



# Admissions Policy

**Revised December 2022**

St Julian's School is a British International School, open to all students who, in the School's view, will benefit from our British or Portuguese programmes followed by the IB Diploma.

St. Julian's serves the educational needs of the internationally minded and internationally mobile community in the Greater Lisbon area.

St. Julian's admits students whose academic, personal, social, and emotional needs can be met by the school's programmes and services.

Although students typically join St. Julian's in September, admissions are accepted and welcome throughout the year, contingent on ensuring a smooth transition and places being available.

## **Admission to the School**

Admission to the school will be determined by the Head of School, with the advice of the relevant academic staff, based on the following:

- Students must be able to access the curriculum.
- Presentation of all documents and completion of all application requirements. • Potential of the applicant to benefit from the available educational programme.
- Availability of space in classes and option groups offered.

Applications will only be accepted for enrolment and year placement when all required documentation is complete. The child's enrolment year group will be determined by the date of birth. The cut-off date for the English Section (Primary and Secondary) is 31 August and 31 December for the Portuguese Section. Note that the School will also take into consideration the applicant's school background whilst making a final decision on the most adequate year level for admission. A confidential reference, including fee payment compliance record, will be requested by the school from the applicant's current school upon receiving parent's authorisation. This form will only be available for consultation by the school. During periods when the capacity of the school is insufficient to accommodate all qualified students who seek enrolment, admission may be postponed. In this case, the applicant is placed on a waiting list.

Qualified applicants are then offered a place in order of the date of application (kindly note that early applications are encouraged), subject to the factors below, amongst others. Please note that these factors are not listed in order of priority:

- The candidate is an English native-speaker or proficient in English. • The candidate has experience of a similar curriculum to that followed by the school.

- The candidate is a returning student from outside the Greater Lisbon area.
- The candidate has intergenerational links to St Julian's School, in the following order: sibling of current student, sibling or child of former student, grandchild of former student.
- The candidate will contribute to the life of the school.
- International candidate – the candidate will contribute to diversity and internationalism at St. Julian's School.

The final decision to offer a place rests with the Head of School. It is the School's expectation that students live with at least one of the parents or a guardian, whilst studying at St. Julian's.

### **Transfers between Curricula**

Applications to transfer between the British and Portuguese curricula outside the predicted years groups for this effect, are not available. Possible transfers can only be considered in exceptional circumstances, with regard to the stage in the educational cycle, the Section Principal's recommendation, the availability of places and any of the relevant factors above.

### **Compliance with Policies**

By enrolling a student in St. Julian's School, parents/guardians agree to comply with all school policies and terms and conditions, as outlined in the Parent/School Agreement, which will be signed after confirmation of admission.

### **Admission into Year 11**

Admission into Year 11 for our IGCSE programme is only available to students who have completed 9º Ano provided that they have a final average score of 3.75. Students who have started the first year of IGCSE in any other school or are one year away from completing the MYP are not eligible to apply to this year group they can do so after completing their respective programmes in the subsequent year (to Year 12).

### **Admission into IB**

Whilst St. Julian's School is non-selective, the School recognises the demanding nature of the IB Diploma programme (Years 12 and 13) and therefore acceptance onto the IB Diploma programme expects a minimum of six IGCSEs with grade C/4 examinations or equivalent. Some IB Higher Level subjects may have higher entry requirements to ensure the student will be able to meet the subject's demands. St Julian's School reserves the right to deny admission or ask that a student be withdrawn if:

- The student's best interests and needs cannot be met.
- The student's behaviour is deemed to jeopardise the welfare of the School community.
- Any significant information is withheld from the School.
- School fees are not paid in accordance with the school's financial management regulations.

St. Julian's School reserves the right to change its Admissions Policy and Procedures annually.

## St. Julian's School Procedures on Admissions

These procedures link to the above Admissions Policy above.

### Stage 1 - Enquiry

St Julian's School welcomes prospective parents to visit the school campus on individual visits, by appointment only. The Admissions Office provides information about the school, provision on vacancies, fees and the admission process. In periods where a visit to the school may not be possible, the Admissions Office may schedule a call or remote meeting to clarify any questions parents may have. Any such visits or meetings do not constitute an offer or promise of a place.

### Stage 2 - Application process

The child's enrolment year group will be determined as outlined in the Admissions Policy. First step for registering is the submission of the online application form using the admissions portal (OpenApply) and the payment of the application fee of €250. This initial one-off-fee covers administrative costs and is not refundable. At this stage copies of the parents' and child's ID cards / passports must also be provided to confirm proof of identity and date of birth, as well as the child's recent copies of school reports and a reference from the current school. The School must also receive full and accurate information about any special educational needs or medical conditions to better assess the child's needs (see below under Learning Support).

If the child is moving from another fee-paying international school in the Lisbon area, a letter of clearance must be provided before acceptance.

### Learning Support

We can provide qualified assistance for children with special educational needs and for those who require additional help with the English language. However, certain special needs or medical conditions may exceed our provision, and the relevant Sectional Principal makes the final decision as to whether and under what conditions a child can benefit from our curriculum. It is therefore essential that we receive full and accurate information in advance. If any false information is provided or any important information is withheld and it is established after the fact, the child's admission can be revoked if deemed appropriate by the Head of School.

### Stage 2 - Registration

Although students typically join St. Julian's in September, admissions are accepted and welcomed throughout the year, subject to places being available and integration feasibility. Applicants will be registered on a waiting list by the date of application's entry. Factors which will give priority over the date of registration are listed in the St. Julian's School Admissions Policy.

### Stage 3 - Interview

When a place becomes available, the Admissions Office will inform the parents. For a September admission, this will occur during the school's annual enrolment period set for March and April. An interview in person or online will be scheduled with the child and parents (or at least one of the parents) with the relevant section Principal. Parents are required to supply the school with updated reports at this stage, if applicable. Parents are welcome to contact admissions for clarification on the status of their child's application at any given time.

**Acceptance - Confirmation**

Admission to school will be determined by the Head of School with the advice of the relevant academic staff. The Admissions Office writes to parents informing them of the Head's decision. If the enrolment is confirmed, parents must sign the Parent School Agreement and pay both the registration and capital levy fees by bank transfer to secure the place at St. Julian's and finalise the admission process. The registration fee is €750.00, and the Capital Levy is €5,000.

St. Julian's School reserves the right to deny admission should the applicant be deemed not to benefit from the available educational programmes, or any other reasons listed in the School's Admission Policy.