



# Admission Policy and Guidance for Parents

**Author/owner:** LTSM

**Anticipated Review:** September 2024

**Our Mission Statement:**

**Achieving Excellence Together!**

This policy is written in conjunction with the Staff Handbook and other relevant LTSM Policies.



## 1.0 Admissions Policy

### 1.1 Rationale

**1.1.1** Our aim is to admit any student who can access our curriculum which is based on the national curriculum of England with modifications reflecting and respecting the local context of Romania and our international student body. Our curriculum spans from Early Years to Senior School where students complete IGCSEs and then to the Sixth Form, where they complete A-Levels qualifications.

**1.1.2** Happiness and confidence, emotional and social development are equally as important as intellectual development. For this reason students are assessed for entry to the year group appropriate for their age, in line with the UK National Curriculum and educational best practice.

### 2.0 Overview

**2.1** This booklet contains information about applying for a school place at LTSM.

**2.2** LTSM offers a style education that broadly follows the English National Curriculum from Nursery to Year 13. LTSM offers IGCSEs in Years 10 and 11. In the Sixth Form, Years 12 and 13, students follow the A Level pathway.

**2.3** The school caters for students who have the following attributes:

2.3.1 An age appropriate fluency in English language (speaking, reading, writing and comprehension).

2.3.2 A positive attitude to learning.

2.3.3 The ability to thrive in a high achieving environment.

2.3.4 Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.

**2.4** Students wishing to enroll in the school must have a very good level of English and display the intellectual capacity to fully participate in and benefit from the school's curriculum.

**2.5** Please note we will not accept applications where the desired date of entry is more than one year ahead of the date of application.

**2.6** Application forms must be accurately completed and signed by parents or guardians. Please also include a copy of your child's last school report and any additional information e.g. professional educational or medical diagnosis documents and recommendation letters. Withholding such information or providing inaccurate details may result in your child's place being withdrawn. Please note a separate form must be completed for each child.



**2.7** If places are unavailable in the academic year group required, your child will be put on a waiting list. Please note waiting lists will close when maximum numbers are reached.

**2.8** Year 11 and Year 13 are important years in the British Education system as students take their IGCSEs and A Levels exams respectively. IGCSEs and A Levels are usually taken over two years. Applications for entry to Year 11 and Year 13 are dependent on us offering the same subjects and exam boards that the student is studying. We do not usually admit students to Years 10 and 12 after the first term of the school year on account of the assessment and examination schedules of the IGCSE and A Level programmes.

**2.9** School Tours: please contact our Admission Team by phone or email to arrange a tour. They will also be happy to answer any queries you may have. School tours are arranged by prior appointment with the individual schools.

### **3.0 Application Requirements**

**3.1** The following documentation is required to support the application form:

**3.1.1** A copy of your child's passport/birth certificate showing the child's date of birth and nationality. Please note that a student's assigned nationality is determined by the nationality registered on the CPR.

**3.1.2** Your child's most recent school report. A copy of your child's latest school report, including comments on academic, social progress and behaviour must be submitted with the form. This must be stamped and signed by the issuing school. If your child has been homeschooled we would request a written report from the institution you have registered with. A report issued by a student's parents does not apply. All reports should be in English or a certified translation. (This is not required if your children have not yet been attending school.)

**3.1.3** A confidential reference from the Head of Year or a Senior Leader including safeguarding clearance may be requested at a later date.

**3.1.4** Your child's vaccination/medical records from birth. LTSM follows the Ministry of Health's Immunisation Schedule for Romania. It is therefore essential for your child to have a complete vaccination record prior to starting at our school. Please refer to the medical requirements within this booklet to assist you.

**3.1.5** Two passport-size photographs from within the last 6 months.

**3.1.6** Signed copy of the Terms and Conditions.

**3.1.7** Copies of parents' passports/ID cards.

**3.1.8** Signed Medication consent form.

**3.1.9** Signed Data Processing consent form.

**3.2** Please also note that if information relevant to the extent of the child's educational, emotional, social or health needs has not been disclosed during the admissions process, we reserve the right to ask the parents to withdraw the child when it becomes apparent at a later stage once the child has been admitted



to the school. This may include Educational Psychologist reports, medical reports or information about medication being taken.

**3.3** The Application Form and supporting documents can be submitted by registered or courier mail, by hand or be scanned and submitted by email. The date the completed application (including vaccination records, passport copies, reports etc) is received by the school will determine the applicant's initial place on the waiting list.

## 4.0 Application Process

**4.1** Once we have received the completed application form, the following process will take place:

**4.1.1** We will check that the desired date of entry is not more than one year ahead of the date of application. We will not accept applications where the desired date of entry is more than one year ahead of the date of application.

**4.1.2** We will check whether a place is available or likely to become available in the appropriate year group for your child either on the date you have requested or, if no places are available, within one year of that date. If a place is likely to be available, we can continue processing the application.

**4.1.3** If we consider it unlikely that your child will gain entry within one year of the requested date, you will be informed that if you wish to continue with the process, your child will be assessed for a place on the waiting list only and no guarantee of date of entry. We would also request the most recent school report at this point.

**4.1.4** Next we will proceed with checking the Application information and supporting documents.

**4.1.5** If the application is incomplete, you will be requested to provide the missing item(s). Provided you have submitted the passport copies, school reports and application fee we will, at the school's discretion, allow the application to proceed.

**4.1.6** Once you have submitted all the required admissions documentation required you will be contacted by the Admissions team to schedule an appointment for the entry assessment test or in certain circumstances e.g. a pandemic situation, the student will be assessed on the previous school report.

## 5.0 Admissions Criteria

**5.1** At LTSM we select students who will be able to cope with the demands of the curriculum. We admit students only where there is an appropriate curriculum for the individual to follow.

**5.2** Admission to the school requires the following elements to be successfully completed:

**5.2.1** LTSM admissions form in full with all accompanying documents, including all relevant medical information, as required by the Ministry of Education and the Ministry of Health.



**5.2.2** Required accompanying documents to be submitted, including copy of passport/ birth certificate, CPR, school report, leaving certificate from the previous school, vaccination and medical records, signed Terms and Conditions form.

**5.2.3** Assessments to be completed by the student which measure their readiness for our curriculum, their ability in English, Mathematics, Non-Verbal Reasoning and spatial ability.

Students may be evaluated for Admission on their previous school reports in extenuating circumstances e.g. a pandemic situation.

**5.2.4** Satisfactory reports/references from previous schools in which we check academic attainment, effort, homework record, classroom and general behaviour, attendance and punctuality.

**5.2.5** Payment of fees which include: application fee, registration fee, resource and book deposit fee and tuition fees.

## Sixth Form A-Level

In addition, for admission to Sixth Form A-level courses, we require students to have:

- 5 GCSE results of grade A\*-C / 9-4, including English and Mathematics and
- Typically, an A\*-B grade in those subjects they wish to pursue at A-level. Some specialist subjects require particular grades for entry.

## 6. Normal Application Timeline

Although we accept students throughout the school year, the usual time to start the application process for a September start would be to apply from October in the previous year. Please note that should the applications received exceed the places available we will close the applications at our discretion. Places for September are usually finalised by the end of the academic year.

## 7.0 Assessment Process

**7.1** Our entry assessments are designed to ensure that the curriculum and teaching we offer is appropriate to your child's learning needs. Please note that in any year group occasionally additional assessment may be required at the school's discretion e.g. EAL (English as an additional language). We place children in an age appropriate class according to the British curriculum taking into consideration the previous Grade completed. For general guidance, the usual provisions are as follows but please note that in extenuating circumstances e.g. a pandemic situation, students will be evaluated on the most recent school report.

**7.2** Nursery and Reception children are observed on our premises. Children applying to Nursery will be assessed on English language development, social skills and behaviour. Nursery assessments are held in January/February prior to the September start. Ideally, these 'Readiness for School' evaluations are conducted by the Infant school staff and allow the children to play and interact using educational toys provided.



**7.3** At the start of the school year, Reception children will be assessed in a similar way to Nursery children. However, as the year progresses they will also be assessed on their phonic knowledge, ability to read, and early number skills.

**7.4** Year 1 and Year 2 are assessed on our premises. They will be evaluated on their ability to sustain a conversation, social skills and behaviour.

**7.5** Year 3 to Year 6. Entry assessments are usually conducted under exam conditions. We allow students two to three hours to complete the assessments. These assessments are designed for the year group for which a student is seeking admission. They consist of a Math, English and Non-Verbal reasoning assessment and the applicant completes a short written piece.

**7.6** Year 7 to Year 10. Entry assessments for Year 7- Year 10 are usually conducted under examination conditions. These are online controlled assessments which consist of a Maths, English and Non-Verbal assessment.

**7.7** Sixth Form Qualifications - Year 12: As you may be aware, A Levels are more demanding than IGCSEs and for that reason we have entry requirements which are typical for most schools and colleges around the world. Offers are conditional on achieving certain IGCSE or other academic grades prior to entry. All applicants will usually undertake an online controlled assessment which tests verbal, mathematical and non verbal skills.

**7.8** A minimum of five passes at Grade 5 or above at IGCSE or the equivalent. This must include English and Mathematics, regardless of which subjects you wish to study. Additionally, you will need a Grade 6 or 7 or above in most of the subjects you wish to study at A Level.

**Further Mathematics:** You will be expected to have achieved a grade A\* at higher tier IGCSE or GCSE or equivalent.

**7.9** If your child has not taken IGCSEs or equivalent in their previous school but has taken alternative qualifications, you will need to provide original certification sitting entrance tests.

## 8.0 Special Needs

**8.1** LTSM is a mainstream school and so has only limited resources to cater for students whose learning needs require significant support. It is not in the best interests of anyone and least of all of the students involved, if he or she is not able to benefit from the educational programme we offer and thrive within an academically high achieving environment.



**8.2** Parents of children who have a history of requiring support that falls outside of the classroom are required to bring to the attention of the school detailed information regarding their child's specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous IEPs (Individual Education Plans) and/or reports from educational psychologists. Parents are

strongly advised to discuss possible applications prior to making a formal application to ensure that LTSM is in a position to meet the needs of the student.

**8.3** Failure to declare accurately at the stage of application the extent of a child's individual learning needs may result in parents being subsequently asked to withdraw their child because the school is unable to meet his or her needs. This is a situation that we are anxious to avoid because we know that it will impact adversely on the child's self-esteem and future learning prospects.

## 9.0 Medical Requirements

**9.1** LTSM the Ministry of Health's Immunisation Schedule for Romania. It is therefore essential for your child to have a complete vaccination and medical record prior to starting.

### 9.2 Information required in an Emergency

Experience has taught us that should there be a cause to call for emergency services and your child need to attend hospital, for us to provide a fast rapid response in this situation, please inform us and keep us informed of the following:

**9.2.1** Any allergies, medical conditions, and if your child has had any recent diagnosis has to be mentioned to us.

**9.2.2** Parents/Guardians contact details need to be provided and the school kept up to date with any changes. There have been instances when parents were completely unreachable during emergencies, and therefore the need to keep phone numbers available. An emergency contact form will be given and this is to be completed before your child begins in School. As well as parent / Guardian details, we also require two further contacts in case parents are uncontactable.

Please do not hesitate to contact the School Medical Office if you have any queries.

## 10.0 Fees, Terms & Conditions

### 10.1 Payment of Tuition Fees

**10.1.1** All fees must be paid in accordance with the invoice on or before the deadline date on the invoice.

**10.1.2** Failure to pay the fees by the invoice due date may cause the school to exclude a child and others from the same family from school until payment is made in full. With respect to persistent late payers, the School reserves the right, without giving notice to the parent, to cancel the places allocated to the family, and additionally, offer them to new children waiting for places at the School.

**10.1.3** Fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). No refund will be given. If a child is scheduled to join the school



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after the mid-term point, the registration fee, book deposit fee and half the term's tuition fee will be payable.

### **10.2 Method of Payment of Tuition Fees**

In accordance with the instructions on the invoice issued to you, payment may be made by direct bank transfer, credit card (excluding application and registration fee payments) or by cash at our Accounts Office.