

# Admissions Policy and Summary of Procedures

La Garenne International School



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## Admissions Policy and Summary of Procedures

The admissions process at La Garenne takes an inclusive, holistic view of all applicants, rather than concentrating purely on their academic performance. However, we will only accept students if we believe that the educational experience offered by La Garenne is in line with their individual needs and aspirations. The child must enjoy participating in the wide range of activities provided and being motivated in school life.

The Admissions Office does not discriminate in its policies and procedures in terms of the race, colour, nationality, ethnic origin, or religion of a prospective student. Students with disabilities will be accepted if the school is able to provide for their specific needs. Once all the necessary information and documentation has been collected by the Admissions Department, the General Director, the Head of Boarding and the relevant Academic Head review the application files. They add their comments on iSAMS prior to the meeting of the Admissions Committee, when they all meet to discuss each application on a case-by-case basis.

The Admissions Office staff members help guide the students and their parents through each stage of the application process. The file of each applicant is compiled using iSAMS and all of the documents and data are available to the Admissions Committee. Please see the [Admissions Procedure](#) below.

The Admissions Committee consists of the General Director, the Head of Boarding and the Academic Head, the Head of Primary and the Admissions Officers. Its members review the information centralised on the iSAMS platform, and are able to add comments as an individual application progresses towards completion. The Admissions Committee meets on a weekly basis for an overview of the situation regarding student recruitment in order to make collaborative decisions on individual applicants, outlining any special conditions that may need to be put in place (ESL and SEN support, for example). Students are placed in the year group compatible with their age, development, and previous school performance.

The parents of prospective students are required to provide reports from the applicant's previous school(s) and to inform La Garenne of any health matters, learning difficulties and general welfare issues concerning their children. Whenever possible, students are asked to visit the school with their parents to tour the campus and have an interview with the Admissions Department, the General Director and members of the academic and boarding sections.

### Primary School applicants

Currently, all prospective Primary School applicants are required to take tests in English and Mathematics as part of the application process. These are not entrance tests as such. The results help the school to identify areas in which the applicant might need additional support in these core subjects.

### Middle Years Programme (MYP) applicants

Applicants wishing to join the MYP age ranges are required to take a GL standardised placement test which assesses students across 4 key skill areas and places them within a National Percentile Rank (NPR) comparing how well they perform in comparison with other students of the same age.

These are placement tests rather than entrance tests as we believe that the MYP should be as inclusive as possible, hence there are no entrance criteria to the MYP programme. The data from the placement test is used to identify how the students can be further supported in their learning.

Prospective students are also required to send a motivational letter or video in addition to submitting a recommendation form from their current school and conduct a personal interview prior to being offered a place. The procedure is outlined in the 'Admissions Procedure' listed below.

### **Diploma Programme Applicants**

Applicants for the Diploma Programme are also required to take a GL placement test to identify their NPR score and identify areas of strength and weakness. The Diploma Programme at LGIS is inclusive and we aim to give every student the opportunity to access the full Diploma however the school offers guidance in terms of the expected level of previous academic attainment to ensure that a student opts for a combination of subjects that suits their strengths. We recommend that for Standard Level study, students should have obtained a minimum of an MYP level 4, IGCSE grade C or other international equivalent. For subjects at HL we recommend that students should have obtained a minimum of an MYP level 5, IGCSE grade B or other international equivalent. This is guidance only and should an applicant for the DP not have obtained these grades this will not affect their offer of a place on the programme.

We aim to ensure that the students joining us are able to access the curriculum as soon as possible. We will put in place the learning support students may require from the moment they arrive, particularly ESL provision. Any extra charges that may be incurred are clearly explained to the parents prior to the completion of the contract between the parents and the school. The La Garenne Learning Support programmes are able to support a limited number of students. If a student requires additional support, such as external assessments, occupational therapy, speech and language therapy, a personal assistant or tutors, these services are outsourced to local specialists. This is at the parents' expense and these services are organised through the school. Since September 2018, we have broadened the application process. Skype interviews are required for students who are unable to visit the school personally. Furthermore, prospective students are asked to write a letter of motivation and to produce a short presentation in some form about their interests and passions. This allows us to have a more complete picture of the student in question.

Students who will need ESL support are encouraged to take English lessons over the summer prior to entry to La Garenne. This is often due to the fact that they have not studied in an English programme before. Some students come for a trial day at the school, shadowing a class. A developing aspect of the Admissions process has been our integration programme. Now in its second year, this has been a welcome addition to the admissions process for students, parents and the school. Here students spend one or two weeks following the academic programme of their year group, often during their school holidays. This allows the students and their parents to see if La Garenne is the right school for them and at the same time allows the school to assess the student's suitability.

The La Garenne student body consists of a wide variety of individuals, and those who will benefit most from the school will have some or most of the following attributes;

- Compassionate, curious, caring, connected citizens
- Supportive family
- Openness for languages
- Passion for the outdoors and participation in physical activity

## ADMISSION PROCEDURE

### 1. Contact La Garenne

Please contact the Director of Admissions [admissions@la-garenne.ch](mailto:admissions@la-garenne.ch) or call +41 (0)24 495 24 53 to enquire about available places, and if you have any questions about the application process.

### 2. Visit us

You are strongly advised to accompany **your** child on a school visit. This will enable you to appreciate the various aspects of our organisation and discover more about school life. Depending on the nature of your visit, your child(ren) may be interviewed or sit exams.

### 3. Documents to be sent to our Admission Office

- Complete the online [Admission Form](#)
- Send scanned copies of grading reports for the last two years to [admissions@la-garenne.ch](mailto:admissions@la-garenne.ch) (These must include the annual report for the previous academic year and the most recent report)
- Send scanned copies of the student's passport and vaccination records
- Provide a short reference letter in English or French from the School Principal, Class Teacher or Head of Academics at the student's current school
- Parents should provide a short motivation letter explaining to us what they like to share as a family
- Current school of the candidate must complete the [Recommendation Form](#)
- "Express yourself": The candidate must provide either a short presentation / video / photos and letter demonstrating his/her passion in life
- Placement tests in English and Mathematics must be completed for children applying for Year 3 to Year 6. GL Placement tests must be taken for students entering MYP or DP studies. The Admissions Office will organise testing at school or the tests may be sent to the current school or home. Tests conducted outside La Garenne must comply with certain requirements as specified by the office
- The candidate will be interviewed personally or using Skype by a member of the academic staff and/or the General Director. This is obligatory.

#### **4. Decision of the Admission Committee**

The Admissions Committee will consider the completed file and make a decision. The family will be advised of the outcome within 10 days.

The three types of decisions are:

- Accepted
- Waiting List
- Not Accepted or Declined

#### **5. Payment of enrolment fees and development fund**

If the Admissions Office confirms enrolment of the candidate, an official communication along with an invoice will be sent to the family. These fees (enrolment and development fund) will have to be settled within 1 week to guarantee the place of the student. This payment is non-refundable.