



## Admissions Policy

The School generally has two classes in each year group. There will be a maximum of 20 pupils in each class, and 16 in Pre-Prep. In exceptional circumstances during the academic year, one additional place per class may be allowed at the discretion and approval of the Board, acting on the recommendation of the Headmaster.

In cases where there are many more applicants than there are available places, the school has devised a strict hierarchy of entry criteria. Teaching is conducted in English with the exception of Modern Languages and Portuguese History. Ability in English is a crucial factor when considering the admission of an applicant.

### The hierarchy of entry criteria is as follows:

The applicant:

1. holds a British passport.
2. has a parent who holds a British passport.
3. has a sibling in the School.
4. has English as his/her first language/has attended for a significant period of time an English, British or International School where the teaching language is English.
5. is the child of a former pupil of the School.
6. is the child of a school employee.

No pupil shall be admitted without:

- a) an interview
- b) submission of evidence of learning and behaviour from previous schools
- c) having been given the appropriate test for their age
- d) completion of a medical information form and evidence of vaccinations
- e) proof of identity
- f) payment of appropriate fees.

At the discretion of the Headmaster, an overseas pupil may be provisionally offered a place provided all of the above points (a-f) are satisfied upon arrival in Portugal.

The school recruits throughout the school year and recommends that interested parents complete the registration process as early as possible to guarantee a place. In the case of two or more applicants equally satisfying the criteria, the place will be offered to the one whose original application was received by the School first.

If we have any concerns about a pupil's suitability for progression into the following year group, or into the Secondary Section (including the transition from IGCSE to IB), these will have been raised with parents by the respective Heads of Primary/ Secondary during the year. The Headmaster reserves the right for a child to repeat an academic year and/ or not to offer a place in the following academic year based upon academic and / or pastoral concerns.

**Reviewed: January 2021**