

# ACCESS POLICY AND DESCRIPTION OF THE ADMISSION PROCESS

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## **TABLE OF CONTENTS**

1. INTRODUCTION
2. ADMISSION TO THE DIPLOMA PROGRAMME
  - 2.1. COMMUNICATION AND DISSEMINATION OF THE PROGRAMME TO STUDENTS AND FAMILIES
  - 2.2. CHOICE OF BACCALAUREATE MODEL
  - 2.3. SELECTION AND ADMISSION OF PUPILS TO THE DIPLOMA PROGRAMME
3. REVISION AND DISSEMINATION OF THE DOCUMENT
4. BIBLIOGRAPHY

## **1. INTRODUCTION**

In order to be admitted to El Altillo International School, the student must provide the corresponding form duly completed, together with a copy of the final marks of the last two academic years and a medical certificate, as well as any other documentation that may be of interest to the Centre: Conservatory, elite sportsperson's certificate, allergies, etc.

The Head of Admissions arranges for tests and an interview with the Guidance Counsellor and Coordinator.

The results of the tests, especially the language tests, as well as the student-parent interview and the consideration of the student's academic history constitute the requirements for the admission of a student.

Management together with Coordination decide on Admission-Non Admission, and the family is informed in order to continue with the enrolment process.

If the student comes from a foreign education system, he/she will be registered by date of birth.

Registration will not be renewed for pupils who have had disciplinary problems during the academic year. The decision will be taken by Management who will inform the parents at the end of the school year.

## **2. ADMISSION TO THE DIPLOMA PROGRAMME**

### **2.1. COMMUNICATION AND DISSEMINATION OF THE PROGRAMME TO STUDENTS AND FAMILIES**

Organized by the School Career Guidance Department, 4th year Secondary students attend career guidance sessions over a period of several weeks, in which the aim is to gather their preferences for higher education studies based on their different skills, abilities and interests, in order to guide them towards the Bacallaureate stage.

This document will have to be considered as another tool for analysis when assessing the future university and Bacallaureate studies that our students wish to pursue.

Once the results have been obtained, in February, the Headmistress, the Deputy Head and the Baccaureate Coordinator hold a talk with the 4th year Secondary groups in which they can raise their concerns about Baccaureate and their future university studies. In this talk, the students' first concerns about the Diploma Programme are resolved.

Afterwards, a formal presentation session of the school's Baccaureate is held for students in 4th year Secondary. In this session, the PD coordinator explains:

- The school's double Baccaureate model: Students can choose to take the National Baccaureate (LOMCE) or the double National Baccaureate Programme plus the International Baccaureate Diploma Programme, thus ensuring two routes to university.

- The attributes of an IB student profile: they should strive to be inquirers, informed and enlightened, thinkers, good communicators, people of integrity, open-minded, caring, bold (courageous), balanced and reflective. These attributes are typical of internationally minded people.

- The configuration of the Diploma Programme into the six subject groups and the subjects offered by the school.

- Information on the common core of the DP consisting of Theory of Knowledge, CAS and Extended Essay.

- The requirements for obtaining the DP certificate.

- Explanation of access to Spanish and foreign universities through the two programmes.

At a later date the Diploma Programme Coordinator will provide the parents with this same information.

## **2.2. CHOICE OF BACCAUREATE MODEL**

Once the information sessions are over, the PD coordinator sends all 4th year Secondary students a google form asking them about their chosen Baccaureate mode.

El Altillo International School offers three types of Bacalaureate:

- Scientific and Technological. Focused on disciplines such as Engineering, Physics, Mathematics,...
- Health. Suitable for health careers such as Nursing and Medicine.
- Humanities and Social Sciences. Aimed at Law, Business Management, Business Administration,...

Within each modality, pupils can choose to take the National Bacalaureate (LOMCE) or the International Bacalaureate (IB plus LOMCE).

These results provide initial information on pupils' interests.

### **2.3. SELECTION AND ADMISSION OF PUPILS TO THE DIPLOMA PROGRAMME**

For students who have studied 4th year Secondary at School and are interested in accessing the programme the following will be taken into account and assessed:

- The grades of 3rd and 4th year Secondary
- An assessment by the teaching staff that students are in possession of most of the following:
  - Can express him/herself fluently orally and in writing in Spanish and English.
  - He/she is an organised and responsible learner. They have the ability to organise their time correctly.
  - He/she shows writing and scientific research skills.
  - He/she is an honest person and shows empathy and concern for his/her environment.
  - He/she is aware of and has assimilated the rules of academic rectitude.
  - He/she is able to cope with teamwork
  - He/she is inquisitive and has a critical spirit.

- He/she has a sense of international mindedness and cross-cultural understanding.
  - He/she is always active in learning and sees difficulties as a possibility for improvement.
  - He/she is aware of the effort involved in the DP and is willing to undertake it.
- A commitment by the student to remain in the DP for two years. Only in justified cases, a commission formed by the Director, the Deputy Director and the Coordinator of the PD will assess the possibility of the student leaving the PD. To do so, the student must:
- a) Submit the request to leave the programme to the coordinator in writing.
  - b) They must validate the subjects that the student has not taken during the course of the programme.

Students who have not studied 4th year Secondary in the Centre and want to apply for the DP should:

- Present their grades for 3rd and 4th year Secondary.
- Pass level tests in English and Spanish.
- Have a personal interview, first individually and then with their parents, with the school counsellor and the PD coordinator. They will assess whether the student is suitable for the PD.

### **3. REVISION AND DISSEMINATION OF THE DOCUMENT**

This policy is revised annually. The last revision took place in October 2020. Those responsible for revision and dissemination are:

- Management
- Secondary and Baccalaureate Coordinators (MYP and Diploma Coordinators).
- Head of Admissions.

#### **4. BIBLIOGRAPHY**

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