



The
British School
of Monaco

POLICY SECTION: Section 1 – THE SCHOOL AND ITS GOALS

POLICY NUMBER: 1.04

ADMISSIONS POLICY

EFFECTIVE FROM: 16/VI/22

LAST REVIEWED: 24/09/25

NEXT REVIEW DATE: Summer 2026

Our School Mission Statement

To provide Monaco families with a family-owned British curriculum school and an intimate nurturing community that motivates students to become grounded, passionate and aspirational learners. We want our students to enjoy each precious year of childhood as they grow into adults.

INTRODUCTION

The British School of Monaco warmly welcomes applications from families who subscribe to our Vision, Mission and Values, and who are looking for an English language education in line with the *National Curriculum for England*.

We have an inclusive admissions policy, accepting students without regard to race, ethnicity or gender, in a spirit of fairness and equality. We will consider students with mild to moderate learning needs, chronic health conditions, and students who have limited English language acquisition.

However, in allocating places, the British School of Monaco is mindful of:

- ❖ The school being able to meet the individual needs of the student.
- ❖ The welfare and safety of all students who already attend the school.
- ❖ The mix and balance of students already admitted to a particular class or year group.
- ❖ The school's ability to provide any additional support required or meet the individual needs of the child.

1. General

- Children of all nationalities are eligible to apply for admission to the school.
- In order to preserve the school's international composition, and to promote a dynamic English speaking environment, the school reserves the right to limit any one dominant language, other than English, to no more than 25% of the class.
- Siblings of children already enrolled in the school have priority, provided that their applications are submitted in good time and that the general criteria for admissions are met.
- All students must be physically and emotionally ready to start full-time school. All students need to be toilet trained and able to separate comfortably from their parents.

2. Responsibility for Admissions

- The Board delegates the Principal to be responsible for admissions and for the operation of this policy.
- The implementation of admissions procedures is delegated to the Head of Admissions.

3. Selection

The preconditions for admission are that:

- The applicant is of the appropriate age (according to the school's published Age and Grade Equivalent Table) and maturity.
- Any language or learning difficulties, and other special needs can, in the informed opinion of the Principal, can be managed within the school's normal provision.
- Current school reports are satisfactory.
- Parents understand and support the School's Mission, Guiding Statements, Ethos and Child Protection policy.

All children will be assessed before a place is offered in order to make sure that the school is able to provide an education appropriate to the child's needs, in keeping with the Mission of the school.

The criteria for selection are:

- Satisfactory performance in all required entrance assessments.
- A positive recommendation from the Principal of the applicant's present school or satisfactory school reports.
- A satisfactory parental interview.
- Sufficient competency in the use of English to access the school's curriculum within the student's year group.

4. Placement

- The British School of Monaco believes that children thrive best when they are educated and can socialise with children of the same age. Entry into the appropriate year group will be based on the student's age as of 31st August in the year of entry. This also corresponds to the age cut off for the *National Curriculum for England* and will provide a smooth transition for a student if transferring later to other British or international schools. Placing a student substantially outside of his or her age cohort does not provide any meaningful solution to one who may simply need extra support, or one who has "skipped a grade" in an institution where there is no other provision for stretching a very able student.
- With small class sizes (maximum sixteen per class) within the primary and secondary school or individual provision in the one-to-one programme, and highly experienced, qualified teachers, we feel we can best support, or stretch a student as appropriate within his or her age cohort. In a very few cases, for children who started formal education late, or who would be the very youngest in their class, (children born in July or August), the British School of Monaco may make an exception and place a child in the year below his or her age cohort; however, placement of a student in a Year group older or younger than his or her chronological age is only considered in the most exceptional of circumstances.
- To encourage a dynamic English language environment within our classes, we reserve the right to limit any other dominant, single language grouping to no more than 25% of the whole.

4. Children with Additional Needs

- The British School of Monaco strives to provide a suitable and challenging education for students, including non-native English speakers, those with mild to moderate learning disabilities and also the most academically able, high achieving students who can all coexist and flourish in our learning environment.
- The school also recognises that on occasion the resources of the school are inadequate for an individual student's needs. In this situation the school may refuse that student admission.

- In the unlikely situation of an enrolled child's development becoming difficult for the school to offer appropriate support, the school reserves the right to deny, after extensive consultation and assessment, continued enrolment in the school.
- In the case of a student having a debilitating medical condition or severe physical disability the British School of Monaco will try to accommodate his or her needs but reserves the right to refuse admission on the grounds that our facilities do not provide a safe environment for the student in question and adequate care cannot be guaranteed.

The decision to offer any student a place at the British School of Monaco will be based on the above criteria but at all times we will be guided by what is in his or her best interests, both academically and socially, as well as the interests of the class and school as a whole. The Principal's decision will be final.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.