



SAGE COLLEGE – POLICIES AND PROCEDURES

ADMISSIONS PROCEDURE

1.1 Introduction

Sage College is a private school that follows the Cambridge International Curriculum. Whilst the school is selective in that it considers each application separately and reserves the right to refuse admission in certain cases, it is inclusive in that it accepts a range of students from varying backgrounds and with varying needs.

1.2 School Requirements

In order for a child to be admitted to the school,

- For children above the age of 6 years, the child must show enough grasp of the English language to be able to access the curriculum successfully. This is decided by the school leaders, and senior management team after the interview and studying the child's latest academic reports.
- If the child has a low level of English, the school may still choose to offer a place but with the understanding that the parents will pay for the extra classes considered necessary in order to support the child adequately during their time in the school.
- A child will not be refused admission because they have a special need, but the school must be confident that this need can be catered for adequately and that accepting the child into the school will not mean that the child's own, or the education of others in the school, will suffer.
- Parents must provide up-to-date reports on their child's progress in their current school if they are more than 5 years old.

1.3 If there is a waiting list

Where there are more requests for places than places available, places are allocated in accordance with the following criteria and in the order shown below:

- To children who have siblings already at the school;
- To children who have extended family members at the school; and
- To children who have a high level of English.

It should also be noted that it is the policy of the Administration of the school that:

"In principle, when we have a choice, we should select the child who is more likely to complete their full education with SAGE COLLEGE."

1.4 Chronological age admittance

Children are normally admitted into the year group that corresponds to their chronological age according to the Spanish system.



1.5 Admission Procedure for students entering Sage College

Admission Procedure for Students Entering SAGE COLLEGE

Siblings of students already in school: The place is guaranteed unless the child has a special need the school feels it cannot meet. Once the school has allocated places to siblings, new families are contacted, and the following procedure is followed:

- Parents visit the school and are shown around by the person in charge of Admissions.
- Parents make a date to come for a meeting where the parents and child will be interviewed by the School Head and the School Counsellor.

The SLT assesses the child and talks to the parents about any special needs the child may have and answers any questions they might have about the school and the education it offers to its students. Parents must provide the school with the child's latest school report.

The parents contacted promptly by the school to inform them if their child has been accepted or not.

Level of English is not important at this stage, but a child may be refused a place because the he/she has a special need that cannot be adequately met by the school. However, if the child has a special need the school can not ordinarily meet but the parents are prepared to pay for the classroom support needed by the child, and this can be arranged to the mutual agreement of parents and staff, a place may be allocated.



<https://www.sagecollege.eu/admissions-process/>

ADMISSIONS PROCESS



STEP 1: CONTACT US

Contact our Sage College Admissions team for an initial conversation about your child and to check availability in the relevant year group.



STEP 2: VISIT OUR SCHOOL

Arrange a visit for a personal guided tour of our school by our Admissions Officer or attend one of our open days. Meet our staff, see the school in action and experience the learning atmosphere of our international school.



STEP 3: APPLY FOR A PLACE AND ASSESSMENT

Submit your child's most recent school reports. Depending on your child's age, we will arrange a meeting with the Head of the relevant department, who will assess their level of English and ability and provide you with feedback.



STEP 4: OFFER OF A PLACE AND ENROLMENT DOCUMENTATION

If successful and subject to availability, we will make a time-limited formal offer of a place for your child to join us. If there are no spaces in the year group you require, we will add your child's name to our waiting list and will contact you when a place becomes available. If you accept the offer, you will then be requested to complete the Enrolment Contract, submit all the admissions documentation and pay the registration fee in order to secure your child's admission.

