

Akademeia High School Admissions Policy

Introduction

The policy covers admissions to all entrance points in the school, from Years 9 to 12, governed by Akademeia Prep School and Akademeia High School.

We are an academically selective school and apply the regulations of the admissions process fairly to all candidates, regardless of race, ethnicity, sexual orientation, religion or social background. We offer a place to candidates to the school who perform most strongly in our assessment procedures and for whom we are able to provide for their needs and requirements. The number of places we have available at the school each year is dependent on the overall capacity of the school and the size of established year groups as they proceed through the school.

We are committed to supporting exceptional students from lower income social backgrounds and operate a generous scholarship program in this respect. The assessment procedures for scholarship entry to the school vary from those provided to fee-paying students and are outlined below.

This policy should be read in conjunction with the school's *Recruitment Regulations* and the *Terms and Conditions of the Scholarship Programme*, which can be accessed on the school website: <https://www.akademeia.edu.pl/about-us/policies>

Admissions Process

The key stages of the admissions process for entry are as follows:

- Completion of an application form.
- Attendance at one of the school's assessment days.
- The offer of a place.

Families may contact Admissions prior to the completion of an application form for a personalised meeting and/or a tour of the school, or families may attend one of the school's open days.

The decision on whether to make an offer to a student is made by the Admissions Panel, which constitutes the Headmaster and Director of Admissions. As part of the application form, the following information is required:



- Personal and contact details of the candidate and parents/guardians. In the case of one parent families, the school will request an additional emergency contact number.
- Year the candidate is applying to, and the assessment days being registered for.
- The candidate's full education history.
- Transcripts/certificates/reports from the last completed academic year.
- The candidate's academic and co-curricular interests.
- A supporting report if the candidate has any special educational needs.
- The candidate's motivation for applying to Akademeia High School.

The assessment fee should be paid in advance of attending on the school's assessment days.

Our Years 9 and 10 assessment days include:

- English Language and Mathematics competency tests, in order to ascertain the candidate's current attainment in these critical core areas.
- An individual meeting with a subject teacher, in which we assess the candidate's current knowledge but also their approach to learning.
- A group task, in which we assess students' teamworking and communication skills, as well as their ability to digest information in a classroom setting.
- A range of verbal reasoning, non-verbal reasoning and creative comprehension online tests.

Our Year 11 assessment days include:

- English Language and Mathematics competency tests, in order to ascertain the candidate's current attainment in these critical core areas.
- Up to four individual meetings with subject teachers in subjects the candidate wishes to take in Year 11.
- A range of verbal reasoning, non-verbal reasoning and creative comprehension online tests.

Our Year 12 assessment days include:

- An English Language competency test to ascertain the candidate's current proficiency (and a Mathematics test if it is an A Level choice only).
- Individual meetings with subject teachers of subjects the candidate wishes to pursue at A Level.



- A meeting with a panel made up of the Headmaster, and the Director of Admissions or a representative from University and Careers or Heads of Forms. This helps us determine the candidate's suitability for their A Level preferences and provides a valuable opportunity for candidates to learn about higher education and career pathways.
- A range of verbal reasoning, non-verbal reasoning and creative comprehension online tests.

The school will consider applications to Year 13 on an ad-hoc basis, although Year 13 entry is exceptional and would typically only be considered for candidates who have covered largely the same materials as the school's current Year 12s have in their chosen subjects.

The school will share a candidate's educational psychologist report with the Head of Learning Support and Wellbeing in advance of the assessment days. Parents are expected to declare any learning support requirements, as well as safeguarding and behavioural histories. The school requests a reference from the candidate's current school as part of the admissions process, which is typically required prior to attendance at the assessment days. In the event the school does not receive complete information from parents, or if the school would not be able to adequately meet the requirements of the candidates, the school reserves the right not to allow a candidate to be admitted to the school.

Within 14 days of each assessment days, the candidate's family will receive an offer or rejection via email, accompanied by a diagnostic report authored by school teachers relating to the candidate. Families of admitted candidates will then receive the contract and other pre-arrival documentation to be completed. In the event the offer is not accepted and/or required documentation is not completed by the timeframes indicated, and/or the relevant fees are not paid, the school reserves the right to withdraw the offer of a place.

Students wishing to use the school's boarding facilities are not required to attend any additional procedures. Families are able to indicate their interest in boarding as part of the application form and confirm their interest subsequent to being offered a place. The school does not guarantee a boarding place if a candidate is offered a place.

Admissions Process for Scholarship Students

The school runs its own scholarship competition for candidates to Years 10 and 12.

In order to be eligible for a scholarship, candidates must demonstrate a proven track record of academic excellence. Candidates would typically be required to have obtained a minimum

average grade of 4.5 (out of 5) in the last completed school year if within the Polish system, or a comparable grade in non-Polish systems.

As the first stage of the application process, candidates are required to complete the scholarship application form. The following information will be required in order to submit the form:

- Personal and contact details of the candidate and parents/guardians.
- Year the candidate is applying to, and the assessment days being registered for.
- The candidate's full education history.
- Transcripts/certificates/reports from the last completed academic year.
- The candidate's academic and co-curricular interests.
- A supporting report if the candidate has any special educational needs.

Furthermore, candidates are required to complete a piece of writing concerning how they embody the school's values, and one additional writing task depending on which scholarship is being applied for (Academic, Art or Music). Art scholarship candidates are also asked to upload a portfolio in support of their application.

The full application form and supporting writing is reviewed by the Coordinator of the scholarship program. The Scholarship Committee currently consists of the Headmaster, Director of Co-curricular (the Coordinator) and a member of the faculty.

Short listed candidates are then invited to the second stage of the competition and attendance at one of the assessment days. Year 10 candidates undertake the same assessment procedures as regular candidates to the school, with an additional meeting with the Scholarship Committee. Year 12 candidates undertake the same assessment procedures as regular candidates to the school, apart from only having one individual meeting with a subject teacher and an additional meeting with the Scholarship Committee.

Shortlisted candidates will be informed of whether they receive an offer of a place within four weeks of the assessment days, with exact timeframes published on the website:

<https://www.akademeia.edu.pl/admissions/scholarships/apply-for-scholarship>

The exact amount of fees covered by the scholarship is dependent on family income. The full process and regulations of the scholarship program is laid out in the *Terms and Conditions of the Scholarship Programme*.

Admissions Process for International Students and Individual Students



The school welcomes applications from students not currently resident in Poland and allows for the assessment procedures to be taken online. For Years 9 and 10, candidates will typically undertake the same assessment procedures as stationary candidates, with the group task replaced by an additional individual meeting with the Director of Admissions.

Candidates to Years 11 and 12 undertake the same assessment procedures as stationary candidates, with the tests, committee meetings and individual assessments taking place online.

Subject to available places, the school may exceptionally organise individual assessments or assessments for a small number of candidates in addition to the assessment days published on the school calendar at the start of the academic year. In these cases, candidates may be required to undertake an additional individual meeting with a subject teacher instead of the group task.

Learning support and Additional Educational Requirements

Akademeia High School offers extensive support to students with special educational needs. We welcome applications from all students for whom our Learning Support Department can offer the support they require. We welcome candidates with physical disabilities and take reasonable efforts to ensure the school premises are suitably adjusted to their requirements. Parents should provide an Educational Psychologist report when applying to the school, so the requirements can be reviewed by the Learning Support Department. Where need is evidenced via a report, students may receive additional time of 25% in the English Language and Mathematics competency tests.

School Fees

In order to be assessed for entry to the school, the assessment fee of 2500 PLN should be paid. If offered a place, the registration fee of 10 000 PLN should be paid within 14 days of signing the contract. Full information concerning school fees and applicable deadlines can be found on the school website: <https://www.akademeia.edu.pl/admissions/fees>

Appeals

In the event we do not offer your child a place, the school operates a policy whereby the decision will be explained to parents on request. If parents wish to appeal against the decision, they can do so directly to the Headmaster of the school who will review the decision. The Headmaster's decision will be final and binding.



Policy Holder and Review

The Headmaster is the policy holder and the policy will be reviewed annually or upon any applicable change. The next review is scheduled for September 2025.