

Policy: **Admissions**



**St Edward's
College**
Founded 1929

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Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

Admissions Policy

It is imperative that St. Edward's College receives all the necessary detailed information on the student in order for him/her to be fully supported on his/her educational journey. St Edward's College also prioritises inclusivity and works to maximise the true potential of each individual student. It is the aim of St Edward's College to deliver education to the highest educational standards and this Admissions Policy reflects the College mission statement.



Terms and Conditions for Entry

All admissions are at the ultimate discretion of the Headmaster, subject to compliance with all applicable policies and regulations, including but not limited to those issued by the Ministry responsible for Education in Malta. In order to enable St. Edward's College to deliver the quality of education to match its standards, parents and/or guardians must disclose all necessary and relevant information regarding the student prior to admission including but not limited to:

- Educational history of the student, where applicable;
- Proficiency in the English language;
- Academic reports from the student's previous school, where applicable;
- Consent that the Headmaster may contact the previous school for a reference, if required
- Data concerning the student's medical history, including any



information on allergies or other intolerances;

- Any psycho-educational reports (including Statement of Needs, Speech Therapy, Occupational Therapy, CDAU or IEP);
- Full disclosure if the student has ever been expelled or subject to any serious disciplinary procedure in any other educational institution.

In a case of a failure to present the necessary documentation and information on a student as part of the admission process, the College reserves the right to withdraw the student from the College list, even if the place was reserved and/or fees paid, or to inform the student's legal guardian/s to find an alternative educational institution. Where the College is of the opinion that it cannot adequately provide for the educational needs of a student, it shall inform the student's legal guardian/s to find an alternative suitable educational institution. In such an event, fees paid in advance shall be refunded but no registration fee paid will be refunded.

Admissions Requirements

English Language

The curriculum at College is delivered in the English language in all sections of the school, to the exclusion of those lessons where Maltese and foreign languages are taught. Accordingly, to access the curriculum, students will need a strong command of English. All new non-fluent English-speaking students applying to join a year group between year 4 - year 11 will be tested on their English Proficiency at the time of application. All non-fluent English speaking students enrolled to join a year group between year 4 and year 11 may be obliged, subject to the discretion of the relative Head of Section, to attend a 4-week English Course organised by the school. All non-fluent English-speaking students enrolled to a year group from KG1 – Year 4 will be expected to take such steps to improve their spoken language skills.



Requirements particular to College Section

Early Years

Nursery – Students must turn 2 years of age by December 31st of the year of enrolment.

Kg 1 – Students must be potty trained.

Kg 2, Years 1 - 2 – No additional requirements.

Junior School

Years 3 - 6 – No additional requirements.

Middle School

Years 7 - 8 – Students must be in possession of an CEFR English B1 certificate or equivalent.

Senior School

Years 9 - 10 – Students must be in possession of an CEFR English B2 certificate or equivalent.

Year 11 – Students can only join St Edward's College in this year group if they have successfully completed both years 9 and 10, or their equivalent, in another educational institution. They should have also CEFR English B2 certificate or equivalent. Enrolment of transfer students is at the discretion of the Head of Senior School after receiving satisfactory evidence of the afore-mentioned admission requirement to ensure that by the end of year 11, the student shall be prepared to sit for SEC/IGCSE public examinations.

IBDP (6th form)

Year 12 - Students must turn 16 years of age by December 31st of the year of enrolment. Students must also not have turned 19 years of age by December 31st of the year of enrolment.

Students must be in possession of the following qualifications:

- *Maltese Students:* 5 O level passes at SEC grade 5 or higher or IGCSE at grade C or higher in subjects Including English, Mathematics and a Science subject. The following subjects can be considered to fulfil the requirement of a Science subject: Physics, Biology, Chemistry, Computer studies or Coordinated science.
- *International Students:* Those students, not in possession of a pass in the grades equivalent to the above in English Language at SEC/IGCSE, must be in possession of a certificate in English Language at B2 level or an IELTS score of 5.5.

Year 13 – Transfer students must have completed the full year of IBDP year 1 in another recognized IB school. Enrolment of transfer students is at the discretion of the IB Coordinator upon receipt of satisfactory evidence of the successful completion of the IBDP year 1.

All Students will also meet and be interviewed by the IB coordinator.



Placement in Year Groups

Students will be placed in a year group depending on the following criteria:

- Date of birth;
- Academic ability; and
- Educational history

Registration and Confirmation Letter

The enrolment process shall be deemed concluded and students considered to be enrolled at St Edward's College once the confirmation letter/email from the College is received. Confirmation in writing is issued once all the required documentation/information is received to the satisfaction of the College, and the registration fee is confirmed to have been received by the College.



Visa letters

Any additional letters required to be issued by the College for visa and residency purposes shall be issued upon receiving a request in writing and provided that the fees for the period covered in the letter be requested for the student in question have been settled in full. If the student requires any form of document covering one or more full academic year, fees for the entire period referred to in the requested document must be settled in full.

Probation

Some students may be enrolled as probationary students. The conditions of this probation may be academic or disciplinary. These are determined on a case-by-case basis at the discretion of the respective Head of Section after consulting with the Headmaster.



Maximum Number of Students

The maximum class sizes per year group are as follows.

Early Years

Nursery – Dependent on number of classes; the student/adult ratio applied shall be of 6:1

Kg 1 - Dependent on number of classes; Max of 16 students per class

Kg 2 - Dependent on number of classes; Max of 20 students per class

Year 1 - Dependent on number of classes; Max of 20 students per class

Year 2 - 50 students; Max of 25 students per class

Junior School

Year 3 - 50 students; Max of 25 students per class

Year 4 - 50 students; Max of 25 students per class

Year 5 - 50 students; Max of 25 students per class

Year 6 - 50 students; Max of 25 students per class

Middle School

Year 7 - 50 students; Max of 25 students per class

Year 8 - 50 students; Max of 25 students per class

Senior School

Year 9 - 50 students; Max of 25 students per class

Year 10 - 50 students; Max of 25 students per class

Year 11 - 50 students; Max of 25 students per class

Practical subjects are a maximum of 16 students

6th Form

Year 12 – 35 Students; Max of 24 students per subject class

Year 13 – 35 Students; Max of 24 students per subject class

Waiting lists

Any subsequent applicants once class limits are reached may be placed on a waiting list.