



London Academy Admissions Policy

#We are the Future

Approved By:	Emily Olot
Position:	Director
signed:	
Date:	March 2025
Proposed Review Date:	August 2026
Review Team:	Head of Inclusion and SEND Admissions officer Director



London Private Academy School Admissions Policy

Vision:



Mission Statement:

Empowering children with 21st-century skills.

Providing a happy, safe, and caring environment for all individuals.

Promoting learning through project-based and technology-based tools.

Delivering an exciting curriculum while fostering high self-esteem and respect.

Partnering with parents to develop children educationally, morally, spiritually, physically and socially.



Rationale

This Admissions Policy ensures equal opportunities and inclusivity within the **London Academy** school community. By guiding the selection process based on our values of empowering children with 21st-century skills in a safe, caring environment, we prioritise equitable access to innovative learning experiences through project-based and technology-based tools. Emphasising high self-esteem, respect, and holistic development, our policy highlights the essential partnership with parents to support each child's growth. Through a transparent and equal admissions process, we uphold our commitment to excellence and inclusivity.



Aims of the Admissions Policy

- Ensure all stakeholders understand the admissions process clearly.
 - Meet the individual needs of each child effectively.
 - Ensure full awareness of **LA's** vision, mission, and values for both child and parents.
 - Clearly outline expectations for the child and parents within the **LA** community.
-



Guidelines

In the admissions process at **London Academy**, all stakeholders are expected to uphold the admissions policy and procedures diligently, ensuring **transparency, fairness, and compliance** with school guidelines. It is crucial for stakeholders to understand and adhere to interlinking policies, such as codes of conduct, that impact admissions. By maintaining consistency in upholding all relevant policies, a cohesive school environment is fostered. Collaboration among admissions staff, parents, and students is essential for the effective implementation of the admissions policy. Through open communication and a collaborative approach, a smooth and successful enrollment process can be achieved. Continuous professional development is encouraged for stakeholders to stay informed about any policy updates or changes related to admissions, contributing to the overall effectiveness of the admissions process at **London Academy**.

Responsible Staff

Admissions procedures are administered by the **Admissions Officer**. Families must complete an application for admission and provide necessary supporting documentation. Upon submission of the application and required documents, the applicant proceeds through our admission process. The following staff members may be involved:

-  **Admissions Officer:** Oversees the entire admission process.
-  **Head of SEND and Inclusion:** Provides guidance on placement and participates in the interview and assessment process.
-  **Director of School:** Advises on academic matters and supervises year group allocation.
-  **Senior and Middle Leaders:** Offer advice and conduct academic assessments as required.
-  **Teachers:** Offer advice and conduct academic assessments as required.

All admissions decisions made by the Managing Director/School Director are deemed **final**. While inquiries regarding final admissions decisions may be directed to the Admissions Officer, limited information will be provided concerning the criteria used for admissions and year group placement decisions.

Admissions Criteria

A number of criteria will guide the admissions decision process at **London Academy**. While no single criterion will singularly determine the final decision on admission or year group placement, the following factors will be considered:

-  Family commitment to the **LA** vision, mission, and core values
-  Applicant's behavioural history, effort, and attendance record
-  Previous enrollment at a sister **LA** campus



- ☒ Siblings currently enrolled at a sister **LA** campus
- ☒ Children of **LA** staff members
- ☒ Students transferring from another international school
- ☒ Students transferring from a French-medium school
- ☒ Students transferring from a Moroccan-medium school
- ☒ Families employed by diplomatic missions

Please be aware that this list is not exhaustive, and the criteria are presented in no particular order.



Admissions Requirements and Documentation

Requirements

- Families and students must embrace the school's vision, mission, and core values.
- Families are expected to support the school's **Positive Restorative Discipline program**.
- Families must agree to the parent code of conduct.
- Families and students must agree to the uniform policy, attendance and timekeeping procedures.

Documentation

- Submission of an application for admission in the correct school format is mandatory.
- Families need to complete a language survey regarding the applicant's language background.
- Applicants must provide previous transcripts, report cards, and/or academic reports.

Special Educational Needs and Disabilities (SEND)

London Academy evaluates applications from students with Special Educational Needs and Disabilities (SEND) when feasible. Admission of students with SEND undergoes a comprehensive review process based on a range of factors. For detailed information regarding the admission of students with SEND, specific guidelines are outlined within the *Special Education Needs Admissions Policy* section below.

Admissions Testing and Interview Process

- **Admissions Testing:** All applicants will undergo admissions testing as part of the process. The Admissions Officer will communicate the necessary test(s) to families.
- **Interview Process:** Applicants will have interviews with one or more of the following:
 - The Admissions Officer
 - School Director
 - Head of SEND and Inclusion
 - Members of the Senior and Middle leadership teams

Associated Fees

- Families are required to pay a non-refundable **application fee**.
- Acceptance of an admission offer necessitates payment of the non-refundable **registration fee**.



- Families with children requiring additional support must cover the full cost of a **shadow teacher**.
-

Year Group Placement

London Academy follows the British school year admission dates for age groupings. However, we recognise that this may not align perfectly with the school years in Morocco or for the international families we serve. In such cases, year group placement decisions are made based on the **best interests of the child**. These decisions consider the academic capacity of the child, the level of support and compliance from the family, the social-emotional well-being of the child, as well as the child's future academic goals and pathways.

Primary

Below are the UK age groupings for admissions at **London Academy** EYFS and Primary school.

Year Group	Age Range	Requirements
Pre Nursery	2 years old	Must be 2 years old before entering (can spend up to 5 terms in Pre Nursery)
Nursery	3 to 4 years old	Must be 3 years old by August 31st
Reception	4 to 5 years old	Must be 4 years old by August 31st
Year 1	5 to 6 years old	Must be 5 years old by August 31st
Year 2	6 to 7 years old	Must be 6 years old by August 31st



Year 3	7 to 8 years old	Must be 7 years old by August 31st
Year 4	8 to 9 years old	Must be 8 years old by August 31st
Year 5	9 to 10 years old	Must be 9 years old by August 31st
Year 6	10 to 11 years old	Must be 10 years old by August 31st



Moving from Primary to Secondary

At **LA** Primary, children typically transition automatically to the secondary school. However, some situations may arise where factors such as academic abilities, behaviour for learning, social-emotional needs, or additional learning requirements necessitate collaboration between the school and the family to determine the best course of action for secondary school admission. This collaborative decision-making process may involve options such as additional classes, assignment of a shadow teacher, repetition of Year 6 in primary, or a modified or alternative timetable for the student.

Secondary

Applicants are admitted based on their prior academic achievements and readiness for enrollment in the **LA** Secondary School program. The admission process at **LA** Secondary School takes a **holistic approach**, considering factors beyond academic performance alone. Criteria for admission evaluation encompass effort, attendance, punctuality, attitude, dedication, community involvement, and alignment with core values, among other aspects.

Families seeking clarification or assistance regarding any of the outlined criteria are encouraged to reach out to the Admissions Officer initially. Any exceptions to the stipulated admission requirements will be considered individually by the school's Leadership Team.



Special Education Needs Admissions Policy

Submission of Reports

Applicants with Special Educational Needs (SEN) must provide **educational psychologist reports** and/or **Individualised Education Plan (IEP)** from their previous school. Failure to disclose or submit this information will lead to disqualification from the admissions process.

Admissions Route and Testing

- **Extended Admissions Route:** If concerns regarding SEND arise during the admissions assessment, parents may be asked to follow an extended admissions route, which may involve further assessment, potentially including external educational psychology reports.
- **Additional Testing:** LA may require additional external testing based on a school's records. Reports from such testing must be submitted before an admission decision can be finalised.
- **Full Needs Assessment:** Admission of a child with SEND is subject to an evaluation of the child's full needs and the available provisions in the school.

Fees and Provision

- **Additional Fees:** Admission of a child with SEND may entail additional fees (refer to the *Associated Fees* section above).
- **Alternative Provision:** In rare cases, a reduced or alternative timetable and provision may be offered at the discretion of the School Director and/or Managing Director.

Non-Discrimination and Refusal of Admission

- **Non-Discrimination Policy:** LA upholds a policy of non-discrimination but acknowledges that **not all student needs can be met**. Limited accommodations are possible within the context of the SEND Policy and the student's IEP, where applicable.
- **Refusal of Admission:** LA reserves the right to refuse admission if:
 - The student may not benefit educationally from the academic program.
 - Academic and/or behavioural records indicate unsuitability for the LA community.
 - The school cannot meet the required SEND accommodations.
 - Incomplete or inaccurate information about a student's SEND and/or behavioural history is provided during the application process.

Consideration for Admission

Applicants with special educational needs are considered if:



- The **LA** Leadership Team is confident in meeting the academic, social, and emotional needs of the student within a mainstream, trilingual immersion environment with standard differentiation of instruction.
- The child's learning differences do not hinder overall learning objectives or pose a threat to others.

Ongoing Evaluation

- **IEP Evaluation:** Students entering the school with an IEP will undergo continuous evaluation and have new IEPs developed in line with **LA** goals.
- **Transfer Recommendation:** If **LA** cannot accommodate the student's special educational needs post-admission, alternative educational environments will be recommended, and transfer application documentation will be provided as necessary.