

# REDBRIDGE INTERNATIONAL SCHOOL

## ADMISSIONS, ENROLMENT, and TUITION FEES POLICY

SCHOOL YEAR 2025/2026

In this document, you will find information about Redbridge International School's terms and conditions. Redbridge International School reserves the right to update this policy on an annual basis.

Our admission policy is regularly reviewed to reflect best practices in inclusion and equity.

Redbridge International School is an inclusive and diverse school with a nurturing, holistic, and learning-centered approach to education. We inspire creativity, a love of learning, and international mindedness within a nurturing and collaborative learning environment committed to academic excellence.

We welcome applications from all students, regardless of their background, abilities, or needs

The school does not discriminate based on race, colour, gender, gender identity, sexual orientation, religion, national origin, disability, or any other characteristic protected by law.

The school endeavours to admit a balance of genders and to encourage applications from candidates with as diverse a range of backgrounds as possible. The school aims to maintain a balanced gender representation and welcomes applications from candidates of diverse backgrounds, ensuring a rich multilingual and multicultural environment.

Enrolling your children at Redbridge International School means that you chose us to have a leading role in their education and reflects the recognition that Redbridge's vision, mission, and core values are in line with your own beliefs.

For any questions, you can contact our Admissions Office by email or by phone  
([admissions@redbridgeschool.com](mailto:admissions@redbridgeschool.com) | +351 210 522 501)

## **1. ADMISSION PROCESS**

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### **1.1 REGISTRATION OF INTEREST AND CREATION OF A PROFILE**

To start the admissions process, families are invited to create a Redbridge account on the school's online platform, and complete the registration of the interest form (<https://redbridge.openapply.com/>). The information will be saved in the system for future reference. Families should make sure to create an account using an email address they can access to throughout the admission season, as this will serve as primary contact with our school.

### **1.2 VISITING THE SCHOOL**

The Admissions Office will contact families to schedule a visit upon submission of the Registration of Interest form. A member of the Admissions Office will lead the visit, show the school's facilities, and answer any questions families may have about the school's pedagogical project, school life, and admissions procedures.

Please note that children should also attend the visit.

For families applying from abroad, we would be pleased to arrange a Zoom meeting.

### **1.3 SUBMITTING THE ONLINE APPLICATION PROCESS**

Following the visit, if the family wishes to proceed with the admission process, they must complete the online application form and submit the application fee (non-refundable; see §3.1).

The completion of the online application for a student requires the submission of the following documents before the admission process can be considered:

- Applicant's photo;
- Copy of the school reports of the past academic year, as well as the year in progress, if applicable;
- Relevant documents supporting learning, social and medical Information, if applicable;
- Copy of the applicant's immunisation record;
- Recent declaration of non-debt from the previous school certifying that the student has no financial debts;
- Proof of payment of the application fee.

We strive to accommodate diverse learning needs within the scope of our available resources. Families are encouraged to share relevant information to ensure appropriate support.

The submission of the online application does not guarantee or confirm a place at Redbridge International School.

### **1.4 PLACEMENT TEST AND INTERVIEW**

Depending on the applicant's age group, a placement test in English, mathematics, and in French or Portuguese may be required, as per the table below:

	CP, CE1 / 1 <sup>o</sup> , 2 <sup>o</sup> ano	CE2, CM1, CM2 3 <sup>o</sup> , 4 <sup>o</sup> , 5 <sup>o</sup> and 6 <sup>o</sup> ano	6 <sup>ème</sup> to 1 <sup>ère</sup> Cambridge Yr8 to Yr11
<b>ENGLISH</b>	On a case-by-case basis	Placement test	Placement test
<b>FRENCH<sup>1</sup></b>	On a case-by-case basis, depending on the language profile of the student and the school(s) previously attended by the student		Placement test
<b>PORTUGUESE<sup>2</sup></b>			N/A
<b>MATHEMATICS<sup>3</sup></b>	On a case-by-case basis	On a case-by-case basis	Placement test

Should the Head of Programme deem it important to have additional information, a specific assessment in some other discipline(s) may still be required.

The assessments undertaken by Redbridge International School are designed to determine whether students may benefit from the educational offer provided by Redbridge and if any educational assistance beyond the general programme provided will be required.

## 1.2 ADMISSION DECISION

### 1.2.1 Priority consideration criteria

Priority consideration is subject to the factors below:

- children of staff;
- sibling of a current student.

The Admissions Committee is committed to promoting cultural diversity within the student body, which aligns with Redbridge's core values.

### 1.2.2 Consideration for acceptance

- Applicants are required to have previous exposure to at least one of the three main languages taught at Redbridge International School.
- While Redbridge supports students coming from abroad who are new to English, English language requirements increase as students progress to higher grades.
- Redbridge only considers applicants who are not proficient in one of the two main languages taught in the relevant pathway (French and English for the French/English pathway, CP to 1<sup>ère</sup>, and Portuguese and English for the Portuguese/English pathway, 1<sup>o</sup> to 6<sup>o</sup> ano), only if it is determined that, over their projected time at Redbridge, students will be able to develop sufficient proficiency in the language.

The following language proficiency levels are minimal indicative requirements at the start of the school year for admission to the respective bilingual grades:

<sup>1</sup> When applying to the French-English pathway.

<sup>2</sup> When applying to the Portuguese-English pathway.

<sup>3</sup> Placement test conducted in English or French, depending on the pathway the student is applying for.

MINIMAL indicative requirements		French (CEFR)	Portuguese (CEFR)	English (CEFR)
<b>Maternelle - Early Years</b>		Good understanding and oral command of English or understanding and oral command of either French or Portuguese		
<b>French - English pathway</b>	<b>CP</b>	A1 Prim (*)		
	<b>CE1</b>	A1 Prim (*)		
	<b>CE2</b>	A2 Prim (*)		A2. Flyers (**)
	<b>CM1</b>	A2 Junior (*)		A2 Key for schools (**)
	<b>CM2</b>	B1 Junior (*)		A2 Key for schools (**)
	<b>6<sup>ème</sup></b>	B2 Junior (*)		B1 (**)
	<b>5<sup>ème</sup> to 1<sup>ère</sup></b>	B2 Junior (*)		B2 (**)

(\*) Might be tested if deemed necessary

(\*\*) Systematically tested

MINIMAL indicative requirements		French (CEFR)	Portuguese (CEFR)	English (CEFR)
<b>Portuguese - English pathway</b>	<b>1<sup>º</sup> ano</b>		A1 (*)	
	<b>2<sup>º</sup> ano</b>		A1 (*)	
	<b>3<sup>º</sup> ano</b>		A2 (*)	A2. Flyers (**)
	<b>4<sup>º</sup> ano</b>		A2 (*)	A2 Key for schools (**)
	<b>5<sup>º</sup> ano</b>		B1 (*)	A2 Key for schools (**)
	<b>6<sup>º</sup> ano</b>		B2 (*)	B1 (**)

(\*) Might be tested if deemed necessary

(\*\*) Systematically tested

MINIMAL indicative requirements		French (CEFR)	Portuguese (CEFR)	English (CEFR)
<b>Cambridge Secondary Program</b>	<b>Year 8</b>			B2 (**)
	<b>Year 9</b>			B2 (**)
	<b>Year 10</b>			B2 (**)
	<b>Year 11</b>			B2 (**)

(\*) Might be tested if deemed necessary

(\*\*) Systematically tested

### 1.2.3 Admissions Decision

Admission decisions are based on a holistic review of the applicant's profile, considering academic readiness, social-emotional development, and the school's capacity to support the student's needs.

All applications are considered individually, taking into consideration the following factors:

- Previous school history;
- Language profile and proficiency level;
- Final goals of the applicant;
- Age as per national regulations.

Based on the following presumptions, the Admissions Committee decides whether to admit the student with the advice of the relevant Head of Programme:

- Completion of the online application form;
- Supporting documents;
- Assessments and interviews, if applicable;
- Availability of spaces in classes;

- Ability to cope with the academic challenge of a bilingual curriculum and benefit from our educational programme;
- Ability to contribute positively to the life of the school.

Final admissions decisions are:

- **Acceptance:** qualified applicants are offered a provisional reservation, communicated in writing by the Admissions Office. This notification will include details of the next steps in the enrolment process, including the payment of the enrolment and the administration and resources fees within the 10 (ten) following days.
- **Acceptance with conditions:** exceptionally, a provisional reservation of a place might be granted with a specific set of conditions if the school determines that the applicant's academic success will improve within the conditions set. Throughout the academic year, the enrolment will be reviewed based on the student's level of success.
- **Waiting list:** where a student meets the acceptance criteria but there are no current spaces in the respective year group, they may be placed on a waiting list for the academic year they have applied for. When a place becomes available in the appropriate year group, the student's acceptance status will be confirmed, and they will be admitted to the cohort.
- **Non-eligibility status**, which could be induced by any of the following factors:
  - Inaccurate or incomplete information
  - Non-disclosure of a known learning disability
  - Lack of alignment with Redbridge values
  - Redbridge's inability to provide a suitable programme for the applicant

The Admissions Office will formally notify parents in writing of its decision regarding their child's admission to the school

#### 1.2.4 Enrolment

Upon receiving the decision of acceptance, parents are required to pay the enrolment fee and the administration and resources fee within 10 (ten) consecutive days. The payment of the relevant fees secures the place at school and is non-refundable. If the offer of the place has not been accepted by the 10-day deadline, the place will be released, and Redbridge International School cannot guarantee the possibility of enrolment beyond this date.

The student's enrolment at Redbridge International School is only complete when the payment of the Enrolment and the administration and resources fee is received by the Finance Office by the date established by the school.

By enrolling a student at Redbridge International School, parents agree to comply with the school's rules, regulations, and policies.

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## 2. RE-ENROLMENT PROCESS

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The re-enrolment period will be open from February 7th until February 20th, 2025.

The re-enrolment of students for the following academic year is subject to the following conditions:

- Parents must have complied with all the Redbridge International School rules, regulations and policies;
- Absence of outstanding debts to Redbridge International School;
- Submission of the Re-enrolment Form indicating the intent to re-enrol by the deadline and,
- Payment of the administration and resources fee (non-refundable) and a 500 EUR advance on the yearly tuition fees (non-refundable and deductible from the 1st invoice) via bank transfer by February 20th, 2025 at the very latest. The proof of payment has to be uploaded to the OpenApply platform to complete the re-enrolment process. Failure to settle the fees within the deadline will result in the place being made available, and Redbridge cannot guarantee the possibility of re-enrolment beyond this date.

## 3. ADMINISTRATIVE FEES

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### 3.1 APPLICATION FEE

- a) The application fee is mandatory for all students applying to Redbridge International School and covers the administrative costs of the admission process. This payment is made by bank transfer.
- b) The application fee is non-refundable, independent of the admissions decision or withdrawal of the application.

### 3.2 ENROLMENT FEE

- a) The enrolment fee is a one-time payment required for the enrolment of new students at Redbridge International School. The payment is made by bank transfer within 10 (ten) consecutive days of the Admissions Office sending the communication offering the student a provisional place. For students entering during the academic year, this fee is paid in full.
- b) The enrolment fee is non-refundable, regardless of the reason for withdrawal.

### 3.3 ADMINISTRATION AND RESOURCES FEE

- a) The administration and resources fee is a single annual charge, which will be invoiced at the time of enrollment for new students and renewal for returning students. The re-enrolment of current students is only considered effective once the administration and resources fee has been paid.
- b) The administration and resources fee covers the annual cost of your child's school manuals, materials, and resources. The school will provide all notebooks and manuals. At

the end of the school year, students should return the manuals and books in good condition. In the case of books being defaced or damaged beyond normal wear and tear, the corresponding value will be charged to the student account at the end of the school year.

- c) The payment of the enrolment fee and administration and resources fee represents a commitment of frequency for the entire school year to which it relates and is non-refundable.

### 3.4 PAYMENT SCHEDULE AND TIMELINE

The payment schedule for the application, enrolment, administration and resources fees is as follows

PROCESS	NEW STUDENTS	CURRENT STUDENTS
<b>AT APPLICATION</b>	Application fee, at the application date	N/A
<b>AT ENROLMENT / RE-ENROLMENT</b>	Enrolment fee + administration and resources fee, within 10 (ten) days of the Admissions Office sending the communication offering the student a provisional place	Administration and resources fee + 500 Eur advance on yearly Tuition Fees, by February 20th, 2025 at the very latest.

## 4. TUITION FEES

The school tuition fees are established annually for the following academic year.

Redbridge International School's academic year starts in September and ends in June.

- At the time of enrolment, families commit to the students' frequency and to a financial commitment for the full school year, from September 2025 to June 2026;
- No reduction will be made in case of late entrance in the school year or in case of absences, suspensions, or dismissals of the student.

Tuition fees do not include extra language support, after-school activities, transportation, food, insurance, or certain field trips.

Families can pay the tuition either monthly, by direct debit, by term (three terms), or yearly.

- Monthly payments are made by direct debit by the 12th of every month.
- Termly payment
  - 1st Term (Sept-Dec): due date: July 12, 2025;
  - 2nd Term (Jan-March)—due date: December 12, 2025;
  - 3rd Term (April-June)—due date: March 12, 2026;
- Yearly payment, due date: July 15, 2025.
  - The invoice will be sent on the 1st of July 2025 for the full amount.
  - If the payment is received before the 15th of July, the school will grant a 2% discount on the yearly tuition fees.

Tuition fees can be paid by *cheques* (EdenRed, Tickets and Coverflex Cheque).

## 5. WITHDRAWAL OF A STUDENT

The pedagogical and educational programme at Redbridge International School is designed for a full school-year commitment.

In the event of an interruption of a student's schooling during the school year, a 2-month withdrawal notice must be given in writing to the Admissions Office, adhering with the deadlines set on the chart below. Failure to provide timely notice will result in the tuition fees for the respective semester (Sept-Jan or Feb-June) being payable in full.

PERIOD STUDENT IS LEAVING	WRITTEN NOTICE DEADLINE
September to December 2025	1 <sup>st</sup> of July 2025
January to June 2026	1 <sup>st</sup> of November 2025

Upon receipt of the written withdrawal notice, the school will open the space for new admissions.

Students leaving Redbridge International School are required to clear all financial obligations before final school reports are released to the next school.

The application fee, the enrolment fee, and the administration and resources fee are not refundable, regardless of enrolment or withdrawal date.

## 6. RIGHT TO CANCEL STUDENT'S ENROLMENT

The school reserves the right to suspend or cancel the student's enrolment with immediate effect when one of the following situations occurs:

- 6.1.** Parents fail to deliver documents proving the preceding qualifications, withheld relevant information (e.g. medical, academic) or provide inadequate and/or incorrect information during the admission process or at a later stage;
- 6.2.** Parents / students who repeatedly behave inappropriately or do not comply with the school's rules, regulations and policies;
- 6.3.** Parents / students are repeatedly disrespectful to teachers, educators, and school staff.
- 6.4.** Parents or students obstruct the school in achieving the pedagogical goals set for the students or undermine these goals through poor attendance or consistently challenging behaviour without parents' collaboration to improve the situation;
- 6.5.** Parents who repeatedly do not respect the payment deadlines.
- 6.6.** In the event of remaining unsettled invoices related to the 2024–2025 year as of June 15th, 2025, the school reserves the right to cancel the student's re-enrolment for the following year. The administration and registration fees will not be refunded, and the school reserves the right to use external professional collection services.