



St Julian's School Board Policy on Admissions

St Julian's School Mission Statement

Our purpose is to create a happy, secure and stimulating learning environment within which all members of our community can achieve their full potential and develop a commitment to lifelong learning.

St Julian's School Values

Commitment

Honesty

Responsibility

St Julian's School (SJS) is a British International School, open to all students who, in the School's view, will benefit from our British or Portuguese programmes followed by the IB diploma.

St. Julian's School serves the educational needs of the internationally minded and internationally mobile community in the Greater Lisbon area.

St. Julian's School admits students whose academic, personal, social and emotional needs can be met by the school's programmes and services.

Although students typically join SJS in September, admissions are accepted and welcome throughout the year, contingent on places being available.

Admission to the school will be determined by the Head of School, with the advice of the relevant academic staff, based on the following:

- Students must be able to access the curriculum;
- Presentation of all application documents and procedures;
- Potential of the applicant to benefit from the available educational programme;
- Availability of space in classes and option groups offered.

Applications will only be accepted for enrolment and year placement when all requested documentation is complete. The child's future year group will be determined by date of birth. The cut-off date for the English section is August 31st, and December 31st for the Portuguese section.

During periods when the capacity of the school is insufficient to accommodate all qualified students who seek enrolment, admission may be postponed. In this case, the applicant is placed on a waiting list.

Qualified applicants are then offered a place in order of the date of application (kindly note that early applications are encouraged), subject to the factors below, amongst others. Please note that these factors are not listed in order of priority:

- The candidate is an English native-speaker or proficient in English;
- The candidate has experience a similar curriculum to that followed by the school;
- The candidate is a returning student from outside the greater Lisbon area;
- The candidate has intergenerational links to St Julian's School, in the following order - sibling of current student, sibling or child of former student, grandchild of former student;
- The candidate will contribute to school life;
- International candidate - the candidate will contribute to diversity and internationalism at St Julian's School.



The final decision to offer a place rests with the Head of School.

Applications to transfer between the British and Portuguese curricula can only be considered in exceptional circumstances, with regard to the stage in the educational cycle, the Section Principal's recommendation, the availability of places and any of the relevant factors above.

By enrolling a student in St. Julian's School, Parents/Guardians agree to comply with all school policies, in particular admissions, student conduct, parent conduct, health and safety, the schedule and timely payment of fees and financial regulations

Whilst St. Julian's School is non-selective, the School recognises the demanding nature of the IB Diploma programme and therefore acceptance onto the IB Diploma programme requires a minimum of 6 Cs in the (i)GCSE examinations or equivalent. Some higher level subjects may have higher entry requirements to ensure the student will be able to meet the subject's demands.

St Julian's School reserves the right to deny admission or ask that a student be withdrawn if:

- The student's best interests and needs cannot be met;
- The student's behaviour is deemed to jeopardise the welfare of the School community;
- Any significant information is withheld from the School;
- School fees are not paid in accordance with SJS financial management regulations.

St. Julian's School reserves the right to change its Admissions Policy and Procedures annually.

Date revised: October 18th 2012

Date revised: February 9th 2017

Current version: March 12th 2018

Chair - Board of Governors

Head of School

Classification: Section A - Guiding Statements

Publication: Public



St Julian's School Board Procedures on Admissions

1. These procedures link to the St Julian's School Admissions Policy

2. Enquiry

St Julian's School welcomes prospective parents to visit the school campus on individual visits. The Admissions Office provides information about the school, provision on vacancies, fees and the admission process. Such visits do not constitute an offer or promise of a place.

3. Application process

- The child's future year group will be determined as outlined in the Admissions Policy.
- First step for registering is the submission of the application form including reference area and payment of the registration fee of €1,000 (one thousand euro). At this stage copies of the parents' and child's ID cards / passports must also be provided, as well as student's recent copies of school reports. The school must also receive full and accurate information about any special educational needs or medical conditions to better assess the child's needs. *
- If the child is moving from another fee-paying school, a letter of clearance must be provided before acceptance.
- The registration fee covers initial costs and is only returned if the child does not eventually gain a space at St. Julian's.

4. Registration

Although students typically join St. Julian's in September, admissions are accepted and welcomed throughout the year, subject on places being available and integration feasibility.

Applicants will be registered on a waiting list by date of application's entry. Factors which will give priority over date of registration are listed in the St Julian's School Admissions Policy.

5. Interview

When a place becomes available, the Admissions Office will inform the parents. An interview will be scheduled for the child and parents with the relevant section Principal. Parents are required to supply the school with updated reports at this stage, if applicable.

6. Acceptance - confirmation

Admission to school will be determined by the Head of School with the advice of the relevant academic staff. The Admissions Office writes to parents informing them of the Head's decision. If the child is accepted, parents pay a capital levy to secure the place at St Julian's and finalise the admission process.

St. Julian's School reserves the right to deny admission should the applicant be deemed not to benefit from the available educational programmes or any other reasons listed in the School's Admission Policy.

** We can provide qualified assistance for children with special educational needs and for those who require additional help with the English language. However, certain special needs or medical conditions may exceed our provision, and the relevant Principal makes the final decision as to whether and under what conditions a child can benefit from our curriculum. It is therefore essential that we receive full and accurate information in advance. If any false information is provided or any important information is withheld and it is established after the fact, the child's admission can be revoked if deemed appropriate by the Head of School.*

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