

MD002

Admissions Policy

Date Effective	November 2022
ST Approval	November 2022
Review Date	September 2024
To be reviewed by	ST s/b LYL/
Amended	April 2023

SAFEGUARDING

NLCS Jeju is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment. If a child cannot feel safe they cannot learn to their full potential.

PURPOSE OF THE ADMISSIONS POLICY

The purpose of this policy is to ensure there is a clear, transparent and fair process for all enquirers and applicants to NLCS Jeju through each stage of the process. Allowing prospective students to make an informed decision as to whether or not NLCS Jeju is the right school for them and to allow NLCS Jeju to select students who have the potential to thrive at NLCS Jeju.

Definitions:

- Student / child / applicant – the person applying to study at NLCS Jeju
- Parent (an applicant’s parent, guardian or representative)

INTRODUCTION

NLCS Jeju is a sister school of NLCS London. It was founded in 2011 and offers a British Education to students from around the world, in Jeju, South Korea.

School Structure

- Junior School
 - First School (Reception and Years 1 and 2)
 - Lower School (Year 3-6)
- Senior School
 - Middle School (Year 7 to 11)
 - Sixth Form (Year 12 to Year 13)

The majority of students automatically progress from one year to the next. Parents will be invited to relevant transition events.

The Diamond Model: Year Groups, classrooms and curriculum

- Reception to Year 6 (Co-educational classrooms) – linked to NLCS London and international curricula
 - From Reception to Year 4 each has a class teacher and some subject specialist teachers
 - For Years 5 and 6 all lessons are taught by subject specialists
- Year 7 to Year 9 (predominantly single sex teaching groups by subject) – linked NLCS London curricula
- Year 10 to Year 11 (predominantly single sex teaching groups by subject with option choices as well as core subjects) – IGCSE
- Year 12 to Year 13 (Co-educational teaching groups by subject specialists) – IBDP
- All classes (other than language classes) are taught in English
- Students are required to speak in English at all times whilst at school, taking part in extracurricular activities or in the boarding houses
- Academic timetables are set to accommodate current students and new students who have paid deposits and therefore applicants particularly those close to the start of term or joining mid-year may not be able to select their first choice options for languages, GCSEs or IBDP etc.
- Students who hold a Korean passport are required to undertake Korean language and Korean history lessons, even if they are holders of another passport.

Academic Year

- NLCS Jeju's Academic Year is from August to June.
- The Academic Year consists of three terms.

Day and Boarding

Students are able to board from Year 5 onwards in one of seven on campus Boarding Houses. Due to the added academic, educational and social benefits of boarding, the preference of NLCS Jeju is for all eligible students to board.

Available places

- NLCS Jeju has a capacity of 1,751 students.
- The maximum class size is 22.
- Year group sizes may vary.
- For Years 7 to 11 where classes are taught single sex, the availability of Male and Female places will also vary.
- Available places vary on a regular basis and NLCS Jeju reserves the right to adjust as required.

Equal Treatment

The School encourages applications from students of all backgrounds and each application is treated equally throughout the process allowing for students to be assessed solely on Admissions criteria, unless otherwise stated in the preferential treatment detailed below.

Special Educational Needs

Students with special educational needs are welcome to apply. It is advisable that parents speak to the Admissions Team prior to registering their child to ensure their needs are met throughout the process and once enrolled should an offer be made.

Special Student Selection Criteria

NLCS Jeju welcomes applications from all interested students, especially Jeju residents, regardless of status, wealth, culture, background or circumstance.

Upon making an enquiry, an applicant who would like to be considered under Article 20 should inform the Admissions Team.

A committee composed of the Principal, the Chair of the Board of Governors, the Bursar and the Director of Admissions will be held to discuss the various ways in which the applicant may be supported. It is essential these applicants are acknowledged and guided from the point of application to allow for sensitivity / adaption when requesting any financial assistance application fees etc.

The applicant will go through the same assessment process as all other applicants and should they be successful and eligible for an offer, the committee will reconvene to allow for the offer

to contain all the required information, including the level of Financial Support, for the family to make a decision as to whether or not they accept the offer.

Throughout the process the applicant and their families will be kept abreast of information, treated fairly and with respect. Every effort will be made to ensure an eligible student is able to join the School, enrolls and is happy as an NLCS Jeju student.

In addition, the School plans to provide an opportunity for students to be admitted through special cases with the assistance of bursaries or fee reduction for children of men of national merits, recipients of national basic livelihood protection, those without any persons supporting them, children of single parent families, persons protected by a child protection agency and those recognized by the principal of the school as persons in need of support, considering the different set of circumstances and different levels of support.

The number of students admitted with financial support will be determined by the availability of places within a year group and the School's financial circumstances.

Data protection and confidentiality

All data provided (electronically or otherwise) will be stored and used until either requested not to do so by parents or once the purpose of holding the data has ceased. When registering a child, parents will be required to consent to the capturing and use of their personal data.

By sitting exams via a third party, parents are agreeing to their child's data being shared with this third party. For example, students who are required to sit a CAT4 exam or a Password English test.

Communication

The Admissions Team will share relevant information relating to the Admissions process at NLCS Jeju and a weekly newsletter to those who have an active enquiry or have formally registered. Those who have closed their enquiry, withdrawn their application, not received an offer or are not eligible to attend NLCS Jeju will not receive such communications.

Legislation

The policy and process of admission to NLCS Jeju are governed by legislation which includes; The Special Act on the Establishment of Jeju Special Self-Governing Province and the Development of Free International City, article 228 (management, etc. of International Schools) and The Enforcement Decree of said Special Act, Article 62 (Methods and Procedures for Admission).

Siblings and family members

Siblings and family members must apply, follow the assessment process and be offered a place on their own merit, no special allowances will be made. Parents should refer to the Fees Policy for information relating to sibling discount.

Selection Criteria

NLCS Jeju is a selective school. NLCS Jeju considers a student's prior attainment, previous school reports, performance in assessment exams, interaction during their interview and their English Language ability.

Application Preference

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- NLCS current or past students
- Siblings of current NLCS Jeju students
- Residents of Jeju as defined by the POE
- Those who wish to be a boarder
- Gender when the balance requires redressing

ENQUIRY

Initial enquiries can be made via the NLCS Jeju website, via email or via telephone. Please see the Communications Policy for further information.

www.nlcsjeju.kr

admissions@nlcsjeju.kr

+82 64 793 8004

Enquirers will be provided with information relating to NLCS Jeju and the Admissions process. The information provided will be accurate and up to date.

Enquirers will be able to continue with the process and register if the following criteria are met:

- **Age of applicant**

All applicants must study within their correct age group bracket, either by Korean Local School or International brackets. Applicants should ensure they are eligible by checking the age chart on the website or by contacting the Admissions Team.

Only Korean passport holders can apply via the Korean Local School route.

- **Entry point and start dates**

Reception to Year 9; Intakes available in August, November, January and April

Year 10 and Year 12; Intakes available in August.

Year 11 and Year 13; No available intake

The above is dependent on available places at that time.

- **Previous education**

Students should have completed the required number of years' education prior to the Year they wish to join. Alternatively, their readiness for entry into the selected year will be taken into consideration when making decisions.

- **Living arrangements**

Students must live in a boarding house or live in Jeju with their parents or legal guardian. NLCS Jeju reserves the right to withdraw an offer or student should they be found to be living with a person other than a legal guardian.

It is at the Principal and Board of Governors discretion and only in exceptional circumstances that Students may be permitted to join NLCS Jeju where the above criterion is not met.

Should you decide to not continue, records will be closed and NLCS Jeju will not communicate further with parents.

VISITS TO NLCS JEJU AND EVENTS OFFSITE

Students who are eligible to study at NLCS Jeju will be able to select a number of options to continue their research and understanding of NLCS Jeju: such as face to face visits and events which will be detailed on the NLCS Jeju website and are bookable on a first come first served basis. Events will go ahead as published unless there are unforeseeable reasons as to why it cannot, at which point attendees will be informed, by email, at the earliest opportunity.

Events include:

- Weekly Private Visits to NLCS Jeju
- Information Sessions at NLCS Jeju or held in Seoul, Busan and other key cities.

All applicants are encouraged to visit NLCS Jeju or meet staff prior to registering or accepting an offer, though this does not affect the student's application.

REGISTERING A STUDENT

- All applicants must register via NLCS Jeju online application form
- All applicants must provide the required documents as set out on the website for the relevant year of entry:
 - A copy of the student's passport
 - A colour headshot of the student
 - A copy of their parents Resident Registration Document (if Korean)
 - A copy of their parent's passport
 - A copy of their Alien Registration Card (if not Korean)
 - Previous school academic transcript or report (not for Reception or Year 1 applicants)
 - Previous school behavioral report or reference (not for Reception applicants)
 - Notarised translations when not in English
 - A completed consent form
- All applicants must pay a non-refundable application fee (currently KRW400,000)
- Applications will be processed on a first come first served basis for the next available intake.
- As available places vary on a regular basis it is advised that applicants contact Admissions prior to making an application or payment
- Applicants must ensure they are eligible to register before doing so
- Reference / recommendation requests will be required after registration (not for Reception or Year 1 applicants)

Applications open

Year 3 and above - applications open August the Academic year prior to entry and remain open until the end of May, further extensions will be made if places remain available.

Reception, Year 1 and Year 2 - applications open in January the Academic Year prior to entry and remain open until the end of February.

NLCS Jeju reserves the right to close applications for particular year groups earlier than planned, and without notice, if demand is high. We therefore always recommend an early application. NLCS Jeju will publish, on the website, in advance when applications for a year group are open.

ASSESSMENT

Dates and location

Where possible assessment dates are published in advance on the website. Once registered applicants will be able to indicate a preferred assessment date, should this date not be available the Admissions Team will arrange an alternative, if possible.

Applicants based in Korea – Reception to Year 2

All applicants should attend assessment in person at NLCS Jeju on the set date for the main August entry point. NLCS Jeju reserves the right to assess applicants earlier should the number of applicants warrant this.

For applicants applying to a mid-year entry point (November, January or April) an ad-hoc date will be arranged.

Applicants based in Korea – Year 3 to Year 12

Round one of the Assessment will take place in person, for all applicants. Students who progress to round two will be invited to an online interview and to complete any remaining elements of their assessment. This is a two staged approach and only successful applicants will be interviewed.

For applicants applying to a mid-year entry point (November, January or April) where possible will be expected to attend prearranged Assessment Dates as published online. Where this is not possible an ad-hoc date will be arranged.

Overseas applicants

Those who are unable to travel to South Korea for Assessment will complete their assessment (exams and interview) as a combination of online and at approved test locations, such as their current school.

Assessment elements

Full details of assessments are published online. The below provides a summary of the type of assessment that will be undertaken to determine suitability.

Reception	Class observation
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	BASE test (computer based)
Year 1 and Year 2	Class observation English test Maths test
Year 3	CAT4 test (computer based test) English test (computer based) Interview
Year 4 – Year 5	CAT4 test (computer based) Maths test (computer based) English test (computer based) Interview
Year 6 – Year 10	CAT4 test (computer based test) Maths test (computer based) English EAL assessment (computer based) Interview
Year 12	CAT4 test (computer based test) Maths test (computer based) English test (written, paper based test) English EAL assessment (computer based) Interview

Note that some circumstances may require assessments to take place online. On such occasions further information will be provided. The medium of which the online assessment can take place will be set by NLCS Jeju, usually Google Hangout.

ASSESSMENT LEVEL

Applicants applying for an August start will be assessed for the August Year Group of entry. Students applying for mid term entry (November, January and April) will be assessed for the future Year Group. For example a student applying for Year 7 in August 2022 will be assessed for entry to Year 7, whereas a student applying for Year 7 in November 2022, January 2023 or April 2023 will be assessed by Year 8 criteria as study for Year 7 would have already taken place.

RESULTS

Data obtained through assessment and the application process will be stored by the Admissions Department and given to the Principal who will liaise with NLCS London to make an outcome decision for each applicant. Should a student receive and accept an offer their results will be shared with the relevant departments to allow class and teacher allocation.

NLCS Jeju will not disclose assessment data to parents or guardians. Assessment Data obtained through third parties such as CAT4 and Password English will be stored by the Third Party.

Day Offer

Applicants who meet the required standard and where there are available day places will receive an offer. The offer will include an acceptance form and deposit deadline date. To accept the offer, the applicant must pay the amount and return the required paperwork within the deadline. Once the

deadline has passed the offer will no longer be valid and the place will be made available to other applicants.

Boarding Offer

Applicants who meet the required standard and where there are available boarding places will receive an offer. The offer will include an acceptance form and deposit deadline date. To accept the offer, the applicant must pay the amount and return the required paperwork within the deadline. Once the deadline has passed the offer will no longer be valid and the place will be made available to other applicants.

Day or Boarding Offer – with conditions

Applicants who meet the required standard but did not perform as well as expected or if there are areas of concern may be offered a place with a condition. The condition must be accepted along with the offer within the deadline as explained above. The particular condition will be explained in the offer letter. For example, a student may be made an offer with the condition that they are a boarder and not a day student to support their integration into school life and immersion of English. Another may be made an offer subject to termly reviews.

Waiting list offer/Waiting list offer with conditions

Applicants who meet the required standard but there are no available places will be added to a waiting list. Further details regarding the management of the waiting list are detailed below. Waiting list offers can also include conditions, see above. When places become available the offer will be either day or boarding depending on the number of places available in each category.

No offer

Students who do not meet the required standard will not be made an offer.

Progression to round two

Where a student has not been able to complete both exams and interview at the same time, their first stage assessment will be assessed and only if successful will they be able to progress to round two and complete the remainder of the assessment.

Change of status - Day or Boarding

In Year Groups 7 to 13 there are a set number of day places available, there are also a set number of places available in boarding homes.

When you accept a day or boarding offer students will only be able to change to the other status if there are places available in the new option.

By accepting an offer students must be prepared to remain as that status for the duration of their time at NLCS Jeju. Changes to status prior to joining NLCS Jeju must be made via Admissions. Changes after enrolment must be made via the change of status forms on the Parent Portal.

ACCEPTANCE OF OFFER

Applicants must accept the offer within the deadline stipulated on the offer letter by returning the required paperwork, signed and by email (usually an acceptance form and Health form) and making the requested deposits (Non-refundable registration fee and refundable acceptance deposit).

Applicants should refer to the Standard Terms and Conditions and the Fees policy before accepting the offer.

In line with UK child protection and safeguarding legislation, if a student's previous school is based outside of South Korea the Admissions Department will contact the Headteacher of that school and request for them to share any child protection or safeguarding concerns they may have with the Principal of NLCS Jeju.

DEFERRING AN OFFER

For same Academic Year of Entry

If you do not wish to accept the offer for the original entry point (for example August, November or January) you can decline the offer and instead you will be considered for the next entry point within the same academic year. However, this does not guarantee a place for your child as other applicants and available places will change. Parents defer places at their own risk.

Parents who wish to defer entry but secure their child's place must pay tuition and all other fees from the enrolment date, thus reserving the place and allowing the child to join later. This type of deferment is at the discretion of the Principal.

For the next Academic Year of Entry

Places cannot be deferred to the next academic year of entry. Students must reapply, pay the non-refundable application fee and go through the assessment process for that relevant year.

WAITING LIST

Students are placed on a waiting list when they have met the standard for an offer but there are no places available. When a place becomes available the waiting list will be reviewed by the Principal and a student will be selected to receive an offer.

The waiting list place is only for the academic year that the assessment was undertaken for. Receiving a place on the waiting list does not automatically mean the student has an offer of a place in the next academic year in the higher year group, unless they applied after August and were assessed for the higher year.

If no places become available for those on a waiting list, it will be at the Principals discretion as to whether or not the student is automatically eligible for the next level and year of entry or if the student will require further assessment.

If students on the waiting list require additional assessment the outcome may include offer, conditional offer, wait list offer or no offer depending on their results.

If a student can receive an offer for a future academic year in a higher year group then whether or not they receive a firm offer or are placed on a waiting list depends on the number of places available.

Offer to those on a waiting list

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- NLCS current or past students
- Siblings of current NLCS Jeju students
- Residents of Jeju as defined by the POE
- Those who wish to be a boarder
- Gender when the balance requires redressing

RETURNING STUDENTS

Those who have left NLCS Jeju and wish to return to the same academic year, within the year of departure can do so at the discretion of the Principal without assessment.

Where a year has passed, students will be required to apply again and go through the relevant assessment for their new year of entry. A new registration form and application fee must be paid.

Previous performance, behaviour records and commitments (including fee payment) will be taken into consideration when making a return offer.

APPLYING AGAIN

Students who received an offer but did not accept their place

For the same Academic Year of Entry students can request that their offer is reinstated. If places are available they will be made an offer, if places are not available they will be added to the waiting list.

For a future Academic Year of Entry students will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

Students who did not receive an offer

Students cannot reapply for the same year of Entry. Students can reapply for a future academic year and will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

Changing academic year of entry

Students who selected the International age bracket for assessment and were unsuccessful and wish to be considered for a lower year of entry, following the Korean age bracket can make a request which will be considered by the Principal.

INDUCTION AND ENROLMENT

Prior to the start date applicants will receive a number of informative communications and requests for additional information to prepare for their arrival, this will include New Parent Handbook, uniform information, fee invoices, House allocation and induction timetable.

House, teacher, tutor group allocation etc. will be determined by NLCS Jeju. Siblings will be allocated the same house, where possible, unless requested not to do so.

Applicant details will be made available to the Parent Liaison Team who will be in contact to support the transition to the school.

REFUND AND FEES POLICY

Parents should refer to the website for further information before applying or accepting an offer. Post offer acceptance and pre-enrolment, should a parent default on requested payment their child's offer may be revoked and made available to other applicants.

STAFF CHILDREN

Children of staff employed on an international teacher's contract are eligible to join NLCS Jeju without entry assessment. Students joining Year 3 and above will be required to sit a CAT4 exam to assist with class allocation.

INTERNATIONAL STUDENTS

NLCS Jeju welcomes applicants from around the world.

Should an applicant appoint an agent or other third party representative to support their application, NLCS Jeju will liaise with the third party but not issue a contract, form a relationship or pay a commission. All associated costs are to be paid by the parent.

Where a visa is required to study at NLCS Jeju support and guidance will be provided but the application and associated costs will be covered by the applicant.

Parents must ensure there are suitable guardians in place, local to the school.

STUDENTS FROM OTHER NLCS JEJU SCHOOLS

Through an umbrella of school's, applicants will be required to apply to NLCS Jeju and be assessed as per the normal admissions process. Fees etc. are not transferable between schools and agreements will be separate for each school. Before making an application families should speak to their current Principal who will in turn liaise with the NLCS Jeju principal.

EXCEPTIONAL CIRCUMSTANCES

NLCS Jeju reserves the right to alter the Admissions process and entry requirements in exceptional circumstances and notice will be given where possible.

WITHDRAWAL

By the Applicant

You can withdraw an application or decline an offer at any stage, please refer to the Fees and Refund policy before doing so.

By NLCS Jeju

NLCS Jeju reserves the right to withdraw an application or revoke an offer should any of the information provided by the applicant be false or if parents do not agree to the terms and conditions or meet required deadline, should a Day student not be residing with a legal guardian.

COMPLAINTS AND APPEALS

Applicants can make a complaint via the NLCS Jeju Complaints policy.

Applicants can appeal a decision by writing to the Principal via the Admissions email.

REVIEW

The Admissions Process and Procedure will be reviewed annually. This may mean that applicants for one entry point within the same year may have a different application process to a later applicant.