ADMISSION POLICY and GUIDANCE FOR PARENTS

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Our Mission Statement:

Achieving Excellence Together!

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

LTSM International

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Annex 4 :
https://docs.google.com/forms/d/e/1FAIpQLScLRHI-gPWvxmix3GvYcWa6Hktf6l1FmUOt99w24kmbfk5S2Q/viewform?usp=header

LTSM International

1. Rationale

"Scoala Mea " High School is a centre of innovative, inclusive, national and international education for children from pre-school through to Year 13. The school promotes the five core principles - i**ndividuality, identity, integrity, internationality, innovation**. Adoption of these values by every student ensures the realisation of our vision "Achieving Excellence Together".

The school community shares a commitment to this mission, which shapes all aspects of school life, including admissions to the school. Our aim is to admit students who can access our curriculum, based on the **English National Curriculum** with modifications that reflect Romania's local context and our international student body.

We value **happiness, confidence, and emotional and social development** as equally important to intellectual development. For this reason students are assessed for placement in the year group appropriate for their age, aligned with the UK National Curriculum and best educational practices.

LTSM International's admissions system respects **equal opportunity** for all applicants regardless of gender, ethnicity, sexual orientation, nationality, culture, or religion. Our admission process ensures that our educational system is the most appropriate choice for both the child and the family, providing a **balanced, engaging, and comprehensive educational experience**.

2. Scope and Application

This policy provides information on applying for a school place at LTSM International.

LTSM International offers a style education that broadly follows the English National Curriculum from Year 10 to Year 13.

Curriculum Overview:

Years 10-11: Cambridge IGCSE curriculum

Years 12-13: Cambridge A level curriculum

2.1. Student Attributes

The school caters for students who demonstrate:

- Age-appropriate fluency in English language (speaking, reading, writing and comprehension).
- A positive attitude to learning.
- The ability to thrive in a high-achieving environment.
- Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.

Applicants must have sufficient English proficiency and display the intellectual capacity to fully participate in and benefit from the school's curriculum.

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

2.2. 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.
- if there are available more than one place and the express of interest was made by more students than number places available, the principle of the hierarchy of the best results applies.

Places for September are usually finalised by the end of the academic year.

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.

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.

All applicants must follow the admission steps described below and meet the necessary criteria before joining our school.

2.3. Director of Enrolment

The LTSM International representative directly involved in the application procedure for admission to LTSMI is the Director of Enrollment. He/she is the business card of LTSM International and is the first person who is contacted by the parents/legal representatives of the pupils aspiring to admission. The contact details of the Director of Enrolment are published on the website www.scoala-mea.com, i.e. scoala@scoala-mea.com, tel. 0040.722.223.309 (Ioana Diță).

2.4. Admission Procedure

Parents interested in joining our school will have the opportunity to inform themselves about the school using the following sources: the school website, meetings with the admissions officer, and visits to the school . It is very important that parents carefully read the policies on the website and ask questions for clarification during the visit and meetings with LTSMI staff involved at this stage.

a. After contacting the school, interested parents will receive by e-mail information about the school's educational and financial offer and the Assessment Procedure.

b. Scheduling the visit

As a first step in the admission procedure, the Director of Enrollment arranges a visit of the LTSM International educational campus with the parents/legal representatives of the students, during which he/she provides the clients with complete information on the LTSM International educational offer for the targeted enrollment segment (YEAR

10,11,12,13), services related to the academic program (optional paid courses, transportation, meals), information on tuition fees, and on the other hand it presents the facilities of the campus LTSM International has at its disposal (laboratories, gym, dining hall, covered sports field, recreation areas, medical office, psychological office, classrooms with related facilities: smart board, color marker board, video projector, sound system, scoreboards, individual desks, filing cabinets, air conditioning, etc.). Following the meeting, the admissions director will make written observations on the student's educational background, learning profile, wellbeing needs,communication preferences and the family's goals regarding the desired educational program for the child, and parents will fill out a parental self-evaluation form (Annex 4: https://docs.google.com/forms/d/e/1FAIpQLScLRHI-gPWvxmix3GvYcWa6Hktf6l1FmUOt99w24kmbfk5S2Q/viewform?usp=header). Information collected will be limited to that relevant to the admissions and safeguarding process and managed in accordance with data protection requirements.

c. Application Process and Evaluation of Candidates

Registration for the assessment procedure is subject to availability of places.

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

- We will verify that the requested date of entry is no more than one year from the date of application. Applications specifying a date of entry beyond one year will not be accepted.
- We will verify whether a place is available, or likely to become available, in the appropriate year group for your child on the requested date, or within one year of that date.
- If a place is likely to be available, the application will continue to be processed.
- If it is unlikely that your child will gain entry within one year of the requested date, you will be informed that the application can only proceed for placement on the waiting list, with no guarantee of a specific date of entry. At this stage, we will also request the most recent school report.

- Next we will proceed with checking the Application information and supporting documents.
- If any documents are missing, you will be requested to provide the missing item(s). Provided the passport/ID copies, school reports, and application fee have been submitted, the school may, at its discretion, allow the application to proceed.
- Once all required documentation has been received, the Admissions team will contact you to schedule an appointment for the entry assessment test.
- In certain circumstances (e.g., a pandemic), the student may be assessed based on their previous school report instead of sitting a formal test.

Enrolment in the evaluation of students is realized by the parents' signature of Personal Data Processing Agreement**(Annex 1)** and a document called "Assessment Agreement"**(Annex 2).** These forms require the child's parent or legal guardian to agree to the school's general terms and conditions of enrollment.

The following documents are required along with the application forms-Agreement for Evaluation

1. Copy of the passport/identity card/birth certificate as the case may be, proving date of birth and nationality. Note : the child's nationality is conferred by the CNP or personal identification number.
2. Copy of the most recent school report/matriculation sheet, including comments on school, social and behavioral progress. The specified documents must be signed by the school from which they come. The documents must be translated into English by an authorized translator(If they are not in English or Romanian). Children who have followed a homeschooling program must have a certified report from the school where they are registered. A report issued by a student's parents does not apply.
3. A confidential Letter of reference from the teacher/principal/ Head of Year or a Senior Leader including safeguarding clearance.(Annex 3:

https://docs.google.com/forms/d/e/1FAIpQLSdRCl2iNI1mRKuY5RWu80YwtODOKEua6JF7oTGWucbKpptVoA/viewform?usp=header)

4. Immunization record book; LTSMI follows the Ministry of Health immunization calendar for Romania. Therefore parents/carers are required to provide up-to-date medical and immunisation information before starting our school. Please refer to the medical requirements in this booklet for additional information.
5. Two passport photographs not older than 6 months
6. Copies of passport/parental ID card
7. Signed consent form for data processing **(Annex 1).**

The application form and supporting documents can be submitted by hand, via courier, or 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 for evaluating process.

d. Evaluation Scheduling

Once the parent or legal representative has communicated their decision, either in writing or by telephone, the Director of Enrolment schedules the student's evaluation.

The Director of Enrolment then sends the evaluation details by email:

- To the parent or legal representative, providing information about the assessment schedule and conditions for promotion.
- To the relevant LTSMI staff involved in the evaluation process (supervisors, evaluators, and management), providing organizational and logistical details.

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.

Entry assessments are usually conducted under exam conditions. 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.

The evaluation process includes the following tests:

- **Enrolment assessment for YEAR 10 - international studies**

Written test in the subjects: English, Mathematics (Lower Secondary Checkpoint level)

CAT4 test

- **Enrolment assessment for YEAR 11-12 - international studies**

Written tests may be required in IGCSE/AS Level subjects for international students, or in common subjects for students transferring from the national curriculum, covering topics included in both the Romanian and UK curricula.

CAT4 cognitive skills test

On the day of the assessment, the candidate's parent must submit the **Assessment Agreement (Annex 2)** at the reception desk. This document will have been sent in advance via email by the Director of Enrolment.

The parent is also responsible for paying the evaluation fee, either at the school cashier (Denisa Ciugnicov) or via bank transfer to the account specified by the Director of Enrolment in the email containing the assessment schedule and details.

2.5. Assessment tests

Educational acquisitions evaluated in the assessment tests are set as follows:

YEAR	SUBJECT	ASSESSMENT TIME
YEAR 10	MATHEMATICS – Lower Secondary Checkpoint	50 min

YEAR 10	ENGLISH - Lower Secondary Checkpoint	50 min
YEAR 11	THREE CAMBRIDGE IGCSE SUBJECTS Three compulsory subjects: Mathematics, English and Science(Combined or Individual)	80-90 min/subject
YEAR 12-13	FOUR AS/A2 SUBJECTS According to student choice adapted tests	80-90 min/subject
YEAR 10-13	CAT4	120 min

2.6. Admission Criteria

At LTSM International 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.

Mandatory admission criteria for all levels of study :

- The student must have a behavior average of **10.00** in previous school years.
- The student and their family must be supportive of **LTSMI International's philosophy, ethos, and values**.

YEAR 10:

For LTSM students who graduate from Grade 8

- Based on the average in the national assessment if the average is between 8,00 and 10,00 or
- CAT4 result - minimum score of 100 points.

For external students:

- Minimum score 30 in the Cambridge Lower Secondary Mathematics and English Checkpoint exams **or**

- Written test in English and Mathematics according to the Lower Secondary Checkpoint Cambridge curriculum

And

- CAT4 result - minimum score of 100 points

YEAR 11

For admission to Year 11, the reports from the student's previous school, provided by their preparatory teachers, regarding predicted IGCSE results will be reviewed.

Students coming from a non-Cambridge education system will undergo assessments in three core Cambridge subjects: English, Mathematics and one Science according to their choice.

YEAR 12 - Sixth Form

Admission to the LTSM International Sixth Form is based on academic merit as well as attendance and behavior standards.

The general entry requirement to the Sixth Form is a minimum of **five IGCSE/GCSE subjects** with grades A*-C (or equivalent) including English and Mathematics.

In addition, the applicant must have passed the IGCSE/GCSE examinations with at an A*-B grade in those subjects which they wish to pursue at A-level. Some specialist subjects require particular grades for entry.

If certificates are not available at the time of application, simulations(mock exams) will be considered.

Applicants who have not completed IGCSEs or equivalent qualifications at their previous school, but who have obtained alternative qualifications, must provide original certificates and may be required to sit entrance tests in subjects relevant to their chosen course of study. The tests will cover common subjects and topics from both the Romanian and UK curricula.

YEAR 13

For admission to Year 13, applicants must have achieved at least a grade C in their AS-level examinations in the subjects they intend to continue at A2 level. If official certificates are not available at the time of application, mock examination results may be considered. Students following the national curriculum are not eligible for admission to Year 13.

Following the submission of certificates or mock exam results, all applicants for international studies will have an interview with the Head of school. Additionally, applicants for international studies must have a CAT4 score of at least 100 points.

If the number of applicants exceeds the available places, admission will be based on academic merit, following the hierarchy of the best results.

LTSM International reserves the right to **reject an application** in the following situations:

- If the assessment results indicate that the student will not benefit from the educational program.
- If the student's values or behavior are not compatible with those of the school.
- If the student's educational or support needs require provision beyond the school's reasonable capacity or available specialist resources
- If the student's English proficiency does not meet the standard required by the curriculum.
- If the student or parents do not adhere to the school's rules and values.

- For any other reasons deemed valid by LTSM International.

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.

2.7. Communication of results

The parents/legal representatives of the student will receive, by email, the evaluation reports, together with the resolution on the possibility of enrollment. If the results of the evaluation are favorable, the Director of Enrollment sends the following documents to the parents by email: the educational contract, the annexes to the contract, the enrollment form, Cambridge Subjects Form, the Survival kit and the financial information.

The email also includes the following information:

- name of the persons designated with the collection and registration of the documents;
- name of the person designated with financial responsibility;
- the name and contact details of the form teacher;
- name and contact details of the school secretary (contact@scoala-mea.com) for receiving and completing the transfer request.
- contact person responsible for the registration in the virtual catalog,
- contact person in charge of IT department
- school contact for medical emergencies,
- contact responsible for Media (weekly newsletter)
- link to the school uniform application,
- link and password to the LTSM International Regulations

Parent will be informed that he/she will be contacted by the departments represented by the persons whose contact details have been specified

2.8. Completing Admission

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

1. LTSM International registration form in full with all accompanying documents, including all relevant medical information, as required by the Ministry of Education and the Ministry of Health.
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 consent form for data processing .
3. Assessments completed by the student which measure their readiness for our curriculum, their ability in English, Mathematics, Non-Verbal Reasoning and spatial ability.
4. Students may be evaluated for Admission on their previous school reports in extenuating circumstances e.g. a pandemic situation. Satisfactory reports/references from previous schools in which we check academic attainment, effort, homework record, classroom and general behaviour, attendance and punctuality.
5. Payment of fees which include: registration fee, enrollment deposit and the tuition fee if the admission takes place on new year school starting time or during the school year.

2.9. Enrolment

2.9.1 Signing the educational contract

Parents complete and sign the contract, annexes and the enrollment form in duplicate. The above-mentioned documents are to be submitted to the LTSMI office within 5 working days from the date of their receipt, to be signed, stamped and notarized. Responsible: designated person with registration partnership contract.Parents will receive a copy of the contract and annexes.

2.9.2 Payment

Parents pay the enrollment fee, according to the educational contract and on the basis of the information received by email, in advance or at the same time of signing it, at the Financial Department, in cash or by card or by bank transfer to the account specified by the Enrollment Director.

2.9.3 Transfer/enrolment procedure according to the educational laws

Depending on the time of the school year and the grade level, parents pick up the transfer application from the LTSMI secretary's office and submit it for approval to the educational unit where the student is enrolled; after approval, parents will submit the document to the LTSMI secretary's office and bring the school documents. Responsible: school secretary .

2.9.4 Realization of the operations to include the pupil in the LTSM International system : google classroom student's sign-up, virtual catalog parent's account, weekly Newsletter parent's account, student's uniform application, processing student's books order

3. Special Needs

3.1 LTSM International is a mainstream school and therefore has limited resources to support students whose learning needs require significant additional 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.

3.2 Parents of children with a history of requiring support beyond the regular classroom setting are required to provide the school with detailed information about their child's specific learning needs. This should include previous school reports, SENCO reports, copies of any Individual Education Plans (IEPs), and/or assessments from educational psychologists. Parents are strongly encouraged to discuss a potential application with the school prior to submission to ensure that LTSM International is able to meet the child's needs effectively.

3.3 Failure to accurately declare the extent of a child's individual learning needs during the application process may result in the school later requesting that the child be withdrawn if it becomes evident that appropriate support cannot be provided. LTSM International seeks to avoid such situations, as they can negatively affect a child's self-esteem and future learning progress.

4. Medical Requirements

4.1 LTSM international follows 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.

4.2 Information required in an Emergency

Experience has shown that in the event of an emergency requiring us to call emergency services and your child needing hospital care, a rapid response is best ensured when we have up-to-date information. Please make sure to inform us and keep us updated on the following:

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

4.2.2 Parents or guardians must provide their contact details and keep the school **up to date with any changes**. To ensure they can be reached during emergencies, it is essential that phone numbers remain current and accessible. An **Emergency Contact Form** will be provided and must be completed before your child begins at the school. In addition to the parent or guardian details, the form must include **two additional contacts** who can be reached if the parents or guardians are unavailable.

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

5. Fees, Terms & Conditions

5.1 Payment of Tuition Fees

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

5.1.2 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.

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

5.2 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.

6. Admissions Complaints and Review Procedure

Parents/carers who wish to raise concerns regarding an admissions decision may submit a written request for review to the school within 10 working days of receiving the decision. The review will be conducted by a senior member of staff not directly involved in the original decision wherever possible. Parents/carers will receive a written response outlining the outcome of the review and the reasons for the decision. This procedure does not limit the rights of parents/carers to pursue complaints through any applicable legal or regulatory channels.

7. Data Protection and Confidentiality

The school processes personal data in accordance with applicable data protection legislation and school privacy policies. Information collected during the admissions process will be used solely for educational, safeguarding, administrative and legal purposes and will be handled confidentially. Access to admissions information will be restricted to authorised staff involved in the admissions process.

ANNEXES

(ACCESSIBLE FROM DRIVE)

Annex 1 - PERSONAL DATA PROCESSING AGREEMENT

Annex 2 - ASSESSMENT AGREEMENT

Annex 3 - RECOMMENDATION FORM

Annex 4 - PARENTAL SELF-ASSESSMENT QUESTIONNAIRE

Annex 6 - EDUCATIONAL CONTRACT WITH LTSMI and TRAFFIC CITY and ANNEXES

Annex 7 - CAMBRIDGE CAMBRIDGE EXAM ENROLMENT CONTRACT FOR MINOR/MAJOR CANDIDATES IN ROMANIAN/ENGLISH LANGUAGE

LTSM International