



International School

Admissions Policy

2024

Pre -Nursery

The Pre-Nursery programme at Park Lane caters for children from the age of 2, providing a flexible and supportive environment tailored to their early developmental needs. Attendance options for Pre-Nursery are designed to suit different family preferences, including a full-day program five days per week, a half-day program five days per week, or a full-day programme three days per week. Unlike Nursery, potty training is not a prerequisite for enrollment in Pre-Nursery, allowing children to grow and develop at their own pace. Activities are designed to foster sensory exploration, basic motor skills, and early social interactions, laying the foundation for a smooth transition to Nursery when the time comes.

Nursery

Children are welcomed into Park Lane from the age of three. No formal assessment is undertaken for children entering Nursery, although parents will be asked about their child's general development and any identified special needs prior to a place being offered. We require children to have basic toilet training in Nursery; however, staff realise that children of three are not always totally reliable in this respect. A clear and full vaccination passport is requested as part of the admissions process and the school promotes that we do not timetable a nap time after lunchtime.

Foundation Stage Procedures

Before a child attends, we work with his/her parents to decide on the best way to help the child to settle into school and, where necessary, implement a transitional action plan. This is also a good time to discuss how long the first few days will be. We encourage pupils to visit on at least 3 occasions before the first day. The length of these visits can vary due to individual needs but should be agreed with the classroom teacher beforehand.

Before any initial visits, we provide each child with an 'All about me' booklet which they will complete at home with their parents. This booklet will then be brought back to school and given to the child's teacher during their initial visit. This will provide the teacher with a good understanding of your child which will in turn support their transition into school. We do not plan and schedule home visits but plan for a teacher & family consultation meeting to share and discuss the All About Me booklet during the Meet and Greet event at the start of the academic year.

Reception and Key Stage 1

Children joining the School at 4+, 5+ and 6+ undertake an informal check up before a place is offered as part of their trial day/s. For children joining Reception, this takes the

form of simple activities to assess fine motor skills and other basic abilities. For children joining Year 1 and Year 2, the check up requires that children show a little of their achievements in reading, writing and mathematics. Reports from previous settings will be requested.

Assessments are made to identify potential and a willingness to engage in the tasks. We understand that children come to us with differing pre-school and school experiences, and at varying stages of development.

Key Stage 2

Children wishing to join the school in Key Stage 2 (Years 3, 4, 5 and 6) undertake written assessments in reading comprehension, mathematics, grammar and non-verbal reasoning. These are standardised Rising Star - National Curriculum (UK) papers, which are age-related. Reports from current schools, behaviour, previous learning experiences and special needs are also taken into account. The assessments are taken with the Year Curriculum Leader, following which the pupil spend the remainder of the school day with their peer group.

Year 6 Selection Tests for entry into Year 7

Boys and girls applying to join the Secondary School at the age of 11 years are required to sit Selection Tests. These tests are normally taken before January in the case of new pupils and in January or February by Park Lane's Year 6 pupils. The assessments consist of an English Proficiency Test and an online selection test involving verbal and non-verbal reasoning, plus maths skills.

In the case of new entrants, the Head of Secondary will also request a confidential reference from the applicant's current school along with copies of school reports for the past two years.

Subject to the availability of places, late applicants may be invited to take the tests by appointment and, if successful, will be offered a place if available or a place on the waiting list if the year group is fully subscribed.

In addition to the selection tests, all candidates for places in the secondary school and the primary school complete a trial day plus an interview with the Head of Secondary or Head of Primary, as appropriate.

Key Stage 3 Academic Scholarships

Our Year 6 Selection Tests are also a major part of the selection process for Key Stage 3 academic scholarships. Candidates with exceptional overall scores will be invited to participate in the final stage of selection, which includes further aptitude tests, a verbal challenge and a formal interview with the scholarship selection panel.

[Scholarship programme](#) -further details.

Entry to Key Stages 4 and 5

Students wishing to join KS4 (Years 10-11) need to demonstrate that they have an appropriate academic background and the potential to cope with the challenges of the two-year IGCSE programme. While it is unusual for a new student to be admitted to Year 11, this is feasible (if he/she has studied Cambridge IGCSE courses at another school, for example). For all students seeking to join Year 10, a combination of school reports, selection tests and interviews are required. A trial day may also be included.

Students wishing to join the IB Diploma Programme from Year 12 must be able to demonstrate their capacity to tackle all aspects of the diploma. A strong level of English proficiency is always required.

Further details of the school's admissions policy for the IB Diploma Programme can be found on Page 6 of this document.

Allocation of Places

In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

- The results attained in entrance assessments;
- The presence of siblings within the school or requiring entry;
- The length of time the child has been registered for entry;
- Reports/references from previous schools;
- Preference may be given to families who are relocating.

The criteria for admission to the school apply equally for all children, regardless of disability, ethnicity, race, religion, sexual orientation, gender or social background.

Special Educational Needs and Physical Disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us in detail before registering for a place and before he or she takes any entrance assessment. This will enable the School to determine if their needs fall within the scope of our Learning Support provision (this may be at an additional cost) and to determine if the nature of the School premises can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an educational psychologist's report or a medical report, and the school may need to discuss the provision with the family's medical advisers to assess how the child's needs could be met, should they become a pupil at the school.

NB. The school buildings are conversions, which may limit accessibility for those with physical disabilities.

Sibling policy

Most siblings join us at Park Lane International School. However, admission is not

automatic, and there may be occasions where we judge that a sibling is more likely to thrive in a different learning environment.

The school undertakes to accept your child as a pupil of the primary school from the time of joining the school until the end of his/her next stage of schooling; the stages are Foundation Stage/Key Stage 1/Key Stage 2. It is anticipated that all children will make appropriate progress and hence a smooth transition through each stage of their education at Park Lane International School. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity.

Pupils have the opportunity to transfer to Park Lane's Secondary School at the end of Year 6, providing they can meet the required selection standards.

Please see page 8 for our selection process for entry to the IB Diploma Programme.

Vaccinations

Each child/ young person joining Park Lane must be vaccinated against: Hepatitis B, Haemophilus influenzae B, Bordetella pertussis, Diphtheria, Tetanus, Polio Parotitis, Morbilli, Rubella (Measles, Mumps, Rubella).

The parent/carer must submit a copy of the vaccination certificate or a doctor's note of confirmation before entering the school.

Exceptions to this rule can only be permitted if vaccination is not possible for health reasons. The guardian of the child shall prove this by obtaining and submitting a note of confirmation from their child's doctor. In such circumstances, enrolment of the child will be assessed on an individual, case-by-case basis.

Admissions procedure

The application process involves these three steps:

Initial Enquiry

If you are interested in finding out more about Park Lane International School, please contact our [Admissions Team](#) by telephone, in person or by completing our [Initial Enquiry form](#).

Our Admissions Team understands the importance of providing incoming families with a positive and personal transition experience and is here to help guide you through all the steps of our application process. We offer individual appointments to introduce prospective families to our school premises.

Please note that admissions meetings and school tours are available by appointment only.

Prospective families will receive a tour of the school accompanied by a pupil and the Registrar and will receive information about the school curriculum and class timetables together with a welcome booklet.

Starting the application process

On receipt of the completed initial enquiry form, parents will be invited to visit the school, preferably with their child/children. During this visit families will be given the opportunity to meet staff members including the School Registrar, Head or Deputy Head of Primary or Secondary, Head of Czech (for parents of Czech nationals joining Year 2 – Year 12).

Families applying from abroad will be provided with all the necessary information via email or phone. Applicants may also be interviewed via Zoom.

Application

Following the visit, phone call or email communication, parents may be invited to submit a formal application for entry of their child/children.

The application is made as follows:

- a) Completion of the online Application Form, provided by the school registrar.
- b) Provision of copies of school reports for each child covering the previous two years of education (where relevant)

Placement Assessment and Personal Interview:

Each applicant will be assessed according to his or her Key Stage entrance.

Primary assessment (pupils aged 3-10):

The informal assessment / check up ideally- and where possible - will be part of an assessment and trial day in the class matching the pupil's age and academic stage.

- Pupils enrolling from Year 1-6 will have an Induction and Taster Day in their correct age phase and class group. This day is arranged between the Parents/Carers and the School Registrar.
- The Induction and Taster Day gives the school the opportunity to test and make observations of each pupil to ensure that enrolment into the school is a happy and settled procedure.
- Reading comprehension, Writing, Mathematics and Spelling tests are given to the pupils to assess that there is a good academic match to the abilities of year group peers, and the teaching and learning programme.
- The school Class Teachers, the Year Curriculum Leaders and the Head of the EYFS and Primary School will decide if a pupil is accepted to join Park Lane International Primary School.

Secondary assessment (students aged 11 – 18):

Parents wishing to register their children in the Secondary School should kindly note that all applicants are expected to undergo a challenging selection process.

Entrance Exams for potential students

- An online computer adaptive entrance assessment, which helps us to identify the most able students and provides us with strong indications of each student's academic potential. These standardised tests are recognised internationally.
- An English proficiency test to help us compare external candidates with our current students and enables us to assess the level of English competency and any initial support needs for students whose English standard falls below age expectations.
- A Czech test for Czech nationals, which enables us to compare external candidates with our current students and allows us to assess the level of Czech as a benchmark for further study.

Subsequently, parents will be asked to attend a short formal meeting with the Admissions team once relevant assessments and trial days have been undertaken. Any specific conditions attached to the offer of a place will be discussed.

Our first session of entrance exams for secondary students is usually held in November.

Admission to the IB Diploma Programme (Y12 and Y13)

Students joining PLIS just for the IB DP

Students wishing to pursue their studies at IB DP joining PL from another school will be expected to sit entrance exams in English, Mathematics, Czech (in case they wish to choose Czech as one their IBDP subjects) and a test in verbal and non-verbal reasoning. Reports from the previous school, a motivation letter and potentially letters of recommendation will be expected, too. Furthermore, prospective students joining IBDP are invited for a formal interview with the admissions team, usually consisting of the Head of Secondary, IB DP Coordinator and the Head of Admissions.

Current PL students

Park Lane students applying to study the International Baccalaureate Diploma Programme (IBDP) courses will have to demonstrate their academic ability and positive approach to learning in the years leading up to the course. There is no guaranteed entry from the IGCSE Programme into the IBDP. All students wishing to study the IBDP are expected to provide evidence of their eligibility for the programme. In addition to IGCSE achievement, the Year 11 report may form part of the admission process.

Further to the above, the following principles will apply:

Academic entry requirements

- In order to be accepted onto the IBDP programme, Park Lane International school students are expected to have achieved **A* to C grades in at least 7 subjects at IGCSE including English and Maths;**

- The Higher Level IBDP entrance requirement for those subjects studied at IGCSE, is an A* to B grade in most subjects;
- IB Maths Higher Level requires an A* grade at IGCSE;
- The Standard Level IBDP entrance requirement for a subject studied at IGCSE is at least a C grade.
- For subjects not offered at IGCSE, for example, Psychology or Economics, the entrance requirement will be determined on the grades achieved in subjects related to them, i.e. for Psychology, a student’s results in English, Biology and Maths will be taken into consideration.
- Each student’s choice will be considered individually with the respective Subject Leader, and the IB Diploma Coordinator.

Attitude and behaviour entry requirements

- A good attendance record in all subjects (at least 90%)
- A good behaviour record
- Good effort grades on key stage 4 reports

The above considerations will apply during the process of the IB subject choices at the beginning of the 2nd term of Year 11. As IGCSE results are not available until mid-August, the most recent report grades/predicted grades (which are data based grades) will be used.

We will always endeavour to let the parents and carers of pupils for whom the IBDP is not a suitable course, know as early as possible and before the examination results are published.

There may be cases where, following an analysis of the results in August by a panel, we will need to make the decision about whether continuing on to the IB DP is a suitable pathway. We understand that, due to the August publication of results, it can create pressure for families and so we would like to outline below what the process will be in these cases:

Student meets the entry requirements	In this case, if the student wishes to continue onto Year 12, they will be offered a place on the IBDP programme.
Student does not meet the entry requirements	<p>→ Qualified progression into Year 12 <i>If the school determines, based on past performance and careful subject choice that the student could nevertheless succeed on the IB Diploma Programme, then a place will be offered in Year 12</i></p> <p>→ Retaking Year 11 <i>A place will be offered to those students that the school determines could benefit from re-taking Year 11 in order to try and improve their results and/or develop their skills.</i></p>

→ **Finding an alternative pathway**

For those students who do not meet the entry requirements and for whom the IBDP is not a suitable pathway moving forward, families will need to find an alternative pathway for their children. We will always try to give families as much notice as possible if we deem this to be the case.

Application Fee

The application cannot be processed until payment is received. Please note that payment of the Application Fee does not guarantee a school place.

Application fee: 10.000 CZK

Bank account: 1002392102 / 2700 (UNICREDIT) - Note: Name of student - or by credit card in our school office

Notification of Acceptance

Following receipt of the assessment results, school reports, Head teacher's reference, and once the trial day has occurred, the school will decide whether a place is to be offered. The campus registrar will notify parents of the outcome. In some instances, the Head of Primary or Head of Secondary will write separately to parents to clarify any specific conditions attached to the offer of a place.

Enrolment contract

The enrolment contract, along with the payment information form, will be sent to parents for completion.

Invoice and Payment of School Fees

Invoices will be addressed to parents or to companies as notified in the payment information form and issued shortly thereafter.

All school fees for students are payable in advance.

Once you have provided the Admissions Office with the date of birth of your child and the intended date of enrolment, we will confirm which year group your child is eligible to join. If your child's current school year/grade placement is different from the one our policy suggests, our Admissions Team will discuss your child's case and provide suitable advice.

This policy is reviewed and updated annually by the SMT and Admissions Office.

Last updated: Autumn 2024