO GES

Children are eligible for potential entry to the year groups below if, by 31 August during their proposed calendar year of entry, their age as follows:

	Year	Age of entry (by 31 August)	Key Stage	External Exams
GES Primary	Pre-School	3	Early Years	
	Reception	4		
	Y1	5	KS1	
	Y2	6		
	Y3	7	KS2	
	Y4	8		
	Y5			
	Y6	10		
GES Secondary	Y7	11	KS3	
	Y8	12		
	Y9	13		
	Y10	14	KS4	GCSEs
	Y11	15		
	Y12	16	KS5 or 6th form	A Levels
	Y13	17		

### PLACEMENT OUT OF YEAR GROUP

Children may be considered for entry outside the year group corresponding to their age (either the year above or the year below) in exceptional circumstances. This will be discussed during the application process. If the school observes that a child is not achieving at the same level as other students in the year group above, it reserves the right to move the child to the year group corresponding to their age within the first six weeks. The school's decision is final on all year group placements.

### ENTRY DURING THE YEAR

Pupils join the School at the beginning of an academic year and also throughout the year where places are available. Please see the section below on criteria for entry.

### ADMISSIONS PROCESS

The School's admissions process involves the following:

- *Enquiry* – Families are asked to confirm details, including applicants' date(s) of birth in order to enable the Admissions team to give advice about availability in the relevant year group.

- *Reports* – Families are required to send their child(ren)'s most recent school, pre-school or nursery reports, where appropriate, along with any reports regarding any disability, medical or special educational needs. These enable the School to make an informed assessment as to whether the school can adequately provide for each child. Please see the section on *Disability, Special Educational Needs and Equal Opportunities* below for more detail.
- *Visit, Telephone or Video call* – Families are invited to visit the School with their children. Alternatively, a telephone or video call can be arranged.
- *Application form* – Parents are asked to complete an online application form for each child. Once received by the School, this form registers a child to be considered for an available place in the appropriate year group.
- *Taster session / video call meeting* – Pupils are asked to attend a taster session, or meeting via video call (if they are not in Geneva). Taster sessions allow pupils to become familiar with the school environment, and also enable the School to make an in-person assessment of the child's abilities and needs.
- *Communication with the child's current or previous school* - The School will ask the child's current or previous school to complete a transfer form, providing further details including reports, exam results or predicted grades (in particular for entry into Year 12) required to fully consider any application.
- *Consideration* - The School will treat every application in a fair, open-minded way.
  - Before offering a place, the School will make every effort to determine whether it will be able to educate and facilitate the development of the child to the best of his or her potential.
  - The application form, assessment of the child during the admissions process, and any supporting reports provided by the family and/or current or former school will be used to inform entry to GES for children of all year groups.
- *Waiting list* - We maintain a waiting list when a year group becomes full.
- *Offer* - To offer a place, the School will send an offer letter from the Head along with invoices for initial registration fees: these invoices are due for payment within two weeks of the date of the offer letter. Invoices may be directed for payment by a third party where requested.
- *Advice if unable to offer* - If a decision is reached that the School will not be able to provide adequately or appropriately for the prospective pupil's physical and educational needs within the context of the relevant year group, then a place will not be offered. The School will advise the family of their decision.
- *Acceptance* - Parents or guardians are required to sign and return an acceptance form before the pupil joins.
- *Confirmation* - The school will confirm to the family that the initial registration fees have been received and that their child(ren)'s places are confirmed.
- *Joining information* - Families will receive joining information, including access to My School Portal, in order to access school information and forms to complete before joining.

## **CRITERIA FOR ENTRY**

GES is open to application from any prospective pupil. Certain criteria, detailed below, will be taken into account during the application process to ensure that the School will be able to provide for any prospective pupil. In addition, we have a duty of care to all pupils at GES: when considering places for new applicants we take into account the existing needs of our current pupils.

## **LEVEL OF ENGLISH**

Our principal language for teaching and learning is English. As such, we ask that all children joining GES have sufficient English (reading, writing and speaking) to be able to access the curriculum appropriate to their age group.

It is possible, if all other criteria are satisfied, for children to enter Early Years at GES with little or no English.

This will be assessed on a case by case basis during the admissions process.

### **DISABILITY, MEDICAL OR SPECIAL EDUCATIONAL NEEDS**

As detailed above, it is the parents' responsibility to make the School aware of any known disability, medical or special educational needs, along with any reasonable adjustments they deem necessary, which may affect a prospective pupils' ability to participate and take full advantage of the education provided at GES.

Parents are required to provide the School with copies of any written assessment of their child's needs, along with reports carried out by any specialists, for example from an Educational Psychologist or Occupational Therapist, as part of the application process or as soon as a diagnosis has been made.

The School will do all that is reasonable to comply with its legal and moral responsibilities under the UK Equality Act 2010, Special Educational Needs and Disability Act 2001 and Swiss law, in order to accommodate the needs of prospective pupils who have needs for which the School can cater within its resources. The nature of certain GES buildings prevent certain modifications to their structure.

If a pupil requires additional support beyond the School's resources and expertise, including but not limited to external assessments, occupational therapy, speech & language therapy, or a personal assistant during school, these services will be at the parents' expense.

If a parent withholds any information about their child, the school reserves the right to withdraw a place and not to refund any fees paid. It is important that the application process be open and transparent from both parties.

### **BEHAVIOUR, ATTENDANCE OR CONDUCT RECORD**

Our core values of integrity, community, achievement, resilience, excellence extend to the whole School community. During the application process, the School will consider any prospective pupil's behaviour, attendance and conduct record, and the possible impact on their education and the welfare of other members of the school. If a parent withholds any information about their child, the school reserves the right to withdraw a place and not to refund any fees paid. It is important that the application process be open and transparent from both parties.

## **ENTRY INTO SPECIFIC YEAR GROUPS**

### **EARLY YEARS (PRE-SCHOOL AND RECEPTION)**

Children are eligible to join GES Pre-School from their third birthday in accordance with the “Règlement relatif à l'enseignement privé (REPriv)”. The School recognises that children joining GES Early Years (Pre-School and Reception) can be at different stages of their development, and so places will be offered depending on each child's readiness to attend school and availability of places. The school will give advice to parents during the admissions process, following their child's taster sessions and/or meeting with the Head of Early Years.

### **TOILET TRAINING**

As per our Terms and Conditions, children must be toilet trained (during the day) before joining: parents will be asked about their child's development during the application process and to confirm that their child is ready to join Pre-School or Reception via the Acceptance Form.

### **ENTRY INTO KEY STAGE 4 (YEARS 10 AND 11) AND KEY STAGE 5 (YEARS 12 AND 13)**

For entry into year groups where pupils will be working towards external exams (GCSEs, iGCSEs and A Levels), we will discuss the following during the application process (in addition to the general criteria for entry):

- Whether the applicant is currently studying towards GCSEs or A Levels, or a different curriculum
- The curriculum studied at the applicant's current school in comparison to that at GES
- The subject options the applicant would like to take or is currently studying
- Proposed entry date during the year, in particular with reference to the exam dates
- Predicted or actual exam results (depending on the year group):
  - For pupils taking GCSEs and/or IGCSEs at the age of 16, and applying to GES to study A Levels, we normally require at least five GCSEs (grades 9 to 5) including Maths and English, at least at grade 5. In addition, pupils should achieve (or be predicted to achieve) grade 6 in the subjects they would like to study at A Level.
  - Pupils transferring from other education systems to study A Levels at GES will be required to sit an entrance exam with equivalent grade requirements and to also completed a CAT4 cognitive ability test
  - We are happy to discuss these requirements with families as they apply.

### **OTHER CRITERIA**

The School will also take into account the following criteria (where applicable and in no particular order) when processing applications:

- Application date
- Date of receipt of all documentation required
- Siblings currently enrolled at or applying to GES
- Whether the child is the son or daughter of a staff member
- GES Alumni or family connections

### **MOVING UP THE SCHOOL**

It is assumed that if the Pupil satisfies the relevant criteria at the time, they will progress through the School and will ultimately complete Year 13.

Please see the sections below for specifics on transfer between certain year groups.

Please also see the School's Terms and Conditions and Fee Schedule in conjunction with this policy.

### **FROM EARLY YEARS: PRE-SCHOOL AND RECEPTION**

If a child enrolled in Pre-School or Reception is considered to be working below their developmental stage, the School will invite parents to meet with the Head or Deputy Head and the Head of Early Years to discuss their child's progress and to make recommendations.

### **FROM PRIMARY TO SECONDARY: YEAR 6 TO YEAR 7 (KEY STAGE 2 TO KEY STAGE 3)**

The transition from Primary to Secondary is an opportunity for families and the school to assess the suitability of the academic programme at GES for each child. We operate on the premise that students will move from Year 6 to Year 7 unless parents give notice in advance of the school's withdrawal deadline.

If the School recommends that GES Secondary would not be an appropriate learning environment for any pupil, families will be invited to discuss this and will be given advice at the earliest point possible.

For transition from Year 6 to Year 7 (Primary to Secondary), the school asks all families to make a non-refundable deposit of CHF 1000 in order to secure their child's place.

Please see the School's Terms and Conditions for more details.

In the case that there are more internal applicants than places, a waiting list will be opened. The priority for places is as follows:

1. First priority is given to families with a child at GES Primary and a sibling already attending GES Secondary.
2. Second priority is given to a family with no child at GES Primary but a sibling enrolled at GES Secondary.
3. Third priority is given to a child enrolled at GES Primary with no sibling enrolled at GES Secondary.
4. Fourth priority is given to external families sorted by date order of the offer letter.

#### **FROM YEAR 9 TO YEAR 10 (KEY STAGE 3 TO KEY STAGE 4)**

When transitioning from Year 9 to Year 10 (the first year of GCSEs), information on the curriculum will be provided to students and their families, and discussions will take place in order to assist Year 9 students in choosing their GCSE options for the following year.

#### **FROM YEAR 11 TO YEAR 12 (KEY STAGE 4 TO KEY STAGE 5/SIXTH FORM)**

We expect students to move from Year 11 into Year 12 if their Year 11 mock exams show that they will meet our entry requirements, as follows:

- GES normally requires students to achieve at least five GCSEs (grades 9 to 5) including Maths and English, at least at grade 5.
- In addition, pupils should achieve (or be predicted to achieve) grade 6 in the subjects they would like to study at A Level.

We aim to support students to achieve their full potential and conversations regarding A Level subjects, along with exam entries, will be made in close consultation with senior staff and parents in order to assist students in their choices.

If a student narrowly misses the requirements above during their Year 11 mock exams in December, the School will offer a conditional place in Year 12 for the following academic year and will ask that students meet the grade requirements above during their March mock exams.

The School is not able to offer alternative vocational courses beyond its current provision. If the School recommends that the A Level programme would not be appropriate for any pupil, families will be given advice at the earliest point possible during Year 11.

This is our recommended policy and individual cases will be considered.

For transition from Year 11 to Year 12, the school asks all families to make a non-refundable deposit of CHF 1000 in order to secure their child's place.

#### **IDENTIFICATION OF EDUCATIONAL OR OTHER ADDITIONAL NEEDS AFTER ADMISSION**

When pupils join the School, it is not always possible to identify or fully understand their additional needs.

If educational or additional needs become apparent after admission, the School will use its resources and expertise, in consultation with parents, in order to make recommendations and reasonable adjustments so that the child can continue at the School. As detailed above, if a pupil requires additional support beyond the School's resources and expertise, including but not limited to external assessments, occupational therapy, speech & language therapy, a personal assistant during school, these services will be at the parents' expense.

In the unusual event that a child's educational needs cannot be addressed adequately by the School, parents will be informed. If no other satisfactory solution can be achieved and all other avenues have been

exhausted, the School will provide support and advice in finding an alternative solution for the child's education.

#### **TRANSITION TO OTHER SCHOOLS**

The school will support families transitioning to future schools, as required.

We will supervise one test for entry to another school (such as an admissions test) per student per school year. Any other will be at cost.

#### **RE-ENROLLMENT AND NOTICE**

At GES, we do not ask families to re-enroll each year: please see the School's Terms and Conditions for details on giving notice of withdrawal.

Children previously enrolled at GES who have since left and wish to return to School will be asked to follow the same admissions process.

The School has the final decision in all cases of admissions.