



# Admissions Policy

## **Introduction**

Jeanne D'Arc British International School offers a British education based both on the Cambridge International Education curriculum in the primary and lower secondary school and the Pearson curriculum in the Early Years and upper secondary school. French and Arabic are also taught using the Moroccan Department of Education curriculum. Through these curricula we provide a challenging education for children aged 3 to 18.

Jeanne D'Arc British International School has an inclusive admissions policy. The school welcomes students of all nationalities and students for whom English is an additional language (EAL).

The school does not discriminate against individuals on the basis of race, gender, national origin, age, religion, creed, disability in its admissions process.

## **Tests**

Each student applying for admission will sit a GL CAT4 test which will give the school valuable baseline data plus a profile of students' strengths and areas for development. This is important for teacher planning and differentiation.

Students will also take an Oxford English test which allows the school to see how a child's English proficiency lies on the Common European Framework.

## **Special Educational Needs and Disability (SEND)**

The school needs to be made aware of any known disability or special educational need which may affect a student's ability to take full advantage of the education provided at the school. The parents will be asked about any learning or behavioural difference in the interviewing process.

Should a special educational need or disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the student to continue at the school.

Currently, the school has no learning support department, so any SEND students will need to be able to learn in a regular classroom with teacher support and differentiation.



Jeanne D'Arc British International School accepts students in the mild to moderate learning and behavioural range. It would not be fair to accept students to whom we cannot provide adequate support services.

### **Class Placement**

Children are placed in year groups according to their date of birth, with an annual cut-off date of 31st August, unless there are clear educational reasons for an exception to be made. To support an exception, evidence from a registered educational psychologist and/or reports from the child's previous school will normally be required. Where necessary, placement of a child may be decided after a personal interview to determine that we can offer a place in an appropriate year group.

**Please see the table below.**

<b>Year group</b>	<b>Key Stage</b>	<b>Child's age on September 1st</b>
Foundation Stage 1	EYFS	3 turns 4 by August 31st
Foundation Stage 2	EYFS	4 turns 5 by August 31st
Stage 1	Key Stage 1	5 turns 6 by August 31st
Stage 2	Key Stage 1	6 turns 7 by August 31st
Stage 3	Key Stage 2	7 turns 8 by August 31st
Stage 4	Key Stage 2	8 turns 9 by August 31st
Stage 5	Key Stage 2	9 turns 10 by August 31st
Stage 6	Key Stage 2	10 turns 11 by August 31st
Stage 7	Key Stage 3	11 turns 12 by August 31st
Stage 8	Key Stage 3	12 turns 13 by August 31st
Stage 9	Key Stage 3	13 turns 14 by August 31st
Stage 10	Key Stage 4	14 turns 15 by August 31st
Stage 11	Key Stage 4	15 turns 16 by August 31st
Stage 12	Key Stage 5/Sixth form	16 turns 17 by August 31st

N.B. EYFS is the Early Years Foundation Stage



## **Immunisations**

All parents must show evidence of age-appropriate vaccination certificates for their child in accordance with Moroccan law and regulation, including vaccination against the following:

- DTaP (diphtheria, tetanus, and pertussis);
- Poliomyelitis (polio);
- (MMR) measles, mumps, rubella;
- Haemophilus influenzae, type b (Hib);
- Hepatitis B;
- Varicella (chickenpox);
- Other vaccines requested by Jeanne D'Arc British International School

## **Children with siblings at Jeanne D'Arc British International School**

If an application is being made for a child who has siblings already enrolled in the school then there will be a place for that child as long as all medical and SEND criteria are met. The size of the class will need to be considered too.

## **Children of staff at Jeanne D'Arc British International School**

Places will be available for the children of teaching staff at the school, again as long as all medical and SEND criteria are met.

## **Admissions Process**

### **First -**

- Arrange a visit and make a tour of the school.
- Try to make this happen during a normal school day as this is a good way to see if our school fits your vision.
- There will be time for you to ask questions and also for us to get to know you and your family.
- This is the time to discuss any special requirements your child might have.

### **Second -**

Complete the application form, one for each child, and return it to the school.

### **Third -**

A list of all necessary paperwork needing to be completed:

- A medical certificate for each student
- Vaccinations certificates
- Any reports from a specialist e.g. psychologist or speech therapist
- A photocopy of the student's birth certificate
- A photocopy of student's official school reports from their previous school for the most recent two years.



**Fourth -**

Your child will take the GL test and Oxford English test.

**Fifth -**

An offer is made. We ask that this is accepted within 5 days as we may have other families wishing to enrol their children and spaces may be limited.

This policy was written in September 2024 and reviewed in January 2025.  
It will be reviewed again in September 2027



## Appendix Admissions Process Checklist

<p>Parents stop at security</p> <ul style="list-style-type: none"> <li>● Sign visitors' book</li> <li>● Leave CIN or Carte Sejour</li> <li>● Given a leaflet and badge</li> </ul>
<p>Prospective parents fill out information sheet</p> <ul style="list-style-type: none"> <li>● 1 copy for admissions office</li> <li>● 1 copy for Cambridge Principal</li> <li>● Information is entered into Koolskools (the school's management system)</li> </ul>
<p>Parents meet with the relevant principals</p> <ul style="list-style-type: none"> <li>● Give the copy of the information sheet to the principal</li> <li>● The principal will discuss the programme and provide the fee schedule</li> <li>● A possible tour of the school is given</li> </ul>
<p>Parents may sign up for the next test. The tests are every Wednesday from 2:30-4:45</p> <ul style="list-style-type: none"> <li>● Parents pay for test</li> <li>● Admissions makes a spreadsheet of the test takers</li> <li>● Some pupils might need to take it virtually- make a note for the Principal</li> <li>● Pupils arrive at 2:30</li> <li>● Test begins at 2:45</li> <li>● The test for pupils age 7-9 the test lasts 1.5 hours</li> <li>● The test for pupils age 10 years and older lasts 2.5 hours</li> <li>● If parents schedule a test on a Tuesday then the test will be taken the following week</li> </ul>
<p>The test results are distributed on a Friday The principals then send acceptance letters along with instructions</p>
<p>Parents need to be informed to finish the inscription process by next Thursday</p>
<p>If a child is entering the school during the current school year</p> <ul style="list-style-type: none"> <li>● The principals and the supervisor need to be informed 48 hours in advance</li> <li>● The principal emails the teachers to announce the new pupil</li> <li>● The necessary furniture needs to be added to the classroom</li> </ul>