

Victorious International British School

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Admissions and Attendance Policy

Admissions

1. In order to qualify for admission to the Victorious School, children must be 3 years old before the 1st September of the academic year you are applying for.
2. Priority for places will be awarded as follows:-
 - Siblings of current pupils
 - Siblings of past pupils
 - New applications
2. Parents that are interested in making an application for the Victorious School will be invited to visit and will be shown around by the Director or Deputy. This visit can be booked by contacting us via phone or email. The parents will be invited for a meeting/discussion with the Deputy or Director.
3. We will complete age appropriate assessments, observations and discussions with the child, and although there is no specific criteria to join our school, a place will be offered if we believe we can offer the right level of support, development and education for your child.
4. A prospectus, application form and relevant information will be shared with prospective parents. The application form will need to be completed to begin the admissions process.
5. Applications must be secured by payment of a €350 registration fee. If places are available this will be confirmed in writing within two weeks of application.
6. Successful applications will receive written notice of the child's start date.

Attendance

Regular attendance and punctuality are mandatory and vital if students are to benefit fully by the academic activities offered by the school. Progression and continuity are essential in the learning process and this is the reason why our School aims to ensure student's full and punctual attendance. Attendance of pupils and staff will be recorded daily on an electronic data system and if a child is not in attendance there will be follow up communications with parents to find out why, in accordance with our Safeguarding and Child Protection Policy.

The role of parents

We expect and encourage parents to support and ensure their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Parents must:

- Notify the school as soon as possible by telephone or email if their child is not able to attend through sickness or other valid reason for absence (e.g. emergency dentist appointment) We will contact the parents if a child does not attend and there has been no communications from the parent as to why.

Unacceptable reasons for absence include:

- Looking after siblings
- Holidays
- Birthdays
- General trips, e.g. shopping

Parents do not have the right to take their child out of school for a holiday during term time and we do not authorise any holidays taken during the academic year.

The role of pupils

Pupils are responsible for maintaining their attendance and punctuality at the highest level. They must:

- attend all lessons/classes on time and equipped
- follow school procedures if they arrive late for school.

The role of teachers

- provide a positive proactive ethos which places a high value on attendance and punctuality
- ensure that all procedures are followed correctly.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

Victorious School

1st May 2022

1st May 2023

E Signature



Victoria Gomez-Middleton

Director