



COSTEAS-GEITONAS SCHOOL (CGS) ADMISSION POLICY WHOLE SCHOOL STATEMENT

IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

School Mission Statement

At CGS we strive to provide an academic setting where every student's skills and character can flourish to the fullest by encouraging meaningful connections between classroom and real life experiences. Our students work in an environment of ongoing inquiry, cooperation and mutual respect as they acquire a high caliber education and positive life attitudes to make a contribution to the world they live in.

Philosophy

Our aspiration is to enrol children and parents who match our educational philosophy, learning culture, ethos and values.

The school is committed to the principle of equal opportunity in education, and therefore accepts students without discrimination of gender, colour, race, religion or nationality.

CGS is a multi-level and multi-faceted school offering the following programmes:

- Pre-School (ages 3-4) IB Primary Years Programme
- Pre-Kindergarten (ages 4-5) – IB Primary Years Programme
- Kindergarten (ages 5-6) – IB Primary Years Programme
- Primary School – IB Primary Years Programme (ages 6-12)
- Gymnasium- 1st grade of Lyceum – IB Middle Years Programme (ages 12-16)
- Lyceum –2nd-3rd grade of Lyceum (ages 16-18)
- International Baccalaureate Diploma Programme (ages 16-18)

Admission criteria

Applications for admission are accepted throughout the school year based on the space availability. An offer of admissions will be in accordance with the school's non-discriminatory policy. Admission criteria are based on age, academic performance and conduct as well as the prospective student's overall student profile. Special consideration is given to the whole child, namely the applicant's personality, achievements, interests, attitude, study habits and needs within the context of the overall dynamics of our currently formed classes. Due to the multi-faceted nature of our academic programme, we aspire to find out as much as possible about each child before considering an offer of a place. Based on the year level and language proficiency, testing and screening for placement purposes will take different forms, including but not limited to consideration of academic performance, a personal interview, school readiness testing, literacy and numeracy proficiency testing and a review of previous special needs documentation and health records.



Within this framework, admission is based on:

- Interview with the prospective student
- The successful completion of entry assessments for all pupils entering Junior Kindergarten to Year 12. All prospective students must be met and assessed, and their level of maturity is of great importance to us. For children wishing to join CGS pre-school to year 1, assessments are administered to estimate potential and eagerness to engage in tasks, rather than mere academic competence. Moreover, we would expect to see a certain level of independence and self-help abilities. We understand that children come to us with differing pre-school and school experiences, and at varying stages of development.
- A satisfactory report from the prospective pupil's previous school from Year 1 onwards.
- A descriptive pedagogical report completed by the prospective student's teacher(s)/school administration during the previous school year (optional).
- The completion of a signed declaration by at least one of the parents/guardians of the prospective pupil as part of the application for admission, which is GDPR compliant and would inform the school of all known or diagnosed special educational needs. Accordingly, professional evaluations, along with details of extra support the applicant is receiving, should also be provided at the time of application.
- Failure to provide the required documentation at this time may result in cancellation of admission.

Admission decisions

All applications are reviewed by the Admissions Committee, which consists of the head of the level for which the candidate is applying, admissions staff and representatives from CGS's School Counseling Department (SCD).

CGS reserves the right to refuse entry to any year (from Junior Kindergarten to Year 12) if the school's structure, in the opinion of the corresponding Head of Section and a member of the School Counseling Department (SCD), does not meet the educational, physical, social /emotional or behavioral needs of the prospective student.

CGS reserves the right to determine the appropriateness of a prospective student's enrollment in the school within the context of our learning support resources and capabilities and in consideration of the overall classroom environment in accordance with the school's special educational needs / inclusive education policy.

In case significant social / emotional / behavioral issues or learning differences arise during enrollment at the school, there will be close consultation with parents and it is possible that accommodations, which may allow the student to continue at CGS may be required and consequently additional costs for this service may be incurred. This review may also involve requiring parents to seek external assessment. In cases where we determine that we are unable to support a student's special needs, or if parents are unwilling to obtain the external assessments requested, the student will not be allowed to continue at CGS.

Once the application is complete, including receipt of school records and confidential recommendations, our decision is formally announced either by telephone or e-mail within two weeks.

Confirmation of offer & enrollment

Applicants accepted for admission are asked either to accept or reject the offer within one week of receiving notice of acceptance by contacting our admissions office. Once the offer has been accepted, parents will be sent an acceptance letter as well as a Registration Approval Form. In order to confirm enrollment and reserve a place for the accepted applicant, full completion of the RAF and payment of the registration fee (in accordance with the school's fees) are due within 10 days of receipt of the acceptance letter. These commitments must be made on a timely basis so that 1) we may guarantee that places are held for accepted applicants who indeed wish to enroll and 2) in cases where accepted applicants choose different options, we may allocate places to other candidates in the wait pool. Partial refunds are made within specific deadlines in accordance with the school's fee schedule.

Class Placement

It is our policy to make initial tentative placements of students in classes for the coming year, according to a set of clear and fairly managed criteria, which include:

- Academic range and balance
- Balance between new and returning students
- Behaviour issues
- Friendships / optimal peer relationships
- Gender (in order to maintain a balance in the class)
- Size of the class
- Special needs requirements within the class
- Teacher's professional judgement/experience/detailed knowledge of child, considering academic and personal abilities and needs

These recommendations are given very careful consideration by the teachers and will remain tentative until after the arrival and assessment of new students is completed at the commencement of the next year.

Reserved places

Special consideration is given to eligible applicants who are siblings of currently enrolled students and the offspring of CGS alumni. Nevertheless, admission is not automatic, and it is dependent on the number of applicants and the number of spaces available in each particular grade, as well as the qualifications of each applicant.

Wait pool

When the number of eligible applicants exceeds the availability of spaces for a particular grade, students may be placed in a wait pool until a place becomes available. Within the wait pool, priority status is given to students with siblings already enrolled at CGS, as well as the offspring of CGS staff and alumni. In selecting students from the wait pool, we consider various other criteria, including his/her general academic aptitude, and the gender balance of the class/grade.

When applicants are placed in a wait pool, we endeavour to provide them with a realistic estimation of the possible timing for enrollment. However, candidates should realize that the admissions at CGS is dynamic and sometimes unpredictable. We occasionally contact parents of applicants in the wait pool to update them on their enrollment status and to confirm whether they wish to remain in the wait pool.