



International School of London Group Mission:

# Diversity – Passion – Identity – Understanding

- The International School of London Group of Schools is a culturally diverse community which fosters a passion and enthusiasm for learning through outstanding educational practices.
- Students' cultural and linguistic identities are valued and nurtured through our international curriculum and Mother Tongue programme.
- Our schools develop the attitudes, skills and understanding needed for active and responsible contributions to both local and global communities.

## Applying for Admission

**This document outlines the Terms and Conditions of Admissions and Enrolment for the International School of London (ISL) Surrey campus. Please read all sections carefully as your signature on the application confirms that you agree with these terms and conditions. Thank you.**

The International School of London (ISL) Group of Schools serve the educational needs of the internationally-minded communities in which they are situated. ISL welcomes students of all nationalities who will benefit from a rigorous, international English-language education with an emphasis on mother tongue literacy and 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 school's programmes and ideals.

We take our responsibility for your child's academic, social and emotional growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience. A personal interview or further testing may be required. Additionally, the school may request further information from teachers, counsellors, administrators and/or other specialists.

ISL Surrey aims to be an inclusive school where all efforts are made to accommodate different learning needs and styles. Students are expected to function in a mainstream classroom and only applicants whose needs can be met by the school's educational and pastoral services will be admitted.

If, after academic acceptance, information about the applicant is received which would have adversely impacted the acceptance, the acceptance may be re-assessed. This may result in withdrawal of the acceptance. In such cases, families remain liable for payment of tuition fees and deposits as per the Terms and Conditions.

ISL Surrey is a day school and only admits students who are living in Surrey with their parents or legal guardians. ISL Surrey has no boarding facilities and does not arrange any homestay accommodation.

Admission to ISL Surrey assumes that parents/legal guardians have read, understood and accepted the school's codes of expectations and conduct (available on the school website: [www.islsurrey.org](http://www.islsurrey.org)).

The school reserves the right to request the withdrawal of a pupil at any time should such action be deemed necessary.



## To apply for admission, please submit the following documentation:

1. **A completed and signed Application Form with an attached passport-size photograph and the Application Fee.**  
The Application Fee covers administrative costs only and does not guarantee a place in the school.
2. **Copies of the student school reports for the past two years and the results of any standardised testing and educational or psychological evaluations. If these are not in English, they should be officially translated.**
3. **Completed Student Questionnaire (Year 5/Grade 4 and above only).**
4. **Completed Teacher Reference Form.**
5. **If your employer is responsible for all or part of the fees, an Employer Certification Form must be completed (one per family).**
6. **Copies of the applicant's passport and UK visa if applicable.**

**Please note, the application will not be considered until all the items have been received.** The signature of the parent/legal guardian on the Application Form or submission of an electronic application constitutes acceptance of all stated Terms and Conditions.

To comply with UK Visas and Immigration (UKVI) regulations, the School Admissions Officer must see every student's passport and keep photocopies of all the pages concerning personal details, visa information, leave stamps and immigration status. This applies to every student irrespective of their nationality. It is therefore necessary for the original passport to be presented to the Admissions Office prior to the student's first day at ISL Surrey.

The Application Form can be submitted via the ISL Surrey online admission system, <https://islsurrey.openapply.com/>. Once the Admissions Office receives the application, you will be contacted to confirm receipt and an update on the status of the application.

Once a final decision has been made as to whether we are able to offer a place, you will be contacted by e-mail. If you are offered a place, notification of admission will be issued. At this stage we request the Enrolment Deposit which must be paid within three weeks of the offer. Depending on acceptance a place will be only be guaranteed upon receipt of the deposit. Depending on the acceptance date, the first term's tuition fee may also be due. If the deadline is missed, the offer may be withdrawn.

The notification of admission and receipt of the deposit signifies that the student will be joining the school. If, however, the family subsequently withdraws the application, the deposit will not be refunded. Additionally, a full term's written notice of a change in plans (in the case of families joining for the first term, by 1<sup>st</sup> June) must be given, or the family remains liable for the first term's tuition fees less the amount of the deposit.

## School Hours

### Early Years Provision (Age 2-4)

Hours: Monday to Friday 08:30-15:30.  
Minimum 3 days.

### Reception (Age 4-5) and Primary (Age 5-11)

Hours: Monday to Friday 08:30-15:30.

## Class Placement

ISL Surrey operates a 31 August cut-off for year/grade placement, but understands that internationally mobile students may need some flexibility. In most cases, students will be placed in their age appropriate year group. In the case of a dispute over year/grade placement, the student will be placed in the age appropriate class until a thorough academic and social assessment is carried out by the class teacher and other senior faculty members. This will take place during the first two weeks of the student's commencement at ISL Surrey and a report with a final placement decision will be communicated to parents.

## Correlation of Programmes 2018-19

Age on 1 September	ISL Surrey	International Baccalaureate	USA System
2 Rising 3	Early Years Provision	--	--
3 Rising 4	Early Years Provision	ECP1	PreK3
4 Rising 5	Reception	ECP2	PreK4
5 Rising 6	Year 1	PYP1	Kindergarten
6 Rising 7	Year 2	PYP2	Grade 1
7 Rising 8	Year 3	PYP3	Grade 2
8 Rising 9	Year 4	PYP4	Grade 3
9 Rising 10	Year 5	PYP5	Grade 4
10 Rising 11	Year 6	PYP6	Grade 5

**Explanatory Notes:** Parents are strongly advised to read and keep a record of these notes. The signature of the parent/legal guardian on the Application Forms, including the online application form, implies acceptance of all the stated terms and conditions and the terms of payment and notice of withdrawal.

**Terms of Payment:** An invoice for the full academic year will be sent in May and is payable in full by the first Monday in July. Fees may exceptionally be paid in instalments with the prior agreement of the Business Office. No pupil will be allowed to attend school unless the fees have been paid. Such action by the school (not allowing the pupil to attend classes) does not relieve the parent/legal guardian of the obligation to pay the outstanding fees.

**Notice of Withdrawal:** For students leaving at the end of the school year, written notice must be given to the Admissions Office by the last day of the Spring Term. For students leaving during the course of the school year, a full term's written notice must be given to the Admissions Office. If the appropriate Notice of Withdrawal is not given, the Enrolment Deposit will be forfeited and the parent/legal guardian will remain obligated to pay the school fees for the whole of the following term. **New applicants** who have accepted a place and paid the Enrolment Deposit and subsequently withdrawn their applications, will not receive a refund of the deposit. Additionally, they must give one term's written notice of a change in plans (in the case of families joining for the first term, by 1<sup>st</sup> June), or they remain liable for the term's tuition fees less the amount of the deposit.

**Refund of Deposits:** Students leaving at the end of the school year who have given written notice by the last day of the Spring Term will be entitled to a refund of the Enrolment Deposit. Students leaving during the course of the school year who have given a full term's written notice will be entitled to a refund of the Enrolment Deposit. New applicants will not be entitled to a refund of the Enrolment Deposit should they not take up the offer of a place, unless written notice is given a full term prior to the scheduled start date.





## Employer Certification Form

This form needs to be completed ONLY IF your employer is responsible for paying part or all of the fees. Your employer will need to sign and stamp the form. One form is required per family.

Employee Name:

Student Names:

Year:

Year:

Year:

Year:

Year:

Name of Employer:

Contact Name:

Address:

E-mail:

Telephone:

Fax:

### The employer is responsible for the following:

- Deposit and Tuition Fees
- Door-to-Door Transportation (provided for children aged 4+)
- Required residential trips
- Discretionary transport (students leaving school early due to illness etc.)
- Academic and social - emotional support as required

**I understand that the terms and conditions concerning fee payment and notice of withdrawal are outlined in the attached document. My signature on this application form confirms that I have read and agree to these terms.**

Signature of Employer:

Date:

Position in Company:

Invoicing address if different from above:

Company Stamp