



ADMISSIONS

HANDBOOK



**International
Schools**
Pioneers since 1892

The objectives of the SEK admissions process are

**To assess the readiness of a student to perform
with success in the appropriate class, and in
the school in the future**

**To place the student in the most appropriate
class and school**

Mission

Our aim is to help students become proactive global citizens by providing learning experiences which focus on concept-based inquiry and reflection, thus enabling them to develop intellectually and emotionally, while acquiring a lifelong passion for learning.

Ethos

Our ethos is enshrined in a framework throughout the SEK Educational Group, based on our unique approach. It is founded on the following principles:

1. Students and their world are the focus of the life and education at the SEK schools. We respect them as individuals and strive to awaken their abilities to ensure they fully realise their potential.
2. We believe in educating in freedom for freedom. We accept the challenge implied by this and encourage students to accept responsibility for their own actions.
3. We aim to respect the diverse values of our students (individual, historical, cultural and religious).
4. We encourage the principles of universal solidarity in our teaching staff and students. We value productive work, as an essential factor in personal worth and advancement, and as an aspect of sociability, not in terms of rivalry and ambition.
5. We are open to the world and the age we live in. We are open to innovations in education and to educational and cultural organisations that share our aspiration of creating a more cultured and equitable society and of bettering humanity.

Introduction

Choosing a school for a child implies a long-term commitment between the school, the student and the family. Our admissions process provides an opportunity to parents and to the school to gain knowledge about each other and determine whether SEK International Schools is the appropriate choice for the student.

SEK International Schools serves the educational needs of communities in Spain, France, Ireland and Qatar. We welcome students of all nationalities and religions who will benefit from a rigorous, international Spanish and/or English language education with an emphasis on additional language acquisition. Students are admitted who, in the school's opinion, will benefit from the academic, personal, social and emotional programmes offered by the school and respect the schools' programmes and ideals. SEK International Schools are inclusive and welcome students with a wide range of abilities as long as the students can be successful within our academically rigorous system. All SEK students work towards completion of the IB Diploma or Spanish Bachillerato.

We design a learning process that respects each student's pace of progress, his/her unique abilities, ways of thinking and acting, and that takes into account their motivation and interests. In this way, we offer a personalized education, allowing students to develop their full potential.

Applications for Admission

Applications for admission are accepted throughout the school year, provided we have vacancies. Students will normally start at the beginning of a term; mid-term placements are accommodated if there is a written commitment from the student's family to continue for the remainder of the term and for the duration of the following term. If there are no places available at the time of application, then the application is placed on the school's waiting list.

Learning Support

Students requiring additional support are accepted based on previous school records, the results of external testing, teacher recommendations and educational psychologist reports. If students require additional support e.g. external assessments, speech and language therapy, counselling, personal assistants, etc., this would be at the parents' expense. Admissions for students requiring additional support are reviewed on a case-by-case basis and, once in school, they are monitored to ensure that SEK can continue to meet the child's needs. Should a child have severe behavioural, academic or emotional problems, SEK would consider whether our schools are the correct environment for the student.

Placement of students by age groups

Some applicants may come from different academic systems. If this is the case, the student will normally enter within the year group corresponding to the date of birth. If it is not possible to accommodate the student in the correct grade, then he/she could be considered for the grade below, especially for those students whose native language is not Spanish.

INTERNATIONAL BACCALAUREATE		Age
PRIMARY YEARS PROGRAMME (PYP)	PYP Infant 3	3-4 years old
	PYP Infant 4	4-5 years old
	PYP Infant 5	5-6 years old
	PYP Primary 1	6-7 years old
	PYP Primary 2	7-8 years old
	PYP Primary 3	8-9 years old
	PYP Primary 4	9-10 years old
	PYP Primary 5	10-11 years old
MIDDLE YEARS PROGRAMME (MYP)	MYP 1	11-12 years old
	MYP 2	12-13 years old
	MYP 3	13-14 years old
	MYP 4	14-15 years old
	MYP 5	15-16 years old
DIPLOMA PROGRAMME (DP)	IBDP 1	16-17 years old
	IBDP 2	17-18 years old

Stages of the admissions process

a. Complete an information request

Through our website, by email or phone.

b. Arrange a visit to the school's facilities

With the Admissions Coordinator in the desired school (to accelerate the process, this stage can be combined with stage c below).

c. Arrange an interview and admissions test

- Applications must be completed online using the MySEK Admissions. When families request the admissions test, essential data will be required to create the account in the platform.
- A username and password are sent to both parents to access the platform, allowing them to upload all the necessary documents for each stage. These must be uploaded prior to attending the interview and taking the admissions test.
- The interview is aimed at establishing a conversation with parents and students to evaluate if, and how, the candidate will benefit from the school's educational experience.
- Given the current health situation, each school has adapted this admission process, and is able to conduct online interviews and tests that avoid any possible health risk. This adaptation does not affect the rigor and quality of the process. For more information, contact the school's admissions coordinator. You can also check our health and safety protocols published in our website.

d. Acceptance and offer of place

Once the student is admitted, parents receive the final acceptance letter through MySEK Admissions. The offer of a place is subject to the payment of the corresponding fees within seven calendar days from the notification of admission. If the payment is not completed by the stipulated deadline, the place will be lost.

e. Waiting pool

If the child has completed the process successfully and there are no vacancies to be offered, the application will become part of the school waiting pool. The Admissions Committee will notify the family if a vacancy occurs.

f. Admissions refusal

The school reserves the right to refuse admissions if:

- If it considers the school is not the appropriate environment for the applicant's learning or development.
- There are elements in the applicant's scholastic background that could potentially hinder any progress in the new school community, or the school cannot provide the support the applicant needs.
- Required documentation, as per admissions procedures, is not provided.
- It is discovered that information provided in the admissions procedure has been withheld or modified.
- If the vaccination calendar is not up-to-date, and there is no justification for it.
- There is evidence from prior schools that the student's behavior does not reflect the profile that the school seeks to develop.