

St. Lawrence College



Whole School Admissions Policy & Procedures

Our school is one community, united in our respect for each other, tolerant of differences and proud of our diversity, honest and positive about our learning and behaviour every day.

Admissions Policy and Procedures

Choosing a School for your child is one of the most important decisions you will make. At St. Lawrence College we welcome pupils of all ethnic or national origin, race, gender, religion, belief and free from any discrimination on the ground of disability.

The admission process is intended to be personal and informative for all prospective families.

Interview & Tour of the School

It is necessary for the children to have an interview before they can be given a place at the School. The Headmaster, the Headmistress of the Junior Section, the Deputy Headmistress and the Early Years Lead Practitioner will be happy to meet and discuss with parents and children and show them around the School premises. A meeting with the Registrar follows, during which you will be given all the information regarding the admission procedure.

Application and Required Documents

There is no application deadline as registrations are taking place throughout the academic year. Applications are accepted on a space available basis throughout the school year. Parents will be asked to provide certain documents, which will include:

- Pupil Information Form
- Final School Report/Transcript from Previous School (must be in English, with official translations provided when originals are written in another language).
- Confidential reference
- Completed Application Form
- Completed Confidential Medical Questionnaire
- Consent Form
- Doctors' certificates (Cardiologist, Dermatologist or Paediatrician)
- Copy of pupil's passport or ID
- Copy of pupil's birth certificate (in English or Greek)
- Copies of parents' passports or ID
- Proof of tax number of the financially responsible person
- Proof of residence
- Certificate of family status
- Proof of custody in case of divorce

Admissions Decisions

Admission decisions are made after careful evaluation of the candidates. Results of assessment test and previous school records are considered on a case-by-case basis. Additional criteria for admission include motivation, social and emotional development, willingness to work hard, and the ability of the School to accommodate the needs of the candidate.

Please note that, in order to complete the registration, the above mentioned documents should be presented upon initiation of the admission process in support of the application. A final admission decision cannot be made without this information.

Once accepted a place for the pupil is reserved.

Year Placement

Pupils will be placed according to their age on September 1st of their year of entry. Where it is considered to be of benefit to the pupil, he/she may be placed in a lower year than requested. Only under exceptional circumstances will a pupil be placed in a higher year than his/her age group. In these cases, the cut-off date may be extended to December 31st.

Factors to be considered for such a placement include:

- The cut-off date in the child's country of origin
- The child's successful completion of the equivalent year elsewhere;
- A transcript or report from the previous year demonstrating exceptional academic performance and social skills. If a pupil is placed in a year higher than his/her age-group, the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of year after the pupil's abilities have been thoroughly observed. Any change of year would normally take place within the first two months after the pupil's entry into the school.

Special Educational Needs

Pupils with mild to moderate special educational needs are encouraged to apply to the school and will be accommodated accordingly.

The school, through the admission process, must be made aware of any known special educational need that may affect a pupil's ability to take full advantage of the learning. Applicants must disclose any needs at the time of making an application and provide any medical, educational or other reports for prior consideration. These will be passed to the Special Educational Needs Co-ordinator (SENCO) for review before inviting the parents for a consultation to discuss how the pupil's individual needs can be best met.

It is mandatory that an official report from a reputable source detailing and identifying all areas of concern be provided when applying for admission for a pupil with special educational needs.

When a particular special educational need becomes apparent after registration, the school will consult parents about reasonable adjustments that may enable the pupil to continue succeed at learning.

Tuition Fees

The academic year is divided into 3 terms.

Invoices are issued three times in the year, mid-September, mid-January and mid-February.

Payments are expected to be made upon registration, 1st of September, 1st of December, 1st of March.

Fees are payable by credit card, by cheque made to "Meyer Bridges Educational Trust", or by deposit/transfer to the School's account(s). All Tuition Fees are Non-Refundable. Tuition Fees cover the supply of most books, design materials and certain items of stationery.

Parents pay all examination charges for externally marked examinations and the cost of special outings and trips.

It is the parents' responsibility to purchase textbooks for Years 10, 11, 12 and 13.

There is no refund of fees if a pupil is withdrawn during the term, expelled or absent.

Parents wishing to withdraw their children from the School are requested to give a term's notice in writing, i.e. within September or within December, otherwise the full term's fees are due.

The School reserves the right to refuse a pupil from attending classes if fees are consistently in arrears.

Re-registration process

Every March the Admissions Department sends by email to all parents the information package for the next academic year. Formal re-registration takes place by 1st May.

Parents intending to re-register their children at St. Lawrence for the following academic year must deposit the A' Instalment of Fees by the given deadline. Failure to do so may result in the place being given to another candidate. In certain cases, where there is a financial, academic or behavioural issue with a pupil, parents may not be invited to re-register their child/children until the situation has been resolved, and in some cases will be refused reregistration. The Headmaster and/or the Finance Committee are responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.

For new pupils at the start of the school year

Early Years and Junior School pupils: There will be an orientation for all Early Years and Junior School pupils and parents just prior to the start of classes. Each classroom teacher will continue to individually ensure a smooth transition for all new children once the academic year begins.

Senior School pupils: On the first day of lessons, the Headmaster will introduce the pupils to their Form Teachers who will orient them to life at St. Lawrence and prepare them for a smooth transition into their new school. Pupils may also have placement testing in certain subjects.

For new pupils arriving during the course of the year

The Registrar informs the Headmaster and/or the Headmistress of the Junior Section, as well as all administrative staff, of the arrival of new pupils with an e-mail providing the pupil's year, entry date and any relevant background details.

There is no specific orientation programme for new pupils. Each classroom/form teacher ensures the smooth transition for all new children.