

# FAIRVIEW

-INTERNATIONAL SCHOOL-  
BRIDGE OF ALLAN

## Admissions Policy

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# 1 Introduction

The purpose of this Admissions Policy is to explain the Admissions Process and the criteria used to decide whether or not a place at Fairview International School (the School) is offered. By submitting an application for a place at the School, parents/guardians are deemed to have accepted the terms of this policy.

Fairview International School, Bridge of Allan is a co-educational independent day school for students from 5 to 18 years of age. Our programme is based around the highly respected International Baccalaureate (IB) Programme.

The School is authorised by the IB Organisation (IBO) to offer the Primary Years Programme, Middle Years Programme and the Diploma Programme.

Our Primary Years Programme (PYP) runs from Year 1 to Year 6, with our Middle Years Programme (MYP) delivered across Year 7 to Year 11. The Diploma Programme (DP) is a two year programme, starting from Year 12 and concluding at the end of Year 13.

All offers of places at Fairview International School are made at the discretion of the Head Teacher, in conjunction with the Admissions Coordinator.

Admission to the School depends upon a prospective student meeting the criteria required by the Admission Policy. This ensures that Fairview International School is the right school academically for each student, and will provide the information necessary to tailor our academic programmes to individual needs. The school also considers a broad range of information including previous school reports (academic and behavioural), and outcomes of the student interview.

The school's aim is to admit students that the school feels confident that it will be able to educate and develop to the best of their potential. The school aims to encourage the development of internationally minded, independent and balanced individuals through an educational environment which stimulates learning in a nurturing, social and emotional climate.

The school is committed to ensuring that the Admissions Policy does not discriminate against any student, potential student or parent with a protected characteristic as defined by the Equality Act 2010. All applications are treated fairly ensuring equal opportunities for prospective students irrespective of race, religion, socio-economic background or disability. If you have questions on our Admissions process, please contact our Admissions Coordinator.

All students must be able to evidence that they are UK or Irish citizens. Non UK or Irish citizens must have permission to study in the UK before starting at the School, please see Section 2.7 (Students Subject to Immigration Controls) for more details.

## **2 Admissions Process**

### **2.1 Aims**

Our aim at Fairview is to admit students who will be able to benefit from our range of academic opportunities, where our vibrant environment will encourage our students in their academic and personal development. It is also important for Fairview that the students themselves feel inspired and positive about beginning their journey with us. We recognise that some pupils will need more support than others in taking full advantage of Fairview's education and we welcome applicants from a wide range of backgrounds both locally and further afield.

### **2.2 Disclosure**

Parents should inform the school when making an initial enquiry of any emerging issues, known or suspected circumstances relating to their child's health, physical and mental well being, allergies, physical disabilities or learning difficulties or social circumstances which may affect their child's performance either in the Admissions Process and/or ability to fully participate in the education provided by the school, and keep the school informed of any changes.

Where a parent believes that their child may be in need of learning support, they must provide copies of any education psychologist's reports, speech and language reports or health reports to enable the school to ascertain whether it can meet the child's needs in the classroom.

### **2.3 Visiting the school**

We encourage parents to visit the School before making an application.

All students should visit Fairview International School as part of their enrollment process (see Section 2.5), to meet with the Head Teacher and the Admissions Coordinator. Where this is not possible a virtual meeting will be arranged, via Zoom, This will be in exceptional circumstances, for example where families are living overseas and physically unable to visit the school in advance of their first day.

Where possible prospective students should also attend a taster visit for one or two days. This gives the student the opportunity to experience life as a Fairview student from its routines, the classroom and the general culture of the School, as well as allowing the staff to observe the student, and if necessary, feedback on any issues which may inform the enrollment process.

## 2.4 Submitting an Application

The application form is available from our Admissions Coordinator or can be downloaded from the Admissions page on our website.

A non returnable £50 Application Fee is payable on submission of the Application Form.

The completed Application Form should be accompanied by:

- the application fee;
- two passport-sized photographs of the student;
- the Student's birth certificate and valid passport, biometric residence permit if non UK/Irish citizen;
- proof of identity for both parents (Passport, plus Biometric Residence Permit if applicable);
- (if applicable), recent school reports from the student's current school ;
- (if applicable), a Guardian Authorisation Letter detailing the name, contact details and address of the guardian with a proof of identity and address.

Where there are any court orders (interim or otherwise) that relate to any areas of dispute about a prospective student's care, upbringing or access arrangements we ask that parents and guardians make us aware of these at the outset of the Application Process and enclose copies of any relevant orders with the Application Form.

Where a prospective student is not a UK or Irish citizen, evidence of official proof of immigration status will be required when submitting an Application.

To learn about the prospective student's needs and abilities and to consider whether reasonable adjustments need to be made, Fairview may request for additional information as part of the Admissions Process. The appropriate sections of the Application Form must be completed at the time of application to declare any additional support needs, medical condition or disability, which could require specialist support, treatment or equipment. This information is essential to assist and make the necessary adjustments to any interview, admission assessments or other pre-assessment screenings throughout the Admissions Process.

## 2.5 Assessment and Interview

A completed application form and application fee must be returned to School together with the supporting documents referenced in the application form to allow assessment arrangements to be made (where applicable). Receipt of the application form and supporting documents does not guarantee entry to Fairview.

For all year groups, entry to the school includes an interview with our Admissions Coordinator and Head Teacher. For students entering into the MYP or the DP, part of this discussion will focus on the subject alignment between those subjects which the student is already studying and those which they might take once at Fairview.

Students entering into DP, MYP or from year 3 and above in PYP, will also sit a Cognitive Abilities Test (CAT) assessment. The assessment allows a range of tests to be delivered online which have been developed to support schools in understanding a student's developed abilities in areas known to make a difference to learning and achievement. There are four elements (verbal, non verbal, quantitative and spatial) which together provide the school with a rounded profile and comprehensive understanding of the student's core learning abilities to help ensure prospective students are placed in the right year group based not only on age but on ability. No prior preparation or revision is needed.

The assessment will take place on Fariview's campus for the majority of applicants. It is accessed online, is multiple choice and takes just under two hours to complete. Any other arrangements will be at the school's discretion, and will depend on individual circumstances.

For Admission into the start of Diploma Programme (from Year 12), additional academic expectations are as follows;

**IB MYP route:**

- Pass the MYP certificate,
- For each Standard Level subject, achieve a minimum score of 4 at MYP in the subject (or related subject), and
- For each Higher Level subject, achieve a minimum score of 5 at MYP in the subject (or related subject).
- Exceptions - For Higher Level courses in Mathematics Analysis and Approaches, Physics and Chemistry we require a minimum score of 6 at MYP.

**SQA National 5 route:**

- For each Standard Level subject, achieve a minimum score of C in the subject (or related subject), and
- For each Higher Level subject, achieve a minimum score of B in the subject (or related subject).
- Exceptions - For Higher Level courses in Mathematics Analysis and Approaches, Physics and Chemistry we require a minimum score of A in the equivalent subject (for Mathematics, SQA Mathematics rather than SQA Application of Mathematics is required).

**GCSE/IGCSE route:**

- For each Standard Level subject, achieve a minimum score of 4/C in the subject (or related subject), and
- For each Higher Level subject, achieve a minimum score of 6/B in the subject (or related subject).
- Exceptions - For Higher Level courses in Mathematics Analysis and Approaches, Physics and Chemistry we require a minimum score of 8/A in the subject.

Proof of qualifications must be provided. Where results have not yet been confirmed, evidence of predicted grades will be considered. Each individual case will be assessed on its own merit. While acknowledging prior academic success is a strong indicator for future success at the IB Diploma, we value equally the commitment to learning and the potential to flourish more holistically through the programme. Students who fall slightly short of the admissions criteria will normally be offered a probationary period within the Diploma Programme.

For all students, maintaining a passing level of performance across the Diploma subjects is required to maintain a place within the full Diploma Programme. This means that:

- For each Standard Level subject each student is expected to maintain a minimum score of 3 throughout,
- For each Higher Level subject each student is expected to maintain a minimum score of 4 throughout, and
- A commitment to Theory of Knowledge (TOK) and Creativity, Activity and Service (CAS) is required throughout.

While we encourage full participation in the Diploma Programme, the school will also offer a tailor-made programme of IB Diploma courses where this is more appropriate for the student. In this case, a commitment to Creativity, Activity and Service and at least five courses at Higher Level or Standard Level will be expected.

For Admission into the Diploma Programme (including from other IB schools) after the commencement of the Diploma Programme, additional academic expectations are as follows;

#### **IB DP route:**

Qualifications are as above for those entering into year 12. In addition, students must be able to demonstrate the following;

- For each Standard Level subject taken at the existing school, each student is expected to have maintained a minimum score of 3 throughout,
- For each Higher Level subject each student is expected to have maintained a minimum score of 4 throughout, and
- A commitment to Theory of Knowledge (TOK),
- The student must be able to demonstrate a portfolio of Creativity, Action and Service from their previous school which is commensurate with the length of time they have been in the Diploma Programme and allows the portfolio to be committed in the remaining time.
- The student must be able to demonstrate the extent to which they have engaged in personal research and writing of the Extended Essay at their previous school. Their progress should be commensurate with the length of time that they have been in the Diploma Programme and allows the Extended Essay to be completed in the remaining time.

- The student must be able to demonstrate success in those Internal Assessments which have already been undertaken at their previous school.

### **SQA National 5 / Highers route:**

Qualifications are as above for those entering into year 12. In addition, students must be able to demonstrate the following;

- For each Standard Level subject the student plans to take in the Diploma Programme, the student must have taken SQA Higher in that (\*or a very closely related subject) at the existing school, If results are available at the date of transfer, each student is expected to have achieved a minimum of grade C in the relevant SQA Higher,
- For each Higher Level subject that the student plans to take in the Diploma Programme, the student must have taken SQA Higher in that (\*or a very closely related subject) at the existing school. If results are available at the date of transfer, the student is expected to have achieved a minimum grade of B in the relevant SQA Higher.

(\*For example; for entry into “Language and Literature”, a closely related subject could be SQA Higher “English”)

### **GCSE/IGCSE/A or AS Level route:**

Qualifications are as above for those entering into year 12. In addition, students must be able to demonstrate the following;

- For each Standard Level subject the student plans to take in the Diploma Programme, the student must have taken A Level or AS Level (or equivalent) in that (\*or a very closely related subject) at the existing school, If results are available at the date of transfer, each student is expected to have achieved a minimum of grade C or be on course to achieve a grade C in the relevant AS Level subject,
- For each Higher Level subject that the student plans to take in the Diploma Programme, the student must have taken A Level or AS Level in that (\*or a very closely related subject) at the existing school. If results are available at the date of transfer, the student is expected to have achieved a minimum grade of B in the relevant AS Level subject or be on course to achieve a grade B in the relevant A Level subject.

Similar guidelines are applied for applications to join Year 12 during the academic year. It is unlikely that admissions requests during Year 13 will be approved unless a direct transfer from DP elsewhere.

(\*or equivalent from a similarly recognised qualification)



## **2.6 Offer of a place**

The assessment/prior qualifications and interview outcomes are reviewed and considered by the Head Teacher and Admissions Coordinator, and where necessary members of the school's Senior Management team. Prospective students are reviewed on an individual basis, taking into account the range of information obtained during the initial Application stage including the supporting information, assessment/prior qualifications, meeting and taster day. In offering a place at Fairview, consideration is given to the age of the student and any particular personal or family circumstances that may apply, including the implications of any disclosed protected characteristics.

An offer of a place will be made by email. Once a place has been offered, acceptance should be confirmed by email by the parent / legal guardian. Confirmation of the chosen Fee Option should also be provided to allow the school fee Invoice to be issued, along with any additional documentation or evidence required by the Admissions Team when the offer is made.

Details of the Security Deposit and Fee Options are on the school's website.

Payment of the Security Deposit reserves the student's school place. The student will be considered fully enrolled once all documentation has been received by the school, along with payment of the corresponding Security Deposit and the initial Tuition Fee payment.

## **2.7 Students subject to UK Immigration Controls**

Where the school offers a place to non-UK/ Irish students who have already satisfied UK Immigration requirements, proof of permission to stay must be supplied for the duration of the student's enrollment at Fairview. Students who are unable to provide satisfactory evidence will have their enrollment terminated immediately without refund, and may be reported to the UK's Home Office as a suspected illegal immigrant.

Fairview International School holds a Probationary Student Sponsor License and may, at its discretion, consider applications from non-UK/Irish students who require a Child Student Visa to study in the UK. Further details are available from the School's Admissions Coordinator on request.

## **2.8 Temporary Enrollments**

At the time of application, Fairview International School expects students to remain enrolled for the duration of their school years unless otherwise advised. During the Admissions process families should therefore inform the Admissions Coordinator if they expect the enrollment to be shorter for any known reason e.g. a planned relocation. At its discretion, Fairview may consider a short term temporary

enrollment, for example UK citizens visiting family in the UK for a short period who wish to include a school experience as part of their visit. Each request will be considered individually, and if granted will be subject to the terms of this Admissions Policy.

## **2.9 Scholarships**

The school offers a range of academic and talent scholarships. Further details can be found on the school's website, or upon request from the Admissions Coordinator. The school's Admissions Policy applies equally to Scholarship applicants. Scholarship awards are at the discretion of the school. Any Scholarship offer made equates to a discount in the Tuition Fee applicable for the academic year in question.

## **3 Waiting Lists and Continuing Applications**

If, at the time of application, the student is not judged to be suitable for admission to the School as the result of the assessments undertaken and/or supporting documentation provided, the application will be deemed to have lapsed. A new application along with the corresponding Application Fee must be made if an application for the subsequent year is submitted. It will be treated as a new application and the student assessed according to the criteria set out in the Admissions Policy at that point in time.

If the student is judged to be suitable but has not been offered a place at the School due to a lack of vacancies for that particular year group, the application will continue to be considered as 'live'. A place at the School will be offered conditionally on a vacancy becoming available, at which time parents will be contacted. Places are confirmed on a first-come-first served basis. However, places will be allocated preferentially to an applicant who has sibling(s) currently in the School (and who will still be in the School when the applicant joins the School). If no place can be offered during that academic year, the application will still be considered preferentially for a place for the next academic year over new applications. In this scenario, the School will request updated school and any applicable Support for Learning reports and the applicant will be invited to the assessments for that year level.

## **4 Legislation**

We are committed to ensuring the Admissions Process does not discriminate against any students with protected characteristics, as defined by the Equality Act 2010.

We will request and process data in accordance with the requirements of the Data Protection Act 2018 and will comply with the General Data Protection Regulation. The collected data will be used for the purpose of registering the student's interest for a

place at Fairview International School, to enable selection and, if successful, to offer a place at the School. Data will be held securely and will not be retained by the School for any longer than is necessary.

## 5 Conflict of Interest

Any staff involved in the Application or Admissions Process will be required to declare any potential conflict of interest should they be related to, or have another close personal or professional relationship with the prospective student or their family. In such cases where this relationship may affect the impartiality of the decision-making, the staff member will not be involved in either process, and the decision will be taken by another appropriate member of staff.

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