



Admissions Policy

June 2024

COGNITA

1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Team using the specific Admissions email address, enquiry form or telephone number available on our website. The Head of Admissions will ensure that all information that is needed is provided.

3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet members of senior leadership, however, this is subject to any Cantonal health regulations which will be updated on the school website.

4 Application and Registration

- 4.1 Parents wishing to register their child should complete the Application Form through the website and submit it to the school, along with the latest school reports for all children who have previously attended school along with any other documentation requested in the form. Application is an indication of interest and is not a guarantee of a place.
- 4.2 Should a place be offered to the child, the school will respond by sending a place offer to the family. If the grade group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and both a contract and a registration fee have been received in return.

5 Admission to Nursery and Pre-K

- 5.1 Children are welcomed into the Nursery from the age of 3 months. Children are accepted into Pre-Kindergarten from the age of 3 years provided that they no longer use diapers during the day. No formal assessment of children in this age group is undertaken although the school may request the child to spend a morning in the school environment prior to a place being offered.
- 5.2 Places are not automatic; in some rare cases a place will not be offered if we judge that a child's development is significantly below expectation or that they will not flourish in the environment we offer. Places will only be offered where the school possesses the necessary resources to adequately support the child's needs.

6 Taster Days

- 6.1 We offer up to two Taster Days for applicants to enable the child, the parents and the school to evaluate the suitability of International School Zurich North as a school for the applicant.

7 Transition through Grade Groups

- 7.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. If there appears to be any reason why a pupil may be refused a place in the subsequent grade groups, parents will be informed of any concerns at the earliest opportunity. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

8 Offer

- 8.1 The parents of each applicant will be informed within two weeks of their application whether a place is available. The school is not obliged to state its reasons for declining a request for admission.

9 Waiting List

- 9.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

In allocating places to those on the waiting list, siblings of children in the school will be given priority. Thereafter, places will be allocated based on the following:

- The length of time the child has been registered,
- References from previous schools

- 9.2 For a child entering the Nursery, a child requiring a full- time place will be given priority over children requesting a part time place, provided sufficient sessions are available.

10 Appeal

- 10.1 There is no appeal process for admission to the school. The decision of the School Principal is final.

11 False Information

- 11.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

12 Overseas Pupils/Pupils with English as an Additional Language

- 12.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School from Grade 1 and upwards must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary. Children joining the school from Grade 9 upwards are required to have an English proficiency level equivalent to Level B2 on the Common European Framework of Reference / IELTS 5.5

13 Equality

- 13.1 The school is committed to the principles of equality and inclusion, and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 13.2 Subject to the entry requirements stipulated in this document being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. 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 provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources).

15 Changing Schools

- 15.1 The school is committed to supporting pupils to proceed to the next stage of their schooling. Where a pupil is seeking to change schools, we will provide the relevant supporting documentation. However, we do not specifically prepare pupils for re-entry into their respective national education system.

Version control	
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