

REDBRIDGE INTERNATIONAL SCHOOL

ADMISSIONS, ENROLMENT, and TUITION FEES POLICY

SCHOOL YEAR 2024/2025

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.

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.

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 International School is committed to equal treatment, regardless of an applicant's gender, ethnicity, religion, disability, or social background.

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 Admission Office by email or by phone (admissions@redbridgeschool.com | +351 210 522 501)

1. ADMISSION TIMELINE

2.1 REGISTRATION OF INTEREST AND CREATION OF A PROFILE

To start the admissions process, families are invited to create a Redbridge account on our online platform (<https://redbridge.openapply.com/>). The 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

The Admission Team will contact families to schedule a visit once they have submitted the Registration of Interest (online form on OpenApply). A member of the admissions team will lead the visit, show the families the school's facilities, and answer any questions they may have about our pedagogical project, school life, and admissions procedures.

Please note that children should also attend the visit.

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

2.3 SUBMITTING THE ONLINE APPLICATION PROCESS

After the visit, should the family be interested in proceeding with the admission process, the online application form has to be completed, and the application fee has to be paid (this is a non-refundable fee; Cf. §5.1).

The completion of the online application for a student requires uploading the documents listed below prior to consideration of admission:

- Applicant's photo;
- Copy of the school reports¹ 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 of any kind;
- Proof of payment of the application fee.

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

2.4 PLACEMENT TEST AND INTERVIEW

Depending on their age groups, applicants might have to take an online placement test in English, in mathematics, and in French or Portuguese, as per the table below:

	CP, CE1 / 1º, 2º ano	CE2, CM1, CM2 3º, 4º, 5º and 6º ano	6ème to 2nde Cambridge Yr8 to Yr10
ENGLISH	On a case-by-case basis	Placement test	Placement test
FRENCH²	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
PORTUGUESE³			N/A
MATHEMATICS⁴	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, it may still be required to have a specific assessment in some other discipline(s).

The assessments undertaken by Redbridge International 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

2.5.1 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.

2.5.2 Consideration for acceptance

- Applicants are required to have previous exposure to at least one of the three main languages taught at Redbridge International School.

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

² When applying to the French-English pathway.

³ When applying to the Portuguese-English pathway.

⁴ Placement test led in English.

- b) Although we support students coming from abroad and being new to English, English language requirements increase as students approach higher grades.
- c) We will only consider 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 2^{nde}, and Portuguese and English for the Portuguese/English pathway, 1^o to 6^o ano), if we believe that, over their projected time at Redbridge International 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 (*)		
	CE1	A1 Prim (*)		
	CE2	A2 Prim (*)		A2. Flyers (**)
	CM1	A2 Junior (*)		A2 Key for schools (**)
	CM2	B1 Junior (*)		A2 Key for schools (**)
	6^{ème} 5^{ème} to 2^{nde}	B2 Junior (*)		B1 (**) B2 (**)

(*) Might be tested if deemed necessary

(**) Systematically tested

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

(*) Might be tested if deemed necessary

(**) Systematically tested

MINIMAL indicative requirements		French (CEFR)	Portuguese (CEFR)	English (CEFR)
Cambridge Secondary Program	Year 8			B2 (**)
	Year 9			B2 (**)
	Year 10			B2 (**)

(*) Might be tested if deemed necessary

(**) Systematically tested

2.5.3 Admissions Decision

Admissions committees will be held on the following dates:

- 7th of February
- 6th of March
- 17th of April

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 Admission 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 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 and 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 but 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 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 inform parents in writing of the Principal's decision regarding their child's admission to the school.

2.5.4 Enrolment

Upon receiving the decision of acceptance, parents are required to pay the applicable enrolment fee and the administration and resources fee within 10 (ten) consecutive days. The payment of the relevant fees secures the place at the school and is 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 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.

3. EDUCATIONAL PROGRAMME AND PLACEMENT

The student's date of birth, with December 31 as the cutoff date, will determine their grade placement.

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 program provided, the Principal, supported by the Head of Programme, 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 support⁵ to learners who face challenges in accessing the curriculum due to language barriers, disabling them from successfully following the regular programme.

Parents are informed about the possibility or need for language support by the Admissions Team (for newcomers) or Head of Programme at the beginning of the school year for already-enrolled students.

3.1.1 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 Secondary Cambridge Programme who have not achieved the required level of English language proficiency in all four skill areas (listening, speaking, reading, and 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 extracurricular activities in order to increase their exposure to the additional language.

3.1.2 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 they are considered ready to learn this additional language.

3.1.3 Release of the programme

- A student is released from the support programme when his or 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 Head of Programme.
- Before a full release, the support program can be modified: more push-in, support reduction, focus on writing and oral.

3.2 LEARNING SUPPORT AND SPECIAL NEEDS

- a) Students needing learning support are admitted if the school believes that it can be offered or recommended.
- 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 International School may find individual programs out of the school tuition.
- c) For the student to benefit from the Redbridge educational program, 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.

⁵ Tuition fees do not include the extra language support

- 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 Principal of the school.

4. RE-ENROLMENT PROCESS

Re-enrolment period will be open from January 17th until February 6th, 2024.

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 6th, 2024. The proof of payment has to be uploaded on the OpenApply platform to complete the re-enrolment process. If the fees are not settled 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

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

5.2 ENROLMENT FEE

- a) The enrolment fee is a one-time payment 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.

5.3 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, their 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.

5.4 PAYMENT SCHEDULE AND TIMELINE

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

PROCESS	NEW STUDENTS	CURRENT STUDENTS
AT APPLICATION	Application fee, at the application date	N/A
AT ENROLMENT / RE-ENROLMENT	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 6th, 2024

6. 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 2024 to June 2025;
- 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 specific field trips.

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

- Monthly payment are made by direct debit on the 12th of every month.
- Termly payment
 - 1st Term (Sept-Dec): due date: September 10, 2024;
 - 2nd Term (Jan-March)—due date: December 10, 2024;
 - 3rd Term (April-June)—due date: March 10, 2025;
- Yearly payment, due date: September 10th, 2024.
 - The invoice will be issued in mid-June 2024 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).

7. WITHDRAWAL OF A STUDENT

Redbridge International School pedagogical and educational program is set up 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, which must comply with the deadlines set on the chart below; otherwise, the semester's tuition fees will be due (Sept-Jan or Feb-June).

PERIOD STUDENT IS LEAVING	WRITTEN NOTICE DEADLINE
September to December 2024	1 st of July 2024
January to June 2025	1 st of November 2024

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.

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:

- 8.1.** 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;
- 8.2.** Parents / students who repeatedly behave inappropriately or do not comply with the school's rules, regulations and policies;
- 8.3.** Parents / students are repeatedly disrespectful to teachers, educators, and school staff.
- 8.4.** 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;
- 8.5.** Parents repeatedly do not respect the payment deadlines.
- 8.6.** In the event of remaining unsettled invoices related to the 2023–2024 year as of June 15th, 2024, the school reserves the right to cancel the renewal of the registration of a student. The administration and registration fees will not be refunded, and the school reserves the right to use external professional collection services.