



**SIAL**.school  
Bilingual English/Italian

**SIAL**

**CODE OF PRACTICE FOR  
ADMISSIONS**

**Last Reviewed July 2022**

Date of next review July 2023

The admission procedure at SIAL is non-competitive.

All applications for places at SIAL will be treated fairly. No child will be refused a place in the school because of their race, gender or background.

The Admissions process at SIAL is designed to be as efficient and positive as possible for all applying students. All applicants who are admitted to SIAL are expected to function within the regular classroom. SIAL will only admit those students whose needs can be met by the educational and pastoral services the school provides.

We value the importance of effective induction procedures, with pre-school visits, parents and carers' meetings and, where available, a review of previous records. The Admissions Office may send a confidential Student Evaluation form requesting additional information to the student's current or previous school. If the school is aware of specific learning difficulties or disabilities before a child starts school, information will be sought from parents, carers and outside agencies, as appropriate, to assess the individual needs of the child. Where resources are available, every effort is made to support a child's needs. Where a child has a physical or learning disability, all reasonable adjustments will be made to ensure they can be educated here (see School Accessibility Plan; SEND Code of Practice; Inclusion and Equal Opportunities Code of Practice).

Every effort will be made to provide support for those families from ethnic minorities, especially those who speak English and/or Italian as an additional language, or who have come into the country recently.

## **PROCEDURES**

Parents and Carers are welcome to visit SIAL and discuss their children's schooling needs prior to an application. This can be done by telephoning (0044(0)2076035353) or e-mailing the Admissions Office (admissions@sial.school) to arrange a convenient date and time.

Most students join SIAL in September, but we are happy to admit students throughout the year provided that we have places available.

Places are allocated prioritising siblings and in order of declaration of interest.

This is how the procedure works:

### **1. Registration:**

- To apply for admission the first thing to do is to register the child by completing our online (<https://sial.school/admissions/how-to-apply/registration-form/>) registration form and returning it to the school with a £100 non-refundable registration fee. The registration fee covers administrative costs only and does not guarantee a place in the school. Registrations can be done any time after the child's birth.
- Once the registration form and registration fee have been received, Parents/Carers will be informed whether their registration has been accepted and the child will be placed on our registration list in the relevant academic year and class (see 'Class Placement – General Criteria' below). If the relevant class is already full, the children will be added to our waiting list. Both our registration list and waiting list are ordered according to the date of registration, i.e. when both the form and payment are received.

## 2. Places are offered:

- Places are normally offered at the beginning of the December before entry, when formal offer letters and relevant forms are sent to siblings and those who are on our registration list – i.e. for a place in September 2023, forms are sent at the beginning of December 2022.
- To secure the place, Parents/Carers are requested to return the forms with a copy of the child's identification (passport or birth certificate) and a deposit of £1,500 by the end of the following January – i.e. for a place in September 2023, by the end of January 2023. Please note that the deposit is refunded when the pupil leaves the school, provided a full term's notice has been received and all outstanding accounts have been settled.
- If there are still places available once all deposits have been received, offers are made to those on the waiting list until the classes are full (i.e. all deposits have been received for the remaining places).

## 3. In the May before entry:

- Parents/Carers who have paid deposits to confirm acceptance of places are asked to pay the first Autumn Term fee in advance.
- At this stage places may once again become available and will be offered to those on the waiting list.

## 4. Taster day:

- Once places are allocated, children might be invited to a taster day, when they will spend some time in their new class.

Please note that if the deadlines are missed, and full documentation and payment are not provided on time, the offer will be withdrawn.

For requests received throughout the year, after the above deadlines, a schedule of submissions of documents and payments will be agreed with the relevant Parents/Carers.

## **CLASS PLACEMENT – GENERAL CRITERIA**

Each class at SIAL has a maximum number of 16 children, with the exception of the Nursery, which is a mixed class of children who are 3 (Rising 3s) and 4 (Rising 4s) years old, where there is a maximum of 20 (with a maximum of 16 Rising 4s).

Students will be placed in an appropriate year group based upon their age. SIAL class age parameters start at the beginning of September and finish at the end of August, which means that, for example, for the academic year 2022-2023, children will be offered a place in Year 1 if they are 5 years old by the 31<sup>st</sup> August 2022, i.e. if they are born between the 1<sup>st</sup> September 2016 and the 31<sup>st</sup> August 2017.

Please see the table below for further details.

SIAL - class age parameters for the academic year 2022-2023		
Age	Birthdate	Class
EYFS (Scuola dell'Infanzia)	1 <sup>st</sup> September 2019 - 31 <sup>st</sup> August 2020*	Nursery 3
	1 <sup>st</sup> September 2018 - 31 <sup>st</sup> August 2019	Nursery 4
	1 <sup>st</sup> September 2017 - 31 <sup>st</sup> August 2018	Reception
Primary (Scuola Primaria)	1 <sup>st</sup> September 2016 - 31 <sup>st</sup> August 2017	Year 1
	1 <sup>st</sup> September 2015 - 31 <sup>st</sup> August 2016	Year 2
	1 <sup>st</sup> September 2014 - 31 <sup>st</sup> August 2015	Year 3
	1 <sup>st</sup> September 2014 - 31 <sup>st</sup> August 2014	Year 4
	1 <sup>st</sup> September 2012 - 31 <sup>st</sup> August 2013	Year 5
	1 <sup>st</sup> September 2011 - 31 <sup>st</sup> August 2012	Year 6

\*Children can start our Nursery only if they are 3 or rising 3, i.e. during the term when they turn 3. This means that, for our Nursery 3, only children born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> December 2019 will be offered a place in September 2022. Children born after the 1<sup>st</sup> January 2020 will be offered a place in January 2023 (if they are born between 1<sup>st</sup> January 2020 and 31<sup>st</sup> March 2020) or April 2023 (if they are born between 1<sup>st</sup> April 2020 and 31<sup>st</sup> August 2020), provided there are places available in the class.

SIAL - class age parameters for the academic year 2023-2024		
Age	Birthdate	Class
EYFS (Scuola dell'Infanzia)	1 <sup>st</sup> September 2020 - 31 <sup>st</sup> August 2021*	Nursery 3
	1 <sup>st</sup> September 2019 - 31 <sup>st</sup> August 2020	Nursery 4
	1 <sup>st</sup> September 2018 - 31 <sup>st</sup> August 2019	Reception
Primary (Scuola Primaria)	1 <sup>st</sup> September 2017 - 31 <sup>st</sup> August 2018	Year 1
	1 <sup>st</sup> September 2016 - 31 <sup>st</sup> August 2017	Year 2
	1 <sup>st</sup> September 2015 - 31 <sup>st</sup> August 2016	Year 3
	1 <sup>st</sup> September 2014 - 31 <sup>st</sup> August 2015	Year 4
	1 <sup>st</sup> September 2013 - 31 <sup>st</sup> August 2014	Year 5
	1 <sup>st</sup> September 2012 - 31 <sup>st</sup> August 2013	Year 6

\*Children can start our Nursery only if they are 3 or rising 3, i.e. during the term when they turn 3. This means that, for our Nursery 3, only children born between 1<sup>st</sup> September 2020 and 31<sup>st</sup> December 2020 will be offered a place in September 2023. Children born after the 1<sup>st</sup> January 2021 will be offered a place in January 2024 (if they are born between 1<sup>st</sup> January 2020 and 31<sup>st</sup> March 2021) or April 2024 (if they are born between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021), provided there are places available in the class.

In order to guarantee the best quality of teaching and learning, each year there is a limited proportion of non-bilingual children enrolled in each class in order of registration:

- EYFS (Nursery and Reception): no limited number of non-bilingual children.
- KS1 (Year 1 and Year 2): no more than half of the class (with a maximum of 6).
- KS2 (Years 3, 4, 5 and 6): no more than a quarter of the current class (with a maximum of 4).

**Sufficiently bilingual:** *This will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*

### **Entry into the Nursery**

Our Nursery (corresponding with the first two years of the Italian Scuola dell'Infanzia) is a mixed class of children 3 and 4 years old, with two different programs for the Rising 3s (Nursery 3) and the Rising 4s (Nursery 4).

The maximum number of children in our Nursery is 20, with a maximum of 16 Rising 4s.

Entry into Nursery is decided by priority of application. Siblings are automatically offered places.

There is NO limited number of non-bilingual children in our Nursery.

Children can start our Nursery 3 only when they are 3 or rising 3, i.e. during the term when they turn 3. For this reason there are three rounds of offers for our Nursery 3, one for each Term: September, January and April.

Children are placed in an appropriate year group based upon their age. For the academic year 2022-2023 this means:

- Children born between **1<sup>st</sup> September 2018 – 30<sup>th</sup> August 2019** will be offered a place in our **Nursery 4**
- Children born between **1<sup>st</sup> September 2019 – 31<sup>st</sup> December 2019** will be offered a place in our **Nursery 3** in September 2022
- Children born between **1<sup>st</sup> January 2020 – 31<sup>st</sup> March 2020** will be offered a place in our **Nursery 3** in January 2023, provided there are places available in the class
- Children born between **1<sup>st</sup> April 2020 – 31<sup>st</sup> August 2020** will be offered a place in our **Nursery 3** in April 2023, provided there are places available in the class

### **Entry into Reception**

Our Reception corresponds with the third year of the Italian Scuola dell'Infanzia.

The maximum number of children in our Reception is 16.

Entry into Reception is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the academic year 2022-2023, children can enter our Reception if they are born between 1<sup>st</sup> September 2017 – 31<sup>st</sup> August 2018.

There is NO limited number of non-bilingual children in our Reception.

### **Entry into KS1 (Year 1 and Year 2)**

The maximum number of children in our Year 1 is 16.

Entry into Year 1 and Year 2 is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the academic year 2022-2023, children can enter our Year 1 if they are born between 1<sup>st</sup> September 2016 – 31<sup>st</sup> August 2017 and our Year 2 if they are born between 1<sup>st</sup> September 2015 – 31<sup>st</sup> August 2016.

There is a limited number of non-bilingual children enrolled in our KS1 each year, which corresponds to no more than half of the current class, with a maximum of 6 children. *The criteria for being sufficiently bilingual will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*

### **Entry into KS2 (Year 3 and above)**

The maximum number of children in each class is 16.

Entry into KS2 is decided by priority of application, if there are places available, and siblings are automatically offered places.

For the age parameters of each class for the academic year 2022-2023, please see the table above.

There is a limited number of non-bilingual children enrolled in our KS2 each year, which corresponds to no more than a quarter of the current classes, with a maximum of 4. *The criteria for being sufficiently bilingual will be decided by the relevant additional language class teacher following their observation of the child during a trial day.*

For non-bilingual children entering KS2 from a school system that is not in line with our class age parameters, *an assessment may be required* to determine the level of support needed for the child. This might be in the form of a test or a few trial days, according to the child circumstances and previous school results. *Parents/Carers would then be invited to meet with the Headteacher to discuss the best course of action for the child.*