Admissions Policy

Approved by:	Principal / Head of School	**Last reviewed on:**	November 2026
Date:	—	**Next review due by:**	November 2027

Policy Owner: Head of Admissions

Review Cycle: Annual

Applies to: All applicants and their families seeking admission to Magno International School.

1. Purpose

Magno International School welcomes applications from families of all backgrounds and nationalities. As part of the Ariston Education group, we are committed to ensuring that our admissions procedures are transparent, fair, consistent, and focused on the best interests of each child and the wider school community.
This policy explains:

- How admissions decisions are made.
- What information families must provide.
- How educational, behavioural, medical and wellbeing needs are assessed.
- The circumstances in which a place may be offered, deferred or declined.

2. Principles

Magno International School seeks to provide an inclusive and welcoming admissions process.
We therefore commit to the following principles:

- Admissions are open regardless of nationality, ethnicity, religion, gender, family circumstances or disability.
- Every applicant is considered individually.
- Decisions are evidence-based and documented.
- Families are informed honestly and transparently about the school's ability to meet a child's needs.
- The interests of both the applicant and the current student body are considered.
- Reasonable adjustments will always be considered before any decision is made regarding a student's suitability for admission.

3. Age Range and Educational Provision

Magno International School provides education for students aged 3 to 18 years through the following stages:

Stage	Age
Early Years	3-5
Primary	6-11
Secondary	12-15
Sixth Form / Bachillerato	16-18

The curriculum follows the Spanish educational framework whilst delivering a multilingual international education with English and Spanish as principal languages of instruction.

4. Admissions Process

The admissions process consists of the following stages:

Stage 1: Enquiry and Visit

Families are encouraged to:

- Request information.
- Attend an Open Day.
- Visit the school.
- Meet members of the Admissions Team.

Stage 2: Registration

Families submit:

- Admissions application form.
- Health and Learning Disclosure Form.
- Recent school reports.
- Identification documents.
- Registration and Reservation fee where aplicable.

Stage 3: Documentation Review

The Admissions Team reviews:

- Academic reports.
- Behaviour records where relevant.
- Medical information.
- Learning support documentation.
- Previous school references.

Stage 4: Assessment and Taster Day

Applicants may be invited to:

- Complete an admissions assessment.
- Attend a taster day.
- Participate in an interview with school staff.

Students applying for Year 3 and above will normally complete assessments in:

- Mathematics
- English
- Spanish

Stage 5: Learning Support Review

Where additional educational, emotional, behavioural, language or medical needs are identified, the relevant specialists review the application to determine:

- Whether the school can meet the student's needs.
- Any support required.
- Whether additional provision may be necessary.

Stage 6: Admissions Decision

All admissions decisions are made by the Head of School, in consultation with the Senior Leadership Team (SLT) where necessary, and are recorded with supporting reasons.

- **Stage 7: Offer**
- Successful applicants receive:
- **Offer Letter** outlining the place offered, the proposed entry date and any specific conditions attached to the offer.
- **Parent Contract**, setting out the terms and conditions governing the family's relationship with the School, including enrolment, fees, withdrawals, notice periods, parental responsibilities, and other key rights and obligations.
- **Fee Schedule.** The School will provide the current Fee Schedule available at the time the offer is made. Where fees for the relevant academic year have not yet been published, the fee schedule provided is for guidance purposes only. All fees are subject to the School's annual fee review, and the Fee Schedule in force at the time of enrolment will apply.

- **School Policies.** Relevant policies are available on the School's website and form part of the information provided to families. Parents are responsible for familiarising themselves with applicable School policies, procedures and regulations, as updated from time to time.
- **Additional Provision Letter**, where applicable, outlining any agreed educational, learning support or inclusion provisions and any associated arrangements or charges.

Stage 8: Acceptance
A place is confirmed once:

1. **The Acceptance Documentation has been completed, signed and returned**, including the Formal Offer Acceptance, Parent Contract and any other required enrolment documents. These documents must be signed by all parents or legal guardians holding parental responsibility for the child. Where documentation is signed by only one parent or legal guardian, the School will require satisfactory evidence that the signatory has the legal authority to act on behalf of the child.
2. **The Enrolment Fee has been paid.** The Enrolment Fee is a one-time, non-refundable administrative fee payable upon initial enrolment.
3. **The Annual Reservation Fee has been received.** This is a non-refundable annual fee required to secure and retain a student's place at the School.

Once all applicable requirements have been met, the School will confirm the student's place in writing.

5. Information Families Must Disclose

Parents must provide complete and accurate information regarding:

- Medical conditions.
- Allergies.
- Learning difficulties.
- SEND assessments.
- Educational psychologist reports.
- Behaviour concerns.
- Previous exclusions or suspensions.
- Interrupted schooling.
- Court orders affecting the child.
- Languages spoken at home.
- Any support currently received.

Failure to disclose relevant information may lead to a reassessment of the offer if the school is subsequently unable to meet the student's needs safely and appropriately.

6. Special Educational Needs and Disabilities (SEND)

Magno International School welcomes applications from students with Special Educational Needs and Disabilities (SEND). Each application is reviewed individually.
The school will consider:

- Academic access.
- Wellbeing needs.
- Social integration.
- Safety considerations.
- Staffing capacity.
- Available specialist provision.

Where additional support is required beyond standard classroom provision, the school may recommend an individual support plan. Any associated costs will be clearly communicated before enrolment.
The school will not decline an application solely on the basis of a diagnosed learning need or disability without carrying out an individual assessment and considering reasonable adjustments.

7. English and Spanish Language Support

As a multilingual school, Magno provides language support to help students access the curriculum and integrate successfully into school life.
Where a student requires additional language development, the School may provide English as an Additional Language (EAL) or Spanish language support. The type and level of support will be determined by the School following its assessment of the student's needs.
Where the School determines that a student's English or Spanish proficiency is insufficient to access the curriculum in the language of instruction, participation in a **Language Immersion Programme**, including **English Immersion**, **Spanish Immersion** or **Language Immersion Plus**, may be required as a condition of enrolment or continued attendance.
Language Immersion Programmes are separate from standard language support provision, are subject to additional fees, and require written acceptance by the student's parents or legal guardians. Details of the programme, associated costs and expected learning objectives will be communicated to families in advance.
The School may assess a student's language proficiency before admission and periodically thereafter to determine the level of support or immersion required.

8. Oversubscription and Waiting Lists

Where no places are available in the requested year group, applicants who have successfully completed the admissions process and meet the School's admissions criteria may be offered a place on the waiting list.
To be eligible for the waiting list, families must complete the admissions process up to the stage at which the School is unable to offer a place due to lack of availability.
A **Waiting List Fee** may be payable to secure a position on the waiting list. This fee will be refunded if the School is unable to offer a place. However, if a place is offered and the family chooses not to accept it, the Waiting List Fee will be forfeited.
Priority on the waiting list may be determined by:

4. Siblings of current students.
5. Date of completion of the admissions process.
6. Students already enrolled within the Ariston Education group.
7. Children of staff.
8. The overall balance and composition of the year group.

Placement on a waiting list does not guarantee that a place will become available. The School reserves the right to manage waiting lists in accordance with its admissions priorities and the needs of the year group.

9. Required Documentation

Families may be asked to submit:

- Passport or national identity card.
- Birth certificate.
- Two years of school reports.
- Medical records and declarations.
- Psychological or specialist reports where relevant.
- Previous school references.
- Transfer certificate from the previous school where required.
- For non-Spanish nationals residing in Spain, a valid NIE (Número de Identidad de Extranjero) or proof of application may also be required.

All documents must be provided in either English or Spanish. Certified translations may be requested.

10. Admission Decisions

A place will normally be offered where the school is satisfied that:

- The student can access the curriculum.
- The school can provide appropriate support.
- Admission would not create an unacceptable risk to the welfare of students or staff.
- The year group placement is appropriate.
- Families accept any recommended support arrangements.

11. Data Protection

All admissions records are processed and stored in accordance with applicable data protection legislation and the school's Privacy Notice.
Information provided during admissions is used solely to:

- Assess suitability for admission.
- Plan educational provision.
- Meet safeguarding obligations.
- Fulfil legal and regulatory requirements.

12. Complaints

There is no appeal against an admissions decision. The decision of the Head of School is final.
However, families may submit a complaint if they believe the admissions policy has not been correctly applied or that discrimination has occurred. Such complaints will be managed in accordance with the school's Complaints Policy.

13. Key Admissions Contacts

Admissions Office
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admissions@magnoschool.es 📞 +34 965 625 200