



LA SCUOLA ITALIANA A LONDRA

**CODE OF PRACTICE FOR
ADMISSIONS**

(EYFS & KS1-2)

Last Reviewed December 2016

Date of next review December 2017

The admission procedure at La Scuola Italiana a Londra ('SIAL') is non-competitive.

All applications for places at SIAL will be treated fairly. No child will be refused a place in the school because of their race, gender or background.

The Admissions process at SIAL is designed to be as efficient and positive as possible for all applying students. All applicants who are admitted to SIAL are expected to function within the regular classroom. SIAL will only admit those students whose needs can be met by the educational and pastoral services the school provides.

We value the importance of effective induction procedures, with pre-school visits, parents and carers' meetings and, where available, a review of previous records. The Admissions Office may send a confidential Student Evaluation form requesting additional information to the student's current or previous school. If the school is aware of specific learning difficulties or disabilities before a child starts school, information will be sought from parents, carers and outside agencies, as appropriate, to assess the individual needs of the child. Where resources are available, every effort is made to support a child's needs. Where a child has a physical or learning disability, all reasonable adjustments will be made to ensure they can be educated here (see School Accessibility Plan; SEND Code of Practice; Inclusion and Equal Opportunities Code of Practice).

Every effort will be made to provide support for those families from ethnic minorities, especially those who speak English and/or Italian as an additional language, or who have come into the country recently.

PROCEDURES

Parents are welcome to visit SIAL and discuss their children's schooling needs prior to an application. This can be done by telephoning (0044(0)2076035353) or e-mailing the Admissions Office (admissions@scuolaitalianalondra.org) to arrange a convenient date and time.

Most students join SIAL in September, but we are happy to admit students throughout the year provided that we have places available.

Places are allocated prioritising siblings and in order of declaration of interest.

This is how the procedure works:

1. Registration:

- To apply for admission the first thing to do is to register the child by completing our registration form and returning it to the school with a £100 non-refundable registration fee. The registration fee covers administrative costs only and does not guarantee a place in the school. The form can be returned by email or mail. Payment can be made by cheque or bank transfer. Registrations can be done any time after the child's birth.
- Once the registration form and registration fee have been received, Parents/Carers will be informed whether their registration has been accepted and the child will be placed on our registration list in the relevant academic year and class (see 'Class Placement – General Criteria' below). If the relevant class is already full, the children will be added to our waiting list. Both our registration list and waiting list are ordered according to the date of registration, i.e. when both the form and payment are received.

2. Places are offered:

- Places are normally offered at the beginning of the December before entry, when formal offer letters and relevant forms are sent to siblings and those who are on our registration list – i.e. for a place in September 2017, forms are sent at the beginning of December 2016.
- To secure the place, Parents/Carers are requested to return the forms with a copy of the child's identification (passport or birth certificate) and a deposit of £1,500 by the end of the following January – i.e. for a place in September 2017, by the end of January 2017. Please note that the deposit is refunded when the pupil leaves the school, provided a full term's notice has been received and all outstanding accounts have been settled.
- If there are still places available once all deposits have been received, offers are made to those on the waiting list until the classes are full (i.e. all deposits have been received for the remaining places).

3. In the May before entry:

- Parents/Carers who have paid deposits to confirm acceptance of places are asked to pay the first Autumn Term fee in advance.
- At this stage places may once again become available and will be offered to those on the waiting list.

4. Taster day:

- Once places are allocated, children might be invited to a taster day, when they will spend some time in their new class.

Please note that if the deadlines are missed, and full documentation and payment are not provided on time, the offer will be withdrawn.

For requests received throughout the year, after the above deadlines, a schedule of submissions of documents and payments will be agreed with the relevant Parents/Carers.

CLASS PLACEMENT – GENERAL CRITERIA

Each class at SIAL has a maximum number of 16 children, with the exception of the Nursery, which is a mixed class of children who are 3 (Rising 3s) and 4 (Rising 4s) years old, where there is a maximum of 20 (with a maximum of 16 Rising 4s).

Students will be placed in an appropriate year group based upon their age. SIAL class age parameters start at the beginning of May and finish at the end of April, which means that, for example, for the academic year 2017-2018, children will be offered a place in Year 1 if they turn 6 between the 1st May 2017 and the 30th April 2018, i.e. if they are born between the 1st May 2011 and the 30th April 2012.

Please see the table below for further details.

SIAL - class age parameters for the academic year 2017-2018		
Age	Birthdate	Class
EYFS (Scuola dell'Infanzia)	1 st May 2014 – 31 st August 2015*	Nursery 3
	1 st May 2013 - 30 th April 2014	Nursery 4
	1 st May 2012 - 30 th April 2013	Reception
Primary (Scuola Primaria)	1 st May 2011 - 30 th April 2012	Year 1
	1 st May 2010 - 30 th April 2011	Year 2
	1 st May 2009 - 30 th April 2010	Year 3
	1 st May 2008 - 30 th April 2009	Year 4
	1 st May 2007 - 30 th April 2008	Year 5
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*Children can start our Nursery only if they are 3 or rising 3, i.e. during the term when they turn 3. This means that, for our Nursery 3, only children born between 1st May 2014 and 31st December 2014 will be offered a place in September 2017. Children born after the 1st January 2015 will be offered a place in January or April 2018, provided there are places available in the class. Please see the section 'Entry into the Nursery' below for further details.

In order to guarantee the best quality of teaching and learning, each year there is a limited proportion of non-bilingual children enrolled in each class in order of registration:

- EYFS (Nursery and Reception): no limited number of non-bilingual children.
- Year 1: no more than half of the class (with a maximum of 6).
- Year 2 and upwards: no more than a quarter of the current class (with a maximum of 4).

Sufficiently bilingual: *This will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*

Entry into the Nursery

Our Nursery (corresponding with the first two years of the Italian Scuola dell'Infanzia) is a mixed class of children 3 and 4 years old, with two different programs for the Rising 3s (Nursery 3) and the Rising 4s (Nursery 4).

The maximum number of children in our Nursery is 20, with a maximum of 16 Rising 4s.

Entry into Nursery is decided by priority of application. Siblings are automatically offered places.

There is NO limited number of non-bilingual children in our Nursery.

Children can start our Nursery 3 only when they are 3 or rising 3, i.e. during the term when they turn 3. For this reason there are three rounds of offers for our Nursery 3, one for each Term: September, January and April.

Children are placed in an appropriate year group based upon their age. For the academic year 2017-2018 this means:

- Children born between **1st May 2013 – 30th April 2014** will be offered a place in our **Nursery 4**
- Children born between **1st May 2014 – 31st December 2014** will be offered a place in our **Nursery 3** in September 2017

- Children born between **1st January 2015 – 31st March 2015** will be offered a place in our **Nursery 3** in January 2018, provided there are places available in the class
- Children born between **1st April 2015 – 31st August 2015** will be offered a place in our **Nursery 3** in April 2018, provided there are places available in the class

Entry into Reception

Our Reception corresponds with the third year of the Italian Scuola dell'Infanzia.

The maximum number of children in our Reception is 16.

Entry into Reception is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the academic year 2017-2018, children can enter our Reception if they are born between 1st May 2012 - 30th April 2013.

There is NO limited number of non-bilingual children in our Reception.

Entry into Year 1

The maximum number of children in our Year 1 is 16.

Entry into Year 1 is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the academic year 2017-2018, children can enter our Year 1 if they are born between 1st May 2011 - 30th April 2012.

There is a limited number of non-bilingual children enrolled in our Year 1 each year, which corresponds to no more than half of the current class, with a maximum of 6 children. *The criteria for being sufficiently bilingual will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*

Entry into Year 2 and above

The maximum number of children in each class is 16.

Entry into Year 2 and above is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the age parameters of each class for the academic year 2017-2018, please see the table above.

There is a limited number of non-bilingual children enrolled in our Year 2 and above each year, which corresponds to no more than a quarter of the current classes, with a maximum of 4. *The criteria for being sufficiently bilingual will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*