

# EF ACADEMY

International  
Boarding Schools

## ADMISSIONS POLICY, Oxford Campus

<b>Document title:</b>	Admissions Policy
<b>Date Created:</b>	October 2016
<b>Author:</b>	Head of School Originates in EF Academy Torbay
<b>Individuals Involved in Developing the Document:</b>	SLG
<b>Document Purpose:</b>	Sets out the criteria required for a student to enter and successfully complete an A-level or IB programme at EF Academy Oxford
<b>Related Documents:</b>	
<b>Date of Next Review:</b>	June 2023
<b>Change Log (what changes have been made, by whom and when)</b>	<ul style="list-style-type: none"><li>• EF Academy Torbay's policy altered for EF Academy Oxford's programmes</li><li>• Reviewed Nov. 2017 &amp; Aug. 2018 by P. Ellis</li><li>• Reviewed May 2019 (CAT4 test requirement added; Bertil Hult Scholarship added)</li><li>• Reviewed June 2020 (Preparation Programme reference removed;</li><li>• Reviewed by Debbie Chatterton, Oxford's Admissions Director, in July 2022 to include updated visa requirements, and removal of CAT 4 test requirement. General review and expansion of information were deemed necessary. SEND and Admission process expanded. Addition of Appendices - Admissions Process Flow Chart.</li></ul>

## **Admissions Policy**

### **Purpose**

EF Academy Oxford is an inclusive 16+ school which endeavours to recruit motivated students from a range of educational, cultural and learning experiences. The school offers students wishing to complete an international education, through the delivery of internationally recognised qualifications, progression onto Higher Education in the UK or abroad.

The Admissions policy sets out the criteria required for a student to enter, and successfully complete, a course of study at EF Academy. It endeavours to be inclusive whilst recognising the importance of both the need for English Language capability and academic rigour in correctly admitting a student.

EF Academy welcomes students both from overseas and the UK. The Admissions Policy does not discriminate on the grounds of race, gender, religion or sexuality.

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### **Procedure**

EF Academy operates a holistic admissions procedure, families are required to complete an online application and provide supporting documentation to instigate the admissions process.

In order to join EF Academy programmes, students must demonstrate that:

- 1) They are mature enough to cope with the demands of the Academy programmes (including living in a foreign country and coping with the inevitable culture shock)
- 2) They are academically capable of dealing with the requirements of EF Academy programmes: currently, the IB Diploma and A-level at EF Academy Oxford.
- 3) They are able to study at high-school level through the medium of the English language and successfully complete the EF SET English test prior to their Admissions interview, with a minimum entry requirement of B2.
- 4) They are able to demonstrate motivation and the commitment required for academic study.

Note: Those applicants not yet reaching the language requirement will be offered an Admissions interview and subject to a successful outcome and meeting academic criteria may be offered a conditional acceptance with periodic reviews to monitor ongoing progress.

Further diagnostic testing, including Computer Adaptive Baseline Tests, CEM take place upon arrival at school to enable the Assistant Heads: IB/ A-level to develop Individual Learning Pathways in consultation with students and parents. Subject teachers may request that students undertake further in school assessment to aid subject selection.

### **School visits**

Family visits to the school campus are highly encouraged. These visits should be arranged as early as possible through our school administrator, where a tour and meetings schedule can be provided.

## **Academic entry requirements**

Students study either for the International Baccalaureate, leading in the majority of cases to the IB Diploma or, if it is in the student's best academic interests, to IB course certificates; or A-levels.

Students wishing to join either of these courses will be expected to have successfully completed a minimum of two years of high school studies before being admitted into the A Level or IB Diploma Programme.

Students should have achieved grades indicating a level of achievement equivalent to 5 or more iGCSEs / GCSE at grades 9 to 4 (including Mathematics) but individual students who have not met this requirement may be accepted if provision for them can be made.

EF Academy is highly experienced in dealing with classes of mixed abilities and appreciates that all students develop at different rates, especially students coming from such a diverse range of nationalities and cultures.

Students who have not demonstrated IGCSE/GCSE equivalency on paper, but who have the potential to complete the Diploma or A level Programme successfully, may still be admitted to the course; this is only with the express permission of the Director of Admissions and the Head of School.

The A Level course offers students the flexibility to choose specialised subjects across the curriculum, taking up to 4 subjects, with the inclusion of a native language option. Students should be encouraged to undertake the additional research project, EPQ, and will also be offered the opportunity to participate in the school's AAA programme which encourages students to develop their moral and ethical considerations through voluntary work and fundraising, but also through their school spirit.

The IB Diploma Programme (DP) aims to develop students who have excellent breadth and depth of knowledge – students who flourish physically, intellectually, emotionally, and ethically. The DP offers students an academically challenging, structured, and balanced curriculum made up of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay. The IB uses both external (examinations) and internal (teacher) assessment in the DP. A bilingual diploma is awarded to candidates who complete and receive a grade 3 or higher in two languages selected from the DP course studies in language and literature.

## English proficiency entry requirements

As the IB and A-level programmes are delivered through the medium of English, it is essential students are able to function at a level which enables them to follow the programme successfully and therefore should demonstrate a level of proficiency equivalent to IELTS 5.5.

## Approved Secure English Language Tests

CEF R Level	Type	Approved English language test	SELT provider	Minimum grade required
B1	4-facet	IELTS for UKVI	IELTS SELT Consortium	Listening: 4.0; Speaking: 4.0; Reading: 4.0; Writing: 4.0
B1	4-facet	LanguageCert International ESOL SELT B1 (Listening, Reading, Writing, Speaking)	LanguageCert	Listening: 33/50; Reading: 33/50; Writing: 33/50; Speaking: 33/50
B1	4-facet	PTE Academic UKVI	Pearson	Listening: 43; Reading: 43; Writing: 43; Speaking: 43
B1	4-facet	Skills for English UKVI B1 (4 component)	PSI Service (UK) Ltd	Listening: Pass; Reading: Pass; Writing: Pass; Speaking: Pass

Students who wish to study mathematics and science A-levels, and who demonstrate ability in those subjects, may be admitted with an IELTS score of 5.0.

In some cases, depending on the student and the level of language ability, it may be possible to provide sufficient language support as part of an academic course of study.

## Learning Difficulties/SEND

EF Academy will consider applications from students with special educational needs [SEND] where the school is able to support the need.

Students with identified needs will need to provide, as part of the admissions process, full and complete documentation from school counsellors, SENCO's and any Health Care Professionals involved.

Supporting documentation needs to identify any specialist extra academic support including psychological and academic reports. EF Academy may contact previous schools and/or educational Professionals to best support the child.

Once the review of supplied documentation is completed, the school, alongside the Admissions Director will review the school's ability to admit the student. In these cases, EF Academy may request additional external testing with a registered Educational Professional (Educational psychologist assessment) where deemed appropriate, to further support an Admissions decision.

In cases where the 'need' identified incurs additional costs then parents will be informed and will be liable for the additional fees. Failure to agree to such costs may result in a withdrawal of the student from the school.

## Accessibility

Through the Accessibility Policy the School sets out to provide an environment and curriculum which can be accessed by students with a disability.

The school may be limited in the support that it is able to offer, either due to the nature of the 'need' or a lack of access to specialist staff within the school environment.

## **Age Requirements**

Students wishing to join the IBDP or A-level programmes should be typically 16 years old at the commencement of their studies.

Students whose age would exceed 19 years old must be able to provide documentation regarding their academic experiences since completion of their high school examinations.

## **Admissions procedure**

The Admission process is continuous throughout the year, applications will be processed by the Admissions Director on a continuing basis and in order of completion.

In the first instance, students should approach their local EF Academy representative. The following documents need to be submitted to the Admissions Office.

- 1) Completed application form
- 2) All available high school transcripts, including English translation (from Grade 8 and up)
- 3) Evidence of English Language Proficiency
- 4) Completed statement of purpose
- 5) Copy of passport photo and information pages

As part of the Admission process a compulsory interview will be held with the Admissions Director. In some instances an additional interview may be required with either the Assistant Head (direct entry to Year 2 / Grade 12) or the Head of School (for additional needs).

The Admissions Office commits to answering enquiries within one working day. Once the student has been officially accepted, we will also require a completed health certificate, parental consent form, final school transcript (including English translation) and proof of insurance no later than 60 days prior to course start.

## **Responsibility for Admissions**

The Director of Admissions is responsible for student enrolment and for the operation of this policy in the student's home country. The Head of School is responsible for the operation of this policy in the EF Academy school.

## **Re-enrolment**

EF Academy operates an annual re enrolment process, it is expected that families will inform their Admissions Office of their intention to re-enrol their child(ren) for the upcoming academic year.

## **Transfer Students into EF Academy**

In order to be considered for transfer into the 2<sup>nd</sup> year of an existing programme, an interview with the Assistant Head from the appropriate course will allow an assessment of suitability and to establish subject coverage before confirmation acceptance is received.

### **A-Level Year 2**

Students wishing to join only the second year of the A-Level programme should first have followed the first year of a comparable A-Level course within the British school system.

In addition to the documentation outlined above, applicants will need to provide information on the subjects they studied, the awarding authority, any official exam results, and details of the grades achieved. Every effort will be made to accommodate students into the second year where relevant subjects are offered and exam board syllabuses are sufficiently complementary.

#### **IBDP Year 2**

Students wishing to join only the second year of the IBDP should first have followed a compatible programme at another IB World School. In order to ensure the subjects offered and syllabuses covered provide sufficient compatibility to enable students to be awarded the Diploma on successful completion of their studies, in addition to the documents outlined above, applicants should provide details of the subjects they have studied in the first year of their Diploma. It will also be necessary for the EF Academy admissions office or receiving school to contact the student's previous school for clarification and any Internal Assessment/CAS transfer information.

#### **Transfer to Oxford from the Pasadena or New York Campuses**

Students may submit a request to transfer from EF Academy campuses. Typically this happens at the end of a Bridge Programme or High School programme. However, it can occur in the middle of a programme but only where the subjects taken make such possible and only under the recommendation of the relevant Course Coordinators.

## Appendices:

### Admissions Process Flow Chart

# Admissions Process



## Speak to your local Admissions Consultant

Our team will invite you to an in-person or online consultation – so you can get to know us and we can get to know you.



## Take the admissions test

Take the 50-minute EFSET test to determine your level of English, if applicable.



## Complete an online application

Provide us with essential information and documents, including:

- Official transcripts from the last two years
- Scan of your passport



## Attend an interview in English

This is your chance to tell us about your academic commitment and aspirations for coming to EF Academy.



## Acceptance decision

After our holistic assessment of your application, you will receive our acceptance decision. Successful applicants will receive an acceptance pack.



## Confirm your enrollment

You will need to confirm your acceptance and pay your deposit to secure your spot at EF Academy. Our Admissions Consultants will help you finalize any post-admission documentat

# Post-Admissions Process: Oxford



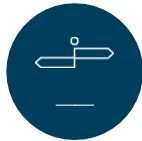
## Visa application

If you require a visa to study in the U.K. we will support you throughout the process. You should begin preparing your documents up to 6 months before your course start date.



## Medical Declaration

This document must be completed by a student's parents or legal guardians. Please send to your Admissions Consultant by 30 June.



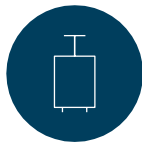
## Pathway Support

You will be invited to attend induction sessions and meet with key school staff to discuss your program and subject selection.



## Final Academic Transcripts

Submit your Final Academic Transcripts for the current academic year to your Pathway Manager by 30 June.



## Prepare for departure

We will keep you informed in the months leading up to departure and invite you to a Pre-Departure Meeting so both students and parents are ready for this new adventure.



## Travel to campus

Send your travel information to your Admissions Consultant as soon as you have booked it by 30 June.

Check the school's Academic Calendar for the designated arrival date.