

# Admissions Policy

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## Version: 3.0

- Date of implementation: June 2020
- Date of last review: October 2025
- Policy review date: July 2026

## Related policies:

- Language policy
- Inclusion policy
- Sixth Form Admissions info for parents

## Aim of this policy

The principal aim of the Admissions Policy of The British College of Gava is to offer admission to students for joining their educational journey with us.

## Confidentiality

General Data Protection Regulation In accordance with the European Data Protection Regulation, the school only collects data that is directly relevant to the needs of the student. Parents and students have a choice in which materials are published and for what purposes.

## Allocation of Places

In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

- Siblings in the school
- References from previous schools

## Staff children

Children of staff are very welcome at the school and the admissions policy remains the same. Only the charges and fees are different. For further details please discuss directly with the Executive Head.

## Language Requirements

The language of instruction at the school is English. Students admitted to the school are required to be fluent in English. The school supports the development of the English language throughout all year levels. In addition, all our students are required to study Spanish until the end of Year 11.

Note:

**Students who arrive with a particular low level of English may be required to have extra English lessons. These lessons are taught by a specialist EAL (English as an additional language) teacher and will incur an additional charge on a monthly basis**

Please see the BCG Language Policy

## Waiting List

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

## Selectivity and Pre-Conditions for admissions

The British College of Gava is a selective school. **We assess all students with great care to ensure that they will thrive in our ambitious and academically challenging environment.**

The Assessment Process and Selection Criteria vary according to the age of the child and the entry point into the school.

The pre-conditions for admission of all students are:

- The Applicant is of the appropriate age and sufficient maturity
- The Applicant has successfully satisfied the selection criteria
- The School has a place available in the appropriate year group
- The admission and enrolment fees are paid in full
- Parents accept in writing the School's Terms & Conditions

All applicants from Years 4 to 12 take an English and Cognitive Abilities Test (CAT4). This digital assessment is in English and will take a total of 3 hours to complete, on-site here at the school if you can manage to come, or we will accommodate for an online option.

Please note there is a non-refundable application fee of €30 for the admissions assessments detailed above.

## Entry periods and Age ranges

Whilst we accept applications throughout the year, please note we will not assess applicants any earlier than 12 months prior intended enrolment date, and no place will be offered until the school is content that all entry criteria (including satisfactory assessment) have been met.

Where assessment is successful and a place is offered for enrolment into Nursery to Year 9 (subject to availability), arrangements can be made for children to start at any point during the academic year.

### Age ranges 26-27

For the purposes of entry, applicants' ages are calculated according to British custom, with a September to June birthday watershed. We also use the Spanish age ranges with January to December birthday watershed. In cases where applicants apply from a different education system or country, the year group on entry will be considered sequentially according to their previous education system.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply.

Likewise in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests to do so. **Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.**

ESP Age ranges 26-27	
2023	Nursery
2022	Reception
2021	Year 1
2020	Year 2
2019	Year 3
2018	Year 4
2017	Year 5
2016	Year 6
2015	Year 7
2014	Year 8
2013	Year 9
2012	Year 10
2011	Year 11
2010	Year 12
2009	Year 13

UK Age ranges 26-27		
sept-22	ago 23	Nursery
sept-21	ago-22	Reception
sept-20	ago-21	Year 1
sept-19	ago-20	Year 2
sept-18	ago-19	Year 3
sept-17	ago-18	Year 4
sept-16	ago-17	Year 5
sept-15	ago-16	Year 6
sept-14	ago-15	Year 7
sept-13	ago-14	Year 8
sept-12	ago-13	Year 9
sept-11	ago-12	Year 10
sept-10	ago-11	Year 11
sept-09	ago-10	Year 12
sept-08	ago-09	Year 13

## Overseas Pupils/Pupils with English as an Additional Language

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 must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas pupils (e-athletes) are required to have a guardian who is resident in Spain and who can act on behalf of the parents, if required.

## Equality

Reasonable adjustments are made for pupils with special educational needs and/or disabilities.

Subject to our entry requirements 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).**

# ADMISSIONS PROCESS

## STEP 1: SCHOOL VISIT

Prospective parents are encouraged to visit to see the school in action and to meet the Principal. There are regular calendared open days which are an opportunity to tour the school on an informal basis. Alternatively there is always the option to make an appointment for a personal visit. Please contact the Admissions Department to arrange this.

The admissions team is always keen to meet families from all backgrounds to discuss whether a student's needs and aspirations can be supported here and an opportunity to meet one of the school leaders can be arranged.

It is best to visit during school term time so that you can get a real sense of the energy and excitement that characterises a day at BCG.

## STEP 2: SUBMIT AN ENQUIRY/APPLICATION

All enquiries and applications should be made through the web and we use the Open Apply system.

Every applicant is considered individually using all the information available to us:

### 1. Previous school reports

- The selection process is to be carried out with the full knowledge and participation of the Heads of the appropriate stages.
- Following this selection process, admission to the school requires the approval of the Principal
- Once an application is in process, BCG may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered.
- Heads of the schools will identify applicants whose academic and other abilities appear to match the ethos and standards of the school, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

## STEP 3: STUDENT ASSESSMENT

### **Admission for EYFS and Key Stage 1 (Nursery – Year 2)**

Entrance to the Nursery class EYFS and Key Stage 1 requires an interview with the parents or the creation of a family video (families abroad) . Reports from previous schools or Pre Nursery should be presented.

Pupils with no prior knowledge of English may be admitted into EYFS and KS1. Initially, they are not required to have any level of English upon entry. However, school-based language support will be provided where appropriate. Families are encouraged to make an active effort to support and promote their child's learning of English.

- Pupils from Reception to 2 will be invited to a taster morning before the final acceptance.
- All students admitted to EYFS and Lower Primary (Under 6 Years old) will have to schedule a 30 minutes meeting with the Head of Stage, after the acceptance.

### **Admission for Upper Primary - Key Stage 2 (Year 3- Year 6)**

Entrance to Key Stage 2 requires school reports from previous years. (Official translation to English is required).

All applicants from Years 4 to 12 are required to sit an entrance English assessment and a Cognitive Abilities Test (CAT4). These assessments take a total of 3 hours to complete. Applicants can take these assessments on-site during our new applicant assessment mornings, or if necessary, we can arrange for an online option.

Pupils who are assessed as needing EAL support or who come with little or no prior knowledge of English must agree to a programme of EAL as recommended by the school. EAL support is given both during school hours and as part of our after-school ECAP programme. Depending on the decision of the school, your child may be required to attend the after-school EAL programme as well as be given in-school support. Parents will incur the costs of the after-school EAL programme. The school will decide, based on your child's needs, the duration of their EAL support.

New pupils are not required to have any previous knowledge of Spanish or Catalan. Pupils joining the school with a low level or no previous knowledge of these languages will be assessed by the languages teacher and grouped according to their level. These languages are taught in two groups according to needs: as a native speaker or as a Second Language (SSL) class.

All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.

## **Admission for Secondary Year 7 - Year 10**

Entrance to the Secondary school requires school reports from previous years. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

All applicants from Years 4 take an English and a Cognitive Abilities Test (CAT4). This assessment will take a total of 3 hours to complete, on-site here at the school (assessment mornings) if you can manage to come, or we will accommodate for an online option. **We set assessment dates in the calendar for pupils that started the admission process.**

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour. All pupils applying for entry to the Secondary Department should preferably have a good level of English and have attended a UK or a British international school. Pupils with little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school. All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.

Offers of places are based on a judgement about whether a child will thrive in our educational environment. Thus, the later the stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English. Children may be admitted to any year group provided that there is space, though entry into Year 11 needs to be approached with caution since this is the second phase of a two-year course.

## **Admissions for Sixth Form (Year 12)**

There are various pathways available to Sixth Form students at BCG. The only 'right' pathway is that which is the correct fit for each student. In Year 11, BCG students and their parents meet with our Pathways team to discuss programme/subject choice, academic requirements/fit and future goals to ensure that each student is suitably challenged and supported.

### **IB Diploma Programme**

A rigorous and broad programme of study. The IB Diploma Programme is respected throughout the world and is a benchmark for excellence in education. The Diploma programme requires high academic competence, motivation, commitment and resilience. Diploma Programme students have excellent self management skills, enjoy academic rigour and challenge and want to access the world's leading universities. The admissions criteria reflects the challenging nature of the Diploma Programme.

Internal students seeking admission to the IBDP from Year 11 should ideally have:

- iGCSE/GCSE grade 5 to access related standard level Diploma subjects
- iGCSE/GCSE grade 7 to access related higher level Diploma subjects
- English proficiency at C1 or above
- Excellent work ethic and approaches to learning skills (as shown on school reports)
- An excellent attendance record
- No serious conduct incidents over the last 3 years

We understand that there are certain situations which require a more flexible approach to admission, in particular when a student is particularly gifted in a specific area of the curriculum or has a specific further education pathway in mind. At BCG we strive to help our students develop the skills necessary to succeed in the IB Diploma Programme, becoming reflective, independent learners and globally-minded citizens. All BCG students meet with our Pathways team in Year 11 to discuss their academic progress and goals and are granted conditional access to the IBDP if the challenge is deemed appropriate.

### **IB Career related Programme**

A vocational alternative to the Diploma Programme. It offers students the chance to specialise in an area they are passionate about and provides practical, flexible learning opportunities and a IB qualification that is recognised in many countries across the world including the UK, US and The Netherlands. Please note that Spanish state universities do not yet recognise the IBCP although many private universities in Spain do.

The IBCP at BCG offers students exciting pathways into entrepreneurship, sustainability, the performing arts and sports innovation, preparing them both professionally and academically through joint enrolment with our partners SUMAS, Institute of the Arts Barcelona and Barça Innovation Hub.

The principle access criteria for all IB Career related programmes at BCG is a demonstrable passion for the chosen pathway. However, the IBCP requires excellent independent learning and organisational skills as well as the ability to show initiative and leadership. Depending on the students' choice of pathway, foundational subject knowledge in certain areas such as Mathematics may be necessary and this is reflected in the admissions criteria:

Internal students seeking admission to the IBCP from Year 11 should ideally have:

- iGCSE/GCSE of grade 4 or above in subjects related to the chosen CP pathway at standard level
- iGCSE/GCSE grade 7 to access higher level Diploma Science and Mathematics subjects
- English proficiency at B2+
- Excellent work ethic and approaches to learning skills (as shown on school reports)
- An excellent attendance record
- No serious conduct incidents over the last 3 years

## **IB Diploma Programme course candidate**

This option is an alternative pathway for those students who do not wish to take the full Diploma Programme (or do not meet admission requirements) and who do not have a clear vocational drive for any of the IBCP pathways. Course candidates are not bound by the regulations of the full Diploma in regards to number and level of subjects, allowing them to identify areas of strength and obtain DP subject certificates. They may also choose to opt out of one or more of the DP Core subjects.

Course candidate subject selection will be determined with the student on a case by case basis and take into account iGCSE/GCSE results and/or demonstrable progress as set out by the school. Admissions criteria are the same as IBCP.

Please note that higher education options for course candidates depend on the amount of subjects taken, at which level and on the final result. Course candidate certificates are not recognised in Spain for entrance to state universities.

## **A Levels**

A-Levels (Advanced Level qualifications) are the traditional academic pathway for students aged 16 - 18 in the UK, providing in-depth study of subjects in preparation for university, apprenticeships, or employment. Typically, students choose three or four subjects, allowing for specialization in areas that align with their future aspirations. A-Level courses are academically rigorous, requiring independent learning, critical thinking, and analytical skills. They are highly regarded by universities and employers, offering flexibility and a strong foundation for further study or career pathways.

A Level students at BCG will choose from a small selection of subjects chosen to reflect the strengths of our student body. A level students will also have the option to complete the IBDP Extended Essay and all BCG Sixth Form students will participate in CAS.

Internal students seeking admission to our A Level programme from Year 11 should ideally have:

- 5 passes (4 or above) at GCSE
- English proficiency at B2+ or above
- Excellent work ethic and approaches to learning skills (as shown on school reports)
- An excellent attendance record
- No serious conduct incidents over the last 3 years

## Sixth Form Admission for external students

External students wishing to access the Sixth Form at BCG (IBDP, IBCP or A-levels) are required to complete an application form detailing the following:

- Previous school placements and last 2 years' subject reports
- Predicted grades and final examination results as appropriate
- Evidence of English language proficiency appropriate for each programme
- Any specialist support required and relevant psychologist/medical reports or certificates
- A brief personal statement regarding suitability for their chosen Sixth Form Programme

Candidates and their parents/guardians will be required to attend a preliminary meeting with the school's Head of Sixth Form to discuss a programme of studies to which the learner is best suited.

- Candidates will be required to sit tests in English and Mathematics plus a CAT4 test as part of the admissions process to better inform subject and level choice
- Students will be advised to select subjects and levels that are challenging, yet appropriate to them as individual learners
- Careers and higher education orientation will also inform option choices and levels

While students are expected to submit programme/subject choices as part of the application procedure, the school may set limitations depending on previous school reports and placement tests as well as the availability of places in the programme/subject.

### Late admissions

For the first year of Sixth Form study, we highly recommend students start as close to the beginning of the school year as possible. Late starts, after the 1 October, will be assessed on an individual basis. If accepted, students need to take responsibility for catching up with work they have missed including Creativity Activity and Service requirements. In some cases, repeating the first year of the Diploma Programme may be necessary. All applications after 1 October will indicate this possibility in the acceptance letter.

Placements in the second year of Sixth Form may only take place in exceptional cases.

## STEP 3: THE DECISION

The application for each child (including application form, assessment results and reports from previous schools) will be reviewed by The Principal. **The Executive Head will make the final decision as to whether an offer is to be made. Following the**

**decision, parents are notified by a member of the Admissions Team as to whether the application has been successful or not.**

Where an applicant has met the relevant criteria and standards but no places are available, they will be offered a place on the waiting list.

### **Offer**

**The parents of each applicant will be informed within a week of their application whether a place is offered. The school will not be obliged to state its reasons for declining a request for admission.**

## **STEP 4: REGISTRATION**

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. A place is confirmed once a formal offer has been made by the school, when the non-returnable admission and enrolment fee per pupil is paid and the required documents by the Head of admissions are fully provided.

List of documents:

- Complete and sign the **Medication Policy Form**.
- Complete and sign the **Photo authorization Form**.
- Complete and sign the **Bank Form**.
- Complete and sign the **Term and Conditions Form**
- Proof of payment of admission and matriculation
- Photocopy Vaccination Book.
- Photocopy Official medical.
- Latest report from the previous school.
- 1 family photo.
- ID document OR passport of the student
- 1 copy of father's ID
- 1 copy of mother 's ID

### **Register of Admissions**

The register of admissions is held securely in electronic form by the Head of Admissions. Electronic copies of admissions documentation are also kept securely. Admissions documentation for candidates that are not admitted to the school or decide to not join, is kept for 6 months and then destroyed. Names and contact details of all parents who seek admission to the school are kept electronically for an indefinite period owing to the possibility of another approach to the school at a later date.

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### **Review**

This policy should be reviewed as standard every five years

Policy reviewed and updated by:

- Simon Mower - Executive Head
- Maria Andrea Jacobo - Head of Admissions (EYFS, Primary and Sixth Form)
- Rachel Fenton - Head of Sixth Form