ALMUÑÉCAR INTERNATIONAL SCHOOL

Policy Admission v4

Reviewed July 2026 by F.Jacobs

Next review due August 2027
Changes from the previous version are highlighted

Written 2019
Reviewed 2021, 2024, 2025

Policy Admissions:

For a place in Early Years ages 3-5:

The first step is to call to arrange an appointment to visit the school, meet the headteacher and head of the EYFS. At this meeting, parents will be given more detailed information, and an explanation of our teaching methods, the school ideology and policies. Following this, parents will be able to complete the process by completing the application forms. When approved by the Head teacher the process is completed by paying the corresponding reservation fee. This usually takes place in March before 31/03.

For a place in Primary Years 3 to 6 ages 5 to 11:

Parents should request a meeting. At this meeting, parents will be given more detailed information, and an explanation of our teaching methods, the school ideology and policies. Parents will need to provide us with the most recent school report. We suggest a listening day here with their corresponding year group so the teaching staff can assess their capabilities in the various subjects within the classroom environment and so that the student experiences the way of the school and meets teachers and students. Currently, the Headteacher meets with the family, where possible to see the level of English etc.

Following this, parents will be able to continue the process by completing the application forms. If there are places available, and if approved by the Head teacher, the process is completed by paying the corresponding reservation fee.This usually takes place in March before 31/03.

For a place in Secondary:

Parents should request a meeting. At this meeting, parents will be given more detailed information, and an explanation of our teaching methods, the school ideology and policies. Parents will need to provide us with the most recent school report. We suggest a listening day here with their corresponding year group so the teaching staff can assess their capabilities in the various subjects within the classroom environment and so that the student experiences the way of the school and meets teachers and students.

Currently, the Headteacher meets with the prospective student to assess the level of English, to discuss subject options if relevant.

Following this, parents will be able to continue the process by completing the application forms. If there are places available, and if approved by the Head teacher, the process is completed by paying the corresponding reservation fee.This usually takes place in March before 31/03.

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For a place in Sixth Form:

For places in our Sixth Form, the procedure is the same as for Secondary - the Head of Sixth Form and Head teacher would need to know what examinations board and subjects the student is currently taking and to see copies of the student's latest school reports. There is an application form for the Sixth Form that requests further information. Students will need passes A* - C (4-9), in at least 5 GCSE examinations or their equivalent (including English/ Mathematics/Science) and a B or 6 and above to continue with a subject for A Level.

We do not accept students in the third term from the local area. This only happens when there is a family move requiring a place in the area.

If parents are interested in the school they should ring 958 635911 to request information and a visit.

Parents will then be invited to request a guided tour, where they will be able to see the facilities and more detailed information about the Educational Project, our philosophy and the British methodology.

After this visit, parents can formalize the place with the completion of the application forms and payment of a reservation fee.

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