

# ADMISSIONS POLICY

Title	SR09 Admission Policy
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Created	Admissions Coordinator
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### 1. Introduction

Admissions to the Deutsche School London are considered in line with the School's ethos of being an international, open-minded community which embraces diversity. We endeavour to work hand-in-hand with all members of our community, which includes pupils, parents/carers, staff, and this begins upon application for a place at the School.

### 2. Equal Treatment, Special Educational Needs and Disabilities

We treat admission applications from all candidates equally in line with this policy regardless of applicants' actual or perceived race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity or that of a person with whom they are associated e.g. their parent/carer.

We welcome candidates with special educational needs and disabilities (SEND) and will not treat applicants less or unfavourably as a consequence of their actual or perceived disability or that of a person with whom they are associated. The School will make reasonable adjustments to accommodate the needs of such candidates in accordance with the Equality Act 2010.

Parents/carers are required to notify us of any known SEND a candidate has that may hinder the candidate's ability to fully participate in the admissions process and/or take full advantage of their education at the School when an admissions application is made. We require this information in order to determine, in consultation with parents/carers, whether reasonable adjustments are required and can be made to accommodate the candidate's needs during the admissions process and, should they become a pupil at the School, during their education with us.

### 3. Admissions Criteria and Procedure

Admissions applications must be made using the School's application forms, which are available [here](#).

Parents/carers of candidates must return the completed application form with a £500 non-refundable registration fee.

Following receipt of the form and associated fee further information may be requested.

As an accredited German school abroad we offer a broad, demanding curriculum for boys and girls aged from 3 to 19 years, based on recognised German and international educational standards. The School fosters a culture in which the German language is taught, German educational content is conveyed and a diverse and realistic image of today's Germany is presented.

In accordance with the German School's charitable objectives and its mission statement, the school follows the German school curriculum, and pupils complete their compulsory examinations in the German language. The language in which most of the lessons are taught at the school is German.

Pupils who wish to enter the Primary or Secondary School stages of the German School must accordingly have, or be able to demonstrate the capacity to acquire the requisite linguistic ability to follow the lessons and curriculum taught in the German language as appropriate to the stage/year group of their admission. An assessment of German language ability may be necessary before admission, and pupils may be required to perform an aptitude test.

### **3.1 Kindergarten and Pre-School Admissions**

We cater for children aged between 3 and 6 years old in our Kindergarten and Pre-School.

The following requirements apply to Kindergarten and Pre-School admissions applications:

- Children must be 1 year old or over to apply for a place.
- Kindergarten children must be three years old and Pre-School children must be 5 years old on their proposed first day. (Cut-off date 30.09.)
- Children must be toilet-trained.
- Children must have a basic understanding of the German language; parents/carers should actively support their child's German language development at home. Subject to availability we might accept a child in the first year of the Kindergarten without prior knowledge of German.
- Submission of birth certificates
- German language assessment/reference
- Admissions interview

In the event that the number of applications exceeds the number of available places for a given academic year, the School gives priority to candidates in the following order:

1. Children with siblings already at the German School.
2. In chronological order of the date of receipt of their application.

### **3.2 Primary and Secondary School Admissions**

We accept applications for places commencing at the start of Years 1 to 11.

We also accept mid-year applications, if places are available in the year group. Please note that for acceptance mid-year in year 11 special conditions apply, which are explained below.

#### **3.2.1 The following requirements apply to Primary School admissions applications year 1-4:**

- Sound knowledge of the German language; parents/carers must actively support the use of German.

The School will assess whether the above requirements are met by one or more of the following:

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- Latest two school reports and if applicable Education Health and Care Plan and appended reports
- Birth certificate, information collected from application form, references
- Interview and language assessments

In the event that the number of applications exceeds the number of available places for a given academic year, the School gives priority to candidates in the following order:

1. Children applying from a school in which the main language of tuition is German, who request admission to the school in order to ensure continuity of education before returning to a German school.
2. Children with siblings already at the School.
3. In chronological order of the date of receipt of their application.

### **3.2.3 The following requirements apply to Secondary School admissions applications year 5-9:**

- Sound knowledge of the German language (written and oral); parents/carers must actively support the use of German.
- Grades to meet requirements of year group

The School will assess whether the above requirements are met by one or more of the following:

- Latest two school reports and if applicable Education Health and Care Plan and appended reports
- Birth certificate, information collected from application form, references
- Oral and written language assessments in German and English
- Curriculum prerequisites for HL/SL or levels of Gymnasium/Realschule/Hauptschule, when arriving from a school in Germany

In the event that the number of applications exceeds the number of available places for a given academic year, the School gives priority to the candidates in the following order:

1. Children applying from a school in which the main language of tuition is German, who request admission to the school in order to ensure continuity of education before returning to a German language school.
2. Children with siblings already at the School.
3. In chronological order of the date of receipt of their application.

### 3.2.4 The following requirements apply to Secondary School admissions applications years 10 to 12

- Sound knowledge of the German language (written and oral).
- Grades to meet requirements of year group

The School will assess whether the above requirements are met by one or more of the following:

- School reports year 8 – 10 and if applicable Education Health and Care Plan and appended reports
- Birth certificate, information collected from application form, references
- Oral and written language assessments in German and English
- Mittel-/Oberstufenberatung: Subject choices and requirements, second foreign language requirements for DIA and IB
- **All** applications for year 11 and some for year 10 need to be authorised by the German School Authorities (the Kultusministerkonferenz or Standing Conference of Education and Cultural Affairs, hereinafter KMK). Application to KMK may require up to one month to process.

### 3.2.5 Special requirements for admission into the Qualifikationsphase (Year 11)

- *Realschule* pupils with permission at the end of Year 10 to switch to the *Gymnasium*: This must be explicitly stated in the Year 10 report of the school, which the pupil is coming from. This is typically awarded when the pupil's average mark in German, foreign languages, maths and a science is 2.5 or above. These pupils must repeat Year 10 as a *Gymnasium* year.
- *Gymnasium* pupils who will receive a report at the end of Year 10 permitting their admission into Year 11.
- Pupils with different schooling, which the KMK recognises as a qualification for switching to the upper years of the *Gymnasium* can be admitted to Year 11.
- Generally, pupils cannot be admitted to Year 12. Special exceptions require a written application to the KMK.
- Pupils admitted to year 11 are eligible to participate in the dual programme/sign up for the IB Diploma or the Course Candidate Programme in consultation with the coordinator, taking into consideration their academic record/standing.

### 3.3 Deferred Entry

In general, we do not offer the option for a prospective pupil to defer their admission to a later year.

### 3.4 Age and Year of Admission

The School may, at its discretion, offer a place to a candidate one year below or above the standard year group which they have applied for if we consider it to be in the best interests of the child.

### 3.5 German Language Proficiency

When considering an application, we may refer to the “Common European Framework of Reference for Languages” CEFR (<https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>). The CEFR can give parents an orientation and indication in regard to the language levels expected. Please note that a CEFR level is not necessarily a guarantee for admission.

### 3.6 Re-applying

Candidates who were not offered a place in response to their admission application may re-apply for a place commencing in the following academic year.

### 3.7 Overseas applicants and visa requirements

As an international school, we welcome applications from candidates who live overseas.

We are not licensed by UK Visas and Immigration (UKVI) to sponsor pupils who require a visa to study in the UK. The candidate and their parent/carer are responsible for applying to UKVI and to inform the School that their application has been made.

### 3.8. Guest Students

Subject to availability we accept guest students up to year 10 for a minimum of one half term (the period between two holiday blocks). We do not accept guest students in the Qualifikationsphase (year 11 and 12). The maximum stay as a guest student is 6 months with a tourist visa.

For temporary students staying longer than 6 month the normal application and de-registration rules apply.

Please note that due to point 3.7 a guest student staying longer than 6 months, can only do so if accompanied by a parent and is therefore covered by an appropriate family visa.

Guest Students will normally not receive a grading certificate. They will only be given an overview of their achievements.

The applicable German legislation is reproduced for ease of reference:

*Gastschülerinnen und Gastschüler werden in der Regel nicht mit dem Ziel eines Abschlusses beschult. Sie erhalten kein Zeugnis, sondern eine Leistungsübersicht. In begründeten*

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*Ausnahmefällen erfolgt ein Einzelfallantrag, der die DIA PO/Richtlinien und die SEK I PO berücksichtigt.*

*Auslandsschulgesetz §5: Ein Anspruch auf Beschulung an einer Deutschen Auslandsschule besteht nach diesem Gesetz nicht.*

### **4. Scholarships, Bursaries and Early Years Funding**

We have a separate policy on bursaries. Parents of children aged 3/ 4 years old who are attending Kindergarten may apply for Early Years Funding offered by the Local Authority.

### **5 Anti-corruption and bribery prevention policy**

Our admissions process is subject to the School's Anti-corruption and bribery policy.

### **6. Roles and responsibilities**

The Admissions Coordinator is the School's dedicated member of staff who is responsible for coordinating our admissions. The Admissions Coordinator is the main contact point for prospective candidates' parents/carers queries.

The Head Teacher is responsible for the decision to admit a pupil and the implementation of this policy.

### **7. Monitoring and Review**

The School's governing body audits our admissions procedures annually and regularly reviews our admissions policy.