



ADMISSIONS POLICY

March 2019

Colegio Internacional de Sevilla San Francisco de Paula identifies itself as being ideologically independent and holds respect towards all people as one of its fundamental values. With this in mind the Admissions Policy establishes the following:

- Admission of pupils to the school will be carried out without discrimination of race, beliefs, socio-economic circumstance or place of residence. Should parents or siblings have attended the school then this will be taken into consideration.
- Requests for admission assume that pupils or their parents/guardians (if pupils are deemed unable) will freely accept and respect the Educational Objectives of the school and any changes these may undergo.
- The admission channels for new pupils will be coordinated by the Head of Admissions and follow the procedure established by the school.
- Parents are obliged to provide any documentation requested by the school. On admission or at the moment when they occur, parents must also communicate knowledge of any chronic conditions and physical or mental disability that the pupil has or may have suffered as well as any other information that could help with the integration and adaptation of the pupil.
- Admission requires families to actively collaborate in the education of their children, a responsibility which cannot be delegated but for which the school will offer support. Should parents fail to collaborate and, as such, it becomes impossible for the school to fulfil its role, then the school can decide to remove the pupil from the centre. In extreme cases, due to discrepancies between parents and the school or due to potential serious harm that could be caused towards another pupil, the Board of Directors can, at request of the Head of Pastoral Care, decide to remove the pupil from the school at any moment of the school year, regardless of the level at which he or she has enrolled.

Elaborado por	Revisado por	Aprobado por
Responsable de Calidad	Vicedirector de Gestión	Consejo de Dirección