



Admissions Policy

Introduction

Dagun International School is committed to providing equal access to high-quality education for all students. The school's admissions policy is designed to ensure a fair, transparent, and consistent process for admitting students, while considering the school's capacity and the needs of individual applicants. This policy outlines the criteria and procedures for admission to the school.

Aims and Objectives

The aims of this policy are to:

- Ensure a fair and transparent admissions process that is accessible to all prospective students and their families.
- Admit students who will benefit from the education offered at Dagun International School and who are likely to contribute positively to the school community.
- Provide clear guidelines on the criteria and procedures for admission.
- Comply with relevant legislation and best practices in school admissions.

Scope

This policy applies to all applications for admission to Dagun International School, including entry to the Early Years Foundation Stage, primary, and secondary phases. It covers both day and boarding students.

Legislation and Guidance

This policy is informed by the Education Act 2002, the School Admissions Code, and other relevant legislation. It also aligns with guidance provided by the Department for Education (DfE) on school admissions.

Roles and Responsibilities

The Governing Body is responsible for ensuring that the school has a robust Admissions Policy in place and that it is regularly reviewed and updated.

The Headteacher is responsible for the overall implementation of the Admissions Policy and for ensuring that all staff are aware of their responsibilities.

The Admissions Officer is responsible for managing the admissions process, including handling enquiries, processing applications, and communicating decisions to applicants.

Parents and guardians are responsible for providing accurate and complete information in support of their child's application and for adhering to the school's admissions procedures.

Admissions Criteria

Dagun International School considers a range of criteria when assessing applications for admission. These criteria include:

- The applicant's academic ability and potential to benefit from the education provided by the school.
- The applicant's Language level and potential to benefit from the education provided by the school.
- The applicant's previous school record, including behaviour, attendance, and engagement in school activities.
- The applicant's ability to contribute to the school community, including participation in extracurricular activities and willingness to uphold the school's values.
- The availability of places in the relevant year group and the school's capacity to meet the needs of the applicant.
- Any special educational needs or disabilities that the applicant may have, and the school's ability to provide appropriate support and as guided by DGIS's inclusion and language policies.

Application Process

The application process for admission to Dagon International School is as follows:

1. **Enquiry and Information**: Prospective parents and guardians are encouraged to contact the Admissions Office to request information about the school, arrange a visit, or attend an open day.
2. **Application Form**: Parents and guardians must complete and submit the school's application form, along with any required supporting documentation, such as academic reports, references, and proof of identity.
3. **Assessment and Interview**: Applicants may be required to participate in an assessment and/or interview as part of the admissions process. This may include academic testing, a meeting with the Headteacher, and a review of the applicant's previous school record.
4. **Decision**: The school will review the application and make a decision based on the admissions criteria. Parents and guardians will be notified of the outcome in writing.
5. **Offer and Acceptance**: Successful applicants will receive an offer of a place at the school, along with information on how to accept the offer and complete the enrolment process.

Special Educational Needs and Disabilities (SEND)

Dagon International School is committed to supporting students with special educational needs and disabilities (SEND). The school will consider applications from students with SEND on a case-by-case basis, taking into account the school's ability to provide appropriate support. Parents and guardians of students with SEND are encouraged to discuss their child's needs with the Admissions Officer before submitting an application.

English as an Additional Language

Dagon International School is committed to supporting students with English as an Additional Language (EAL). The school will consider applications from students with EAL on a case-by-case basis, taking into account the school's ability to provide appropriate support. Parents and guardians of students with EAL are encouraged to discuss their child's needs with the Admissions Officer before submitting an application.

Admissions Appeals

If an application for admission is unsuccessful, parents and guardians have the right to appeal the decision. The school will provide information on the appeals process, including the grounds for appeal and the procedures to be followed. Appeals will be considered by an independent appeals panel, and the decision of the panel will be final.

Monitoring and Review

The effectiveness of the Admissions Policy is monitored through regular reviews and updates in line with the latest legal requirements and best practices. The Governing Body and the Headteacher are responsible for ensuring that the policy is reviewed annually and updated as necessary to reflect changes in legislation, guidance, or school circumstances.

Students applying for IB diploma

Student applying directly in to IBDP year 1 will be placed as a full diploma students and their progress will be monitored monthly to ensure that they are able to fulfill its requirements.

Parental Involvement

Dagun International School recognises the importance of involving parents in the admissions process. The school communicates its Admissions Policy to parents through newsletters, the school website, and parent meetings. Parents are encouraged to engage with the admissions process and to contact the Admissions Office with any questions or concerns.

N.B

This document will be reviewed and updated yearly as necessary

This document was reviewed by administration and teachers

This document is also available on our school website.

Updated 11/20/24