

REDBRIDGE SCHOOL ADMISSIONS POLICY

ACADEMIC YEAR 2023/2024

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

Enrolling your children at Redbridge 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, please contact our Admission Office by email (admissions@redbridgeschool.com) or by phone: +351 210 522 501.

1. INTRODUCTION

Redbridge is an independent school for pre-K-12 students with a campus in central Lisbon.

Redbridge 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 joyful and collaborative learning environment committed to academic excellence.

The School endeavours to admit a balance of genders and to encourage applications from candidates with as diverse a range of backgrounds as possible. Redbridge School is committed to equal treatment, regardless of an applicant's gender, ethnicity, religion, disability or social background.

2. ADMISSION TIMELINE

2.1 REGISTRATION OF INTEREST AND CREATION OF A PROFILE

To start the admission process, families are invited to create a Redbridge account. Information will be saved in our system for future reference. Families should make sure to create an account using an email address they will have access to throughout the admission season, as this will be their primary contact with our school.

2.2 VISITING THE SCHOOL

Once families have created an account and have completed the interest form, they will be contacted by the Admission Team to schedule a visit. The visit will be led by a member of the Admissions Team who will show the families the school's facilities and will provide them further information on our pedagogical project, life at school and the admission procedures as well as answering any questions they may have.

Please note that child(ren) should also attend the visit.

In case families are applying from abroad, we will be happy to arrange a Zoom meeting.

2.3 SUBMITTING THE ONLINE APPLICATION PROCESS

Should the family be interested in proceeding with the admission process, the **Online Application Form** will have to be completed and the **Application Fee** to be paid (non-refundable).

The online submission of the application form does not guarantee nor confirm a place at Redbridge School.

The completion of an Online Application Form with the documents listed below and the payment of the Application Fee are required prior to consideration of admission of a student.

- Applicant's photo;
- Copy of the applicant's ID Card or Passport;
- Copy of the parents' ID Card or Passport;
- Copy of the school reports of the past academic year¹, 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 of any kind;
- Proof of payment of the Application Fee;

2.4 ASSESSMENT TEST AND INTERVIEW

Depending on their age groups, applicants might be required to complete an online assessment test in English and mathematics, which could be complemented by a French/Portuguese assessment test.

	CP to CE2 / 1° to 3°	CM1 / 4°	CM2/5° and above
English	N/A	On a case by case basis	online assessment
Mathematics	N/A	On a case by case basis	online assessment
French (1)	On a case by case basis, depending on the language profile of the student and the schools previously attended by the student		
Portuguese (2)	On a case by case basis, depending on the language profile of the student and the schools previously attended by the student		

- (1) French/English pathway
- (2) Portuguese/English pathway

Should the Section Coordinator deem important to have additional information, it may still be required to have a specific assessment to some discipline(s).

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

2.5 ADMISSION DECISION

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

Admission to the school will be determined by the Head of School with the advice of the relevant Section Coordinators and confirmed in writing to parents by the Admissions Office.

¹ Should the school reports do not include comments about the student's progress, a recommendation letter from the school will be requested

2.5.1 Priority consideration criteria

Priority consideration is subject to the factors below:

- children of staff
- sibling of a current student
- returning student

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

2.5.2 Consideration for acceptance

- a) Applicants are required to have previous exposure to at least one of the three main languages taught at Redbridge School.
- b) Although we support students coming from abroad and being new to English, English language requirements increase as students approach the higher grades.
- c) We will consider applicants who are not proficient in one of the two main languages taught in the relevant Section (French and English for the French/English pathway - CP to 4ème - and Portuguese and English for the Portuguese/English Pathway - 1º to 6º ano), if we believe that, over their projected time at Redbridge School, 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:

MINIMAL indicative requirements		French (CEFR)	Portuguese (CEFR)	English (CEFR)
Maternelle		<i>Good understanding and oral command of English or understanding and oral command of either French or Portuguese</i>		
French - English pathway	CP	A1 Prim		A1.1 Starters
	CE1	A1 Prim		A1.2 Movers
	CE2	A2 Prim (*)		A2. Flyers (*)
	CM1	A2 Junior (*)		A2 Key for schools (**)
	CM2	B1 Junior (*)		A2 Key for schools (**)
	6^{ème}	B2 Junior (*)		B1 (**)
	5^{ème} to 3^{ème}	B2 Junior (*)		B2 (**)
Portuguese - English pathway	1º ano		A1	A1.1 Starters
	2º ano		A1	A1.2 Movers
	3º ano		A2 (*)	A2. Flyers (*)
	4º ano		A2 (*)	A2 Key for schools (**)
	5º ano		B1 (*)	A2 Key for schools (**)
	6º ano		B2 (*)	B1 (**)
Lower Secondary Programme				B2 (**)

(*) Might be tested if deemed necessary

(**) Systematically tested

2.5.3 Admissions Decision and Enrolment

The student's admission is determined by the Head of School with the advice of the respective Section Coordinator, based on the following premises:

- Completion of the Online Application Form;
- Supporting documents;
- Assessments and individual 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 towards the life of the School.

Final admissions decisions are

- **Acceptance:** qualified applicants are offered a provisional reservation of a place that will be communicated in writing by the Admissions Office, together with details of the next steps in the enrolment process, including the payment of the Enrolment and the Administration & Resources Fees within the 10 (ten) following days.
- **Acceptance with conditions:** exceptionally, the provisional reservation of a place might be granted with a specific set of conditions whenever 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 criteria for acceptance, yet there are no current spaces in the year group, they may be placed on a waiting list. 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 from the following factors:
 - Inaccurate or incomplete information
 - Non disclosure of a known learning disability
 - Lack of alignment with Redbridge values
 - Redbridge inability to provide a suitable programme for the applicant

Upon the reception of the decision of acceptance, parents are required to pay the applicable Enrolment Fee and the Administration & Resources Fee within 10 (ten) consecutive days. The payment of the relevant fees secures the place at the school and are non-refundable. If the offer of the place has not been accepted by the 10-day deadline, the place will be re-opened and Redbridge cannot guarantee the possibility of enrolment beyond this date.

The student's enrolment at Redbridge School is only complete when the payment of the Enrolment and the Administration & Resources Fee is received by the Finance Office by the date established by the school.

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

3. EDUCATIONAL PROGRAMME AND PLACEMENT

Student's grade placement will be determined by date of birth, being the cut-off date the 31st of December.

The first four (4) weeks of school are probationary and during this period the suitability of courses and classes will be assessed.

If the assessment shows that a student needs educational assistance beyond the general programme provided, the Head of School supported by the Section Coordinator, makes the final decision as to whether and under what conditions the student can benefit from Redbridge's educational programme. The school may deem additional support to be required, such as Additional Language Support (ALS), Learning Support (LS) or specific Special Educational Needs (SEN). The school may charge the additional costs incurred for such support services in addition to the regular school fees.

3.1 LANGUAGE SUPPORT

The school will provide specific English, French and Portuguese support² from Grade 1 to Grade 10 to learners who face challenges in accessing curriculum due to language barriers, disallowing them from successfully following the regular teaching.

² Tuition Fees do not include the extra language support

Parents are informed about the possibility or the need of Language support by the admissions team (for new joiners) or Coordinators at the beginning of the school year for already enrolled students.

Organisation of language support

- **Pull-out support:** beginners and students with low language proficiency level follow an intense EAL/FLE/PLE curriculum based on CEFR descriptors and levels, in order to quickly develop sufficient basic interpersonal communication skills
- **Push-in support:** the Language support teacher acts as a facilitator in the classroom to allow learners to access the regular curriculum)
- Students enrolled in the Lower Secondary Cambridge Programme who have not achieved the required level of English Language Proficiency in all of the four skills areas (listening; speaking; reading; writing) will be enrolled in an Intensive English Learning Programme (IEL).

The Language Support teacher can give additional homework.

Students who need Language support are encouraged to attend Language Extra Curricular activities in order to increase their exposure to the additional language.

Particular cases

- If learners need language support in more than one language of instruction, priority is given to French (French/English pathway) or Portuguese (Portuguese/English pathway).
- For students receiving language support, the learning of the third language (French or Portuguese), might be suspended until students are considered ready to learn this additional language.

Release of the programme

- A student is released from the support programme when his/her language proficiency level is sufficient to follow the regular teaching without extra help.
- This decision is taken collaboratively by the Language support teacher, the class teacher and Coordinators.
- Before a full release, the support programme can be modified: more push-in, support reduction, focus on writing/oral.

3.2 LEARNING SUPPORT AND SPECIAL NEEDS

- a) Students needing Learning Support are admitted if the school believes that it can be offered/recommended support.
- b) If an educational need has not been previously identified during the admissions process, the school reserves the right to request an evaluation to assess the student in all areas related to the student's suspected educational needs to ensure that the school understands how to better support the student. Depending on the support required, Redbridge School may find individual programmes out of the school tuition.
- c) For the student to benefit from the Redbridge educational programme it is essential that we receive full and accurate information in advance. We strongly advise parents of children with special educational needs or needing learning support to discuss their child's requirements during the admission process.
- d) If any false information is provided or any important information is withheld, the school reserves the right to revoke the student's enrolment if deemed appropriate by the Head of School.

4. RE-ENROLMENT

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

- Parents must have complied with all the Redbridge School rules, regulations and policies;

- Absence of outstanding debts to Redbridge School;
- Submission of the Re-enrolment Form indicating the intent to re-enrol by the deadline; and
- Payment of the Administration & Resources Fee, via bank transfer by February 17th, 2023.

Failure to pay the Administration & Resources Fee within the deadline, the place will be made available, and Redbridge cannot guarantee the possibility of re-enrolment beyond this date.

5. ADMINISTRATIVE FEES

5.1 APPLICATION FEE

- The Application Fee is a one-time payment and is mandatory for all students applying to Redbridge School. The payment is made by bank transfer and covers the administrative costs of the admission process.
- The Application Fee is non-refundable independent of the admissions decision or withdrawal of the application.
- Should a family wish to re-apply for the following school year (2024/25), this application fee won't be due.

5.2 ENROLMENT FEE

- The Enrolment Fee is a one-time payment for the enrolment of new students to Redbridge School. The payment is made bank transfer within 10 (ten) days of the Admissions Office sending the communication offering the student a provisional place. Students entering during the academic year this fee is paid in full.
- The Enrolment Fee is non-refundable regardless of the reason for withdrawal.

5.3 ADMINISTRATION & RESOURCES FEE

- The Administration & Resources Fee is a single annual charge, which will be invoiced at the enrolment for new students and renewal for returning students. The re-enrolment of current students is only considered effective once the Administration & Resources has been paid.
- The Administration & Resources Fee covers the annual cost of your child/ren's school books, materials and resources. All notebooks, books and manuals will be provided by the school. 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, their value will be charged to the student account, at the end of the school year.
- The payment of the Enrolment Fee and Administrative & Resources Fee, represents a commitment of frequency for the entire school year to which it relates and are non-refundable.

5.4 PAYMENT SCHEDULE

The payment schedule for the Application, Enrolment and Administration & Resources Fees are as follows:

Fee Type	New Students	Returning Students	Current Students
APPLICATION FEE	At Application	At Application	N.a.
ENROLMENT FEE	At Registration	At Registration	N.a.
ADMIN. & RESOURCES FEE	At Registration	At Registration	February 17th, 2023

(*) The payment of the enrolment fee is required for all students returning after more than one school year of absence.

6. TUITION FEES

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

Redbridge 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. No reduction will be made in case of late entrance in the school year or in case of absences, withdrawal, suspension, or dismissal of the student.

Tuition Fees do not include the extra language support, after-school activities, transportation and food.

7. WITHDRAWAL OF A STUDENT

Redbridge School pedagogical and educational programme is set up for a full school year commitment.

In the event of interruption of a student's schooling during the school year, a withdrawal notice must be given in writing to the Admissions Office (at admissions@redbridgeschool), which must comply with the deadlines set on the chart below, otherwise the Semester's tuition fees will be due.

Period student is leaving	Written notice deadline
September to December 2023	1 st of July 2023
January to June 2024	1 st November 2023

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

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

The Application, Enrolment, Administration & Resources Fees are not refundable regardless of enrolment or withdrawal date.

8. RIGHT TO CANCEL STUDENT'S ENROLMENT

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

- 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;
- Parents / students repeatedly behave inappropriately or do not comply with the school's rules, regulations and policies;
- Parents / students are repeatedly disrespectful to teachers, educators and school staff;
- 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;
- Parents repeatedly do not respect the payment deadlines;
- In case of remaining unsettled invoices related to the 2022/2023 year as of June 15th, 2023, the school reserves the right to cancel the renewal of the registration of a student. The Administration and registration fee will not be refunded and the school will reserve the right to use external professional collection services.