



*International, Inspiring, Incredible*

## **Admissions Policy**

The British Section is part of Service Children's Education and therefore adheres to procedures as set out in Joint Service Publication 342 (JSP 342). Paragraph 3.6 of this publication permits entitled non-fee and fee payers to attend the British Section of SHAPE International School on a "space available" basis. The decision to offer a school place is at the "discretion of the Principal" as outlined in the SHAPE International School Memorandum of Understanding (1976).

In case of oversubscription for "space available" places in school, a waiting list is created. This list is administered according to the following priority order:

- 1) All entitled children (see JSP342 Ch 3) have a guaranteed place within the school, as such they do not feature on the waiting list.
- 2) Fee paying UK nationality NATO employed civilians employed in SHAPE.
- 3) Entitled non-fee (e.g. serving SHAPE military personnel, staff employed by SHAPE International School) and fee paying (e.g. NATO civilians of non-UK nationality) children who already have a sibling attending the school.
- 4) Entitled non-fee and fee paying children who do not have a sibling attending the school.
- 5) Contractors and consultants working on SHAPE not entitled to SHAPE International School education and other applicants at the discretion of the Director General of SHAPE International School.
- 6) If there are a number of applicants for a school place within the same priority band, position on the waiting list is determined by date of application for a school place. Those who have been on the waiting list the longest are given priority.

It should be noted that the Headmaster retains the right to vary the priority order above and positions within waiting list when it is necessary to ensure the composition of classes are conducive for effective learning i.e. a native English speaking child may be prioritised to help balance a class which already has high percentages of English as Additional Language speakers or prioritisation altered to redress uneven distribution of specific first language speakers.



School places for applicants who fit within the admission's priorities point 2 – point 6 are only allocated a school place after a successful interview and completion of all necessary paper work. The interview is held to ensure that the child's needs can be met in the school, level of English competence and if the child would "fit in" with the British Section. The decision to offer a school place is at the discretion of the school Principal who in the case of the British Section is the Headmaster.

*Approved by the British School Governance Committee and Director General of SHAPE International School: May 2016*

Review Date: June 2020