



ST. GEORGE
MADRID



International
Schools
Partnership

ADMISSIONS POLICY

 ST. GEORGE MADRID	ADMISSIONS POLICY	<i>Last updated: 06/06/2026</i> <i>Most recent update by:</i> <i>Paul Crouch (Headteacher)</i> <i>Next review due:</i> <i>June 2027</i>
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St. George Madrid is a non-selective and inclusive school. We accept children from a wide range of backgrounds and with differing learning needs.

The aim of the admissions policy and process is to ensure that as a school we can accommodate whatever needs prospective students might have, that they are successfully integrated into school, and that their family is welcomed into the St George Madrid Community. Prospective students should only be denied access to school if we reasonably feel that their learning needs cannot be met by our school structures or that they are going to be unable to embrace the ethos of the school.

If places in a particular year-group are full, students should be placed on a waiting list. Waiting list places should be prioritized according to the points system outlined in the accompanying document.

Key elements of the admissions process. This should be viewed in conjunction with the school's application forms, which should be completed during the admissions process:

1. Personal data protection, images authorisation and health information

2. Online admissions form.

3. Form with your bank account information

All prospective families should receive pertinent information about the school on first enquiry/first visit. This should include, but not be limited to, answering any queries they may have, receiving a school brochure, being offered a school visit with the admissions team, completing an initial enquiry form if it has not already been completed prior to the conversation / visit (with minimum information of the names, dates of birth, prospective year and class of entry, email and name of contact).

Once the initial visit has taken place (or online meeting if the family are unable to visit) families should be invited to complete the admissions forms. To do this, all families are required to upload:

- Positive photo identification for the applicant as well as a copy of the birth certificate or libro de familia that confirms the identity of both of the child's parents/guardians and identity documents for both parents/guardians (if families are separated/divorced, then paperwork relating to this should also be included).
- Previous reports covering the most recent year of school and preferably the previous year as well (unless their entry level means that they have not previously attended school)

Once the admissions form has been submitted, the admissions team are responsible for approving the file in iSAMS and then checking the data that has been submitted, following up with any items that are incomplete.

The admissions team is also responsible for updating the admissions status of each applicant as they move through the admissions process.

Once an application has been submitted, new applications should be reviewed at weekly admissions meetings, which are attended by the Head of Admissions, Heads of School (or nominated deputy), ALN Coordinator and the Headteacher. Steps can then be agreed for each case, depending on their entry year. The following points should be noted when following the admission process and considering a student for entry into St George Madrid:

Heads of School are responsible for overseeing trial days and interviews with students.

The admissions officer is responsible for administering admissions tests for students. The following admissions tests are required:

- Years PN-2 no tests
- Years 3-8: Flash Academy
- Years 9-10: English proficiency test + CAT4
- Year 11: IGCSE (end of year 10) papers in subjects to be followed in Year 11 +CAT4
- Year 12: IGCSE papers in subjects to be followed at Higher level in the IB Diploma programme, where they had not already sat IGCSE exams +CAT4
- Year 13: Students are only accepted onto the Year 13 programme when transferring from another IB School where reports indicate that there is a matching programme of study (or it has been determined that the programme of study can be accommodated). In such cases, a reference is required from the current school indicating that the student is able to access the IB Diploma programme of study. No other entry tests are required in year 13.

In years 2-6, students should attend a trial day to see how they are able to integrate into school. The primary team may carry out appropriate assessments while children are here for their trial day. In secondary school students should attend an interview conducted by the Head of School or one of the other nominated senior leaders.

Students entering school in Year 3 and above should also complete a Flash Academy English assessment as part of the admissions process. This is not used for selection purposes, but should be referred to for identifying any possible areas of strength/weakness and is used to set language and literacy data targets upon entry to school. Students who are unable to sit these assessments in advance of entering school should be given a conditional admission (based on progress, which should be reviewed at the end of the first term and again at the end of the first year) and should be assessed with Flash Academy or CAT4 on arrival as well as an English proficiency test.

For entry into Sixth Form, the only programme offered is the IB Diploma. All students are registered for the full Diploma programme. Students may be given the option to move onto a certificate pathway if they are struggling to access the full Diploma programme. Parents should be advised that this is a possibility during the admission process for students who it appears may struggle to access the programme. However, the implications regarding university access

should be highlighted if we feel it is likely that this is the pathway that the student is most likely to be on.

If there appears to be a verbal deficit evidenced by Flash Academy, CAT4 or English proficiency tests, additional EAL time may be needed to allow the child to access mainstream lessons.

If any questions arise regarding the child's ability to integrate into school, an appropriate referral should be made to see the Additional Learning Needs (ALN) Coordinator or a member of their team, wherever possible during the trial day or after the interview. A request to meet with the parents of the child concerned may also be considered to discuss any issues that have been raised.

Heads of School should indicate whether the child is to be accepted unconditionally, conditionally (with what conditions attached) or rejected using the admissions codes in iSAMS that are to be updated at the weekly admissions meeting. Notes from interviews/trial days should also be included in the student's admissions profile.

Before any offer is made to a family, the Headteacher gives final approval at the weekly admissions meeting.

Before a new student accepted into the school is able to start (confirmed start date), all required paperwork must be submitted to ensure the school meets all safeguarding, health & safety, and education ministry compliance requirements. It is essential that paperwork is submitted accurately and in good time.

After acceptance of an offer to join the school, files need to be passed to the relevant key stage/phase leaders and members of the administrative team to ensure that all information is completed and welcome packs, timetables and other information is ready in a timely manner. Students entering school in the upcoming two weeks should be listed at the weekly admissions meeting, with information shared to staff through the weekly staff bulletin and additional information sent out via Heads of School to the key stage / phase leaders so that all staff involved with new admissions are aware with as much notice as possible.

For students entering into Years 9 and above, an options interview should be scheduled to look at pathways through IGCSE and onto IB Diploma (for years 9-11) and through IB Diploma and post-school options (for years 12/13). These meetings should be coordinated by the Head of Secondary, having been informed of the potential admission at the weekly admissions meeting, and should involve pastoral leaders and curriculum coordinators for the relevant school section as well as the school's university & guidance counselor and Director Tecnico (for years 12 & 13). These meetings should be completed before the admission is confirmed to ensure there is an appropriate pathway for each admission in these sections of the school.