



ADMISSION POLICY

Admission Policy

Priority for Admission

- Present students;
- Children of any member of CA staff;
- Students with siblings already attending school;
- Children of former CA students;
- Students who are relatives of CA members of staff or former students;
- Other applicants will be accepted given that there are vacancies and they comply with the requirements set out on the Procedures for Admission;
- Facing equal conditions an offer will be made to the student with the best academic record.

Procedures for Admission

CA admission procedures align with its mission and values, regarding a holistic approach to education aiming to academic excellence, ethical and moral development, intercultural and international awareness.

Acceptance of a student into the CA Diploma Programme will only be confirmed after having accomplished the following procedures:

CA Students

- The student has filled in the application form;
- The student has presented a *Cambridge Preliminary English Test Certificate* and has committed to take the *Cambridge First Certificate of English* during Year 10.
- In case of considering taking English Language and Literature in Groups 1 or 2, the student has presented a *Cambridge Advanced Certificate of English*;

- The student has taken a combined Maths and Science Examination;
- The student has a minimum grade of 13 in the subjects chosen on the application form;
- The student has had a minimum grade of 65% on national external exam grades;
- The student has had an interview with the DP Coordinator and his/her profiling has been analysed;
- The legal guardian has completed the registration and both the legal guardian and the student have read and signed CA Policies for the IB DP;
- The legal guardian has signed the contract with the school and the registration fee has been paid.

The minimum requirements apply to CA students enrolling in Year 10 previous to the Diploma Programme.

Students new to the school

- The student has filled in the application form;
- The student has presented a *Cambridge Preliminary English Test Certificate* and has committed to take the *Cambridge First Certificate of English* during Year 10. In case the student does not have a *PET Certificate*, must submit to an Internal English Examination, which requires a minimum level of B1.
- In case of considering taking English Language and Literature in Groups 1 or 2, the student has presented a *Cambridge Advanced Certificate of English*;
- The student has taken a combined Maths and Science Examination with the minimum grade of 65%;
- The student has a minimum grade of 70% in the subjects chosen on the application form;

- The student / legal guardian has presented full academic records from the previous school;
- The student has had an interview with the DP Coordinator and his/her profiling has been analysed;
- The legal guardian has completed the registration and both the legal guardian and the student have read and signed CA Policies for the IB DP;
- The legal guardian has signed the contract with the school and the registration fee has been paid.

CA reserves itself the right to place the student at the level considered most adequate, after having analysed all the previously mentioned documents.

In some cases, discussions with families will help decide the best option for students regarding language or any other specific needs.

Restrictions

CA mission and values reflect the importance of being an inclusive school believing that all students should be given the same opportunities regardless of their differences. However, if applicants show severe emotional or physical needs CA will discuss with each family the possibility of providing them with adequate conditions and support, according to its resources and facilities.

NOTE: This document should be read in conjunction with all other school policies – Language Policy, Assessment Policy, Special Needs Policy and Academic Honesty Policy. This policy will be reviewed every academic year in consultation with the staff.