Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Admissions Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and have the courage to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

At Maria International, we work towards being a diverse and non-selective school, admitting students irrespective of:

- Ability;
- Race or nationality;
- Appearance;
- Cultural and social background;
- Mother tongue or accent;
- Religious beliefs;
- Gender or sexual orientation;

All students who enrol at Maria International have equal access to the full range of educational opportunities and resources that we provide.

Aims

This policy lays out the application procedures for enrolment at Maria International, ensuring that all applicants receive:

- Equal and fair opportunities for application
- An efficient and effective enrolment process
- Consistent application of school policies

This policy is used alongside the following policies and guidelines:

- Maria International Terms & Conditions
- Maria International Inclusion Policy
- Maria International AEN Policy
- Maria International EAL Policy
- Maria International Parent and Staff Handbooks

Admission Requirements

Maria International is a school that is open to students aged 2 to 11 from all backgrounds. Certain criteria for all applications submitted are required:

- There must be a reasonable prospect that the student will benefit from the educational programmes and resources offered by Maria International;
- There must be a reasonable prospect of meeting the students' needs without unduly prejudicing the education and/or welfare of other students at Maria International;
- The school will maintain its commitment to international education, however, the primary language of instruction is English;
- Prospective students and their parents/guardians need to be aware of and accept Maria International schools vision, values and missions alongside the school's terms & conditions and other expectations in respect to the curriculum and wider school community
- Adequate information is provided from parents/guardians as well as the student's previous school to make an informed decision.

English Language Requirements

The primary language used in school is English. For students who do not possess an adequate mastery of the English language, additional English lessons and support can be provided.

Younger students can gain fluency in English at an earlier stage in comparison with their older counterparts. However, parents and guardians should be aware that the older the student is the more difficulty they may face when accessing the curriculum in their non-native tongue as a result their academic progress could be delayed..

Children with Additional Educational Needs and Disabilities

For students with mild or transient special needs, whether they are previously identified before enrolment or identified and diagnosed after enrolment, we can provide additional educational support when necessary. However, we aim to have children in their classes as much as possible, with the primary support and differentiation being provided by the classroom teacher. Other means of support and inclusion will be assessed on a case by case basis.

Such additional needs may include mild general learning difficulties (such as a slower rate of maturation) or specific conditions such as dyslexia, dyscalculia, ADD & ADHD, difficulties with processing or memory, speech and language disorders, sensory impairments such as hearing or vision difficulties, dyspraxia, milder forms of Autism disorders and other emotional and behavioural disorders.

In our mission to be inclusive, we are prepared to consider applications from students with a mild additional educational disorder or physical needs under certain circumstances:

- The nature and scope of the need are disclosed before enrolment
- The nature and scope of the need do not exceed the provisions and resources available in school or through the external agencies with whom we cooperate with

It must be understood that we at Maria International may not be able to meet the specific needs of a child and therefore enrolment at Maria International may not be in the child's best interest. We can not enrol a student whose needs can not be met with the school's current resources. Staff who are involved in the assessment of applicants are thorough and impartial when assessing the strengths and abilities of those applicants with additional educational needs to ensure that Maria International can effectively meet the needs of the child with the provisions and resources we currently have. .

Admissions Process

At Maria International, we consider it best that a child begins his or her education at the start of the academic year and finishes their education at the end of the academic year. However, we understand that this isn't always possible for a number of circumstances. We will accept admission throughout the academic year contingent upon available space for the student is available.

Students who intend to leave the school should give at least one term's notice, otherwise, deposits and other fees may be forfeited, as per Maria International Terms & Conditions.

Admission is at the discretion of the Maria International Leadership Team and Board. They will take into account documentation and references from the applicant's previous/current school,

feedback from staff who have engaged in meetings with the applicant and his/her parents/guardians, English language ability and any other additional educational needs that the school may need to require..

Initial Meeting

We highly recommend that any potential applicants visit and view the school for themselves before considering enrolment at Maria International. However, the visits should be scheduled in advance and the visit will not involve entering classrooms as this can cause a disruption to ongoing lessons. When you schedule in advance we can also try to arrange a meeting with the relevant staff and leadership team members to discuss questions about the school, expectations and resources and provisions that are available.

The initial viewing and arrangement for meetings with the relevant staff can be arranged through the office staff who handle applications and enrolment for Maria International. The meetings are for both parties to assess the suitability of Maria International and the applicants' needs. An admissions pack and other documentation necessary for the application can then also be given and discussed.

Under exceptional circumstances, where the school is closed or the applicant and their family are not in Bucharest or time constraints, an application can proceed without the initial meeting or the initial meeting can be adapted to be online. .

Admissions Pack

The admissions pack will contain:

- Maria International Vision, Mission and Values,
- Curriculum overviews
- SEN Information
- EAL Information
- Application Form
- Personal Information Form
- Schedule of Fees & Charges
- Payment of Fees Form
- Maria International Terms & Conditions
- Inclusion Policy
- Concerns & Complaints Policy
- School Calendar
- Parent's Handbook

These are also available on our website.

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Taster Day

To help make an informed decision we encourage applicants to schedule a taster day, where the student(s) can join the school for a day or half a day. This is so that the student can experience what it is likely to be like on a typical school day and experience the teaching and learning we provide at Maria International. This also enables staff to give a fair assessment of the applicant's English proficiency and other additional educational needs that may be required.
The personal information form should be completed before the taster day as this will provide us with information such as allergies and other important information.

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Follow Up

A member of the office administration staff will then send a follow-up email along with the electronic copies of the documentation found in the admissions pack. In this follow up email, we will request a decision as to whether or not the potential applicant wishes to continue the admission process at Maria International.

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Application

The applicant then submits the completed application form from the admissions pack with the following supporting documentation:

- Student's photo, passport or ID
- Most recent end-of-term report
- Payment of Fees Form

Review

Maria International's leadership team alongside other staff will then liaise to discuss whether Maria International is best suited for the child's needs and will contact the previous/current school for additional information if necessary..

Offer

If the Maria International team is satisfied that Maria International is a suitable fit for the student an offer letter will be sent to the parents/guardians together with an invoice for the initial fees (Registration fee and enrolment deposit) and acceptance form.

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Acceptance and Confirmation

Once a family accepts the offer letter, they are then required to confirm their students' place by paying the initial charges, sent with the offer letter, within fourteen (14) days of receiving the

invoice. Upon notification of payment and return of the acceptance letter, the office administration will then send a confirmation letter and a copy of the acceptance form, countersigned by the headteacher, to the parents. This is confirmation that the students' place is reserved.
Failure to pay the initial charges within the fourteen (14) days may result in the student's place being forfeited.
Tuition fees and any other fees required must be paid per the Maria International Terms & Conditions and the Schedule of Fees & Charges provided in the admissions pack.
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Any Other Business

Before the student starts at Maria International the office administration will reach out via email to share the welcome pack, timetable, uniform information, a welcome letter from the headteacher, other policies and guidelines necessary as a part of joining the Maria International school community.
Further information may be provided for students joining our EYFS may be included if necessary.

Student Placement

Students will be placed in the appropriate school year by their age, development and past school performance. Decisions regarding student placement will be made by the Maria International leadership team. Where appropriate, additional information and input will be sought from the AEN coordinator, EAL coordinator or other associated staff who can help with the placement.

The school reserves the right to decide about student's year group placement, which is decided using the following criteria:

- **Age** according to the UK's school structure and criteria
- **Academic Background** assessed using the previous end-of-term report and other documentation provided by the previous school
- **Other Circumstances** are assessed using observations, documentation and other relevant evaluations.

Each application and subsequent student placement is considered on a case-by-case basis with reference to the child's previous educational experiences and based on current educational best practices. We do not usually recommend putting children in classes behind or in advance of their chronological peers.

If, after admission, we believe in our professional judgement that the student has been placed incorrectly in a year group we may wish to amend this soon after admission. If this situation arises we will notify parents/guardians and the student in advance with our explanation for this and suggested next steps..

Student Placement Chart

Date of Birth	AY 2023/2024	AY 2024/2025
01/09/2020 **to** 31/08/2021	**-**	**Preschool**
01/09/2019 **to** 31/08/2020	**Preschool**	**Reception**
01/09/2018 **to** 31/08/2019	**Reception**	**Year 1**
01/09/2017 **to** 31/08/2018	**Year 1**	**Year 2**
01/09/2016 **to** 31/08/2017	**Year 2**	**Year 3**
01/09/2015 **to** 31/08/2016	**Year 3**	**Year 4**
01/09/2014 **to** 31/08/2015	**Year 4**	**Year 5**
01/09/2013 **to** 31/08/2014	**Year 5**	**Year 6**
01/09/2012 **to** 31/08/2013	**Year 6**	**-**

Waiting Lists

Students who wish to join but are unable to due to no place being available in school will be offered to join the waiting list until such a place arises.
Waiting list priority is given to:

- Siblings of current students
- Returning students
- Children of staff members
- Native English speakers
- Others prioritised by the date of completion of the admissions process

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 30/05/2025

Prepared/Updated by: Nicholette Vicol **Date**: 08/11/2024

Approved by: Sami Barsoum **Date**: 12/12/2024

This policy is to be reviewed **annually** and updated as and when relevant changes occur.