



Saint Andrew's International High School

# ADMISSIONS POLICY

Policy Approval Date: **June 2026**

Review Cycle: **Annual**

Next Review Date: **June 2027**

## General Statement

St Andrew's International High School (SAIntS) is committed to ensuring a fair, transparent and consistent admissions process for students entering Years 7–13. The school recognises its responsibility to admit students in a manner that upholds safeguarding, academic integrity and the right to education.

## Rationale

This policy is grounded in national and international rights to education, including the Constitution of the Republic of Malawi (Section 25), the Universal Declaration of Human Rights (Article 26) and the United Nations Convention on the Rights of the Child (Article 28). It ensures non-discriminatory access while maintaining student welfare and curriculum continuity.

## Aims & Objectives

- To ensure clarity, fairness and consistency in all admissions decisions.
- To admit students whose needs can be reasonably met within the school's curriculum and support structures.
- To uphold safeguarding principles in all entry decisions.
- To maintain transparent processes, timelines and documentation requirements.



# Procedures

## 1. Eligibility & Entry Requirements

### 1.1 Age & Year Group Placement

SAIntS uses the British year group model with a 1 September cut-off. Students will be advised to enrol in the designated year group according to their chronological age in the first instance. Exceptions may be considered in clearly evidenced cases and require SLT approval. SAIIntS does not use entrance examinations as part of the admissions process. Any assessments completed after enrolment are for baseline and placement purposes only and do not influence admission decisions.

### 1.2 Examination Years

Year 11 and Year 13 are normally closed to new admissions as they are two-year courses with defined assessment schedules.

### 1.3 Sixth form

Admission to Year 12 closes at the beginning of September. In exceptional circumstances, students may join until the end of the first half term (mid-October). Progress of students in this situation will be closely monitored by the Sixth Form team and it may be appropriate for them to restart Year 12 the following year. The minimum academic requirements for students to be admitted to the Sixth Form are detailed in the Sixth Form Options Handbook.

### 1.4 English Language Requirements

- 1.4.1 English is the medium of instruction at SAIIntS, except in Modern Foreign Languages (MFL) lessons where French and Spanish are used.
- 1.4.2 Applicants for whom English is an Additional Language (EAL) will be assessed by the EAL specialist in line with the SAIIntS EAL Admissions and Support Policy and according to the CEFR (Common European Framework of Reference for Languages), to assess their level of English acquisition.
- 1.4.3 Key Stage 3 applicants (Years 7—9) may be admitted with CEFR Level B1.
- 1.4.4 Key Stage 4 applicants (Years 10—11) may be admitted with CEFR Level B1+.
- 1.4.5 Key Stage 5 applicants (Years 12—13) may be admitted with CEFR Level B2+.
- 1.4.6 Students below B1 may only be admitted when their peer age group is in Years 7---9. They enter an immersion programme with a reduced timetable and may need to repeat the academic year.

### 1.5 Additional Educational Needs (AEN) and Special Educational Needs or Disability) (SEND)

- 1.5.1 SAIIntS is a mainstream, inclusive secondary school and admits students of a wide range of needs and abilities where we can reasonably guarantee meaningful educational provision. Admissions offers for students with severe AEN/SEND will be made after consultation between the Special Educational Needs and Disabilities Coordinator (SENDCo) and parent. Full disclosure of any educational, medical or behavioural needs is required at application; undisclosed needs may affect the offer of admission.
- 1.5.2 SAIIntS is not a specialist AEN school and we may not have the qualified personnel or suitable facilities to accommodate all SEND. The right to decline applications is reserved on such grounds.

### 1.6 Boarding

Boarding places are subject to availability and suitability. Where a student resides without their parent(s)/legal guardian(s), SAIIntS requires a responsible adult guardian residing within the Blantyre area to be nominated and reserves the right to decline applications where welfare arrangements are unsuitable.

### 1.7 Previously excluded students

SAIntS upholds the highest standards of student behaviour, personal conduct and discipline in line with its Behaviour for Learning (B4L) Policy. Three termly reports prior to entry and a confidential information request from the previous school will be required for any new admissions. Full disclosure of any school sanctions, including temporary suspensions and permanent exclusions, is required at application; undisclosed records may affect the offer of admission.

## 2. The Admissions Process

### 2.1 Enquiry & Visit

Families are encouraged to visit SAIntS in person first to understand our ethos, curriculum and facilities. An Open Day is held annually in February to which interested members of the public are invited. Special transition events are also held for parents and children in Year 6 in coordination with our partner feeder primary schools.

### 2.2 Application

Parents submit the online Application Form with required documents (see §2.3). A non-refundable application fee applies.

### 2.3 Required Documentation

- Passport or birth certificate (proof of date of birth and identity)
- Last three school reports (translated into English if applicable)
- Confidential reference from the current/most recent school
- Disclosure of AEN/SEND/EAL and any relevant professional reports
- Medical information as requested for school records
- Proof of medical insurance

### 2.4 Interviews & Placement

#### Years 7–10

- Following registration, the Admissions Officer will arrange an appointment between the parent and relevant Head of Year (HOY) for an admissions interview.
- This will not be necessary in the case of students applying to join Year 7 in September, for whom an alternative primary transition process is in place.
- The HOY will gather all necessary information and explain any details necessary for a smooth start and transfer.
- For students in Years 8–10, the HOY will help parents and students to make appropriate options choices as necessary.

#### Year 12

- The admissions interview may be conducted by either the Head of Year, Head of Sixth Form or SLT prior to September admission.

### 2.5 Offers

- After the admissions interview, an offer can be made which may be unconditional or conditional (e.g., pending results, documentation, support or behaviour agreements).
- Acceptance requires signed Home–School Agreement and, where applicable, fee payments by the stated deadline.
- Following acceptance of the offer, an enrolment letter will be sent to parents confirming the child's place which may be used for official or administrative purposes.
- The first term may be probationary to confirm placement and support fit.

### 2.6 House Allocation

- During the admissions interview, the Head of Year will confirm to which House the student will be allocated. This also determines the student's allocated tutor group.
- Parents may indicate a preferred House on the application form or at the admissions interview.
- Heads of Year have a duty to ensure that tutor groups are balanced in terms of numbers, genders, backgrounds, and academic and sporting abilities. Indication of a preferred House is therefore no guarantee of allocation.
- Preferences based on the House of older siblings currently enrolled at the school, or strong historic family allegiances, are usually considered.
- Siblings are not always allocated the same House, although this is usually the case and logistical factors (e.g., afternoon pick-up days) are always considered.
- It is usually recommended that twins are allocated separate Houses, upon agreement with the parent. This enables their own academic, social and personal growth, each independent of the other. Triplets and other multiples will be assessed on a case-by-case basis, in consultation with parents.

## 2.7 Deferrals & Start Dates

Entry may be deferred (subject to availability) to a future term/year upon agreement with the relevant Head of Year, the Head of Sixth Form or member of the Senior Leadership Team (SLT).

## 2.8 Special Circumstances

The following are considered on a case-by-case basis, subject to space, availability, student welfare and curriculum continuity, and require SLT approval:

- Mid-year transfers in Years 10—13.
- Students older than 18 years.
- Students requesting to join a year group outside of their chronological age group.
- Subject availability in examination years – placement depends on timetable feasibility and prior syllabi compatibility.
- Guardianship (non-resident parents) – may also require approval of the Head of Boarding.

## 3. Appeals And Complaints

Parents may request an admissions review by writing to the Admissions Lead (Assistant Headteacher) within 10 working days of the decision, stating the grounds (e.g., new evidence). A review panel (Admissions Lead + SLT nominee not previously involved) will respond within 5 working days (longer when outside of published term dates). This does not affect access to the School's Complaints Policy.

## 4. Roles & Responsibilities

### Board of Governors

- Approves policy
- Monitors trends
- Reviews escalated appeals

### Headteacher & SLT

- Ensure compliance
- Decide exceptions
- Final decision on complex cases.

### Admissions Officer

- Manages enquiries, applications, waitlists, records and offers.

### Heads of Year & Head of Sixth Form

- Advise on placement
- Allocate House
- Support curriculum fit
- Ensure suitable induction and support is in place for new admissions

### SENDCo & EAL Lead

- Reviews disclosures
- Determines support feasibility.

### Head of Boarding

- Confirms boarding availability and guardianship suitability.

### Finance Office

- Administers registration and tuition/boarding fees.

## 5. Related Policies & Documents

- Teaching & Learning Policy
- DEIJB (Diversity, Equality, Inclusion, Justice and Belonging) Policy
- SEND Policy
- Safeguarding & Child Protection Policy

- B4L Policy
- Fees Structure
- Home–School Agreement
- Complaints Policy
- Privacy/Data Protection
- EAL Admissions and Support Policy

### **Staff Links:**

- **Admissions Officer**
- **Assistant Headteacher: Pastoral**
- **Heads of Year, Head of Sixth form**
- **SENDCo**
- **Head of Boarding**