

Colegio Hispano Británico Admissions Policy

At Colegio Hispano Británico we accept admissions throughout the school year and mid-term placements are accommodated.

Prospective parents are invited to visit the school to view the facilities and get information.

To enrol a child parents will be asked to complete and sign a registration form and, if necessary, pay the deposit to hold their child's/children's places. This deposit is deducted from the first term's fees. Deposits are non-refundable. Once the deposit has been paid the school will confirm the places are reserved.

Parents of students with confirmed places will be notified by email of the new school year start date.

Where appropriate, for instance when a student starts mid-term, pro-rata fees may be calculated. However, unless agreed prior to admission, fees are calculated on a monthly/yearly basis.

The following documentation needs to be provided for new students: registration form duly completed; Birth certificate or equivalent; Passport or ID document for student and parents/guardian; health insurance/social security number; childhood vaccination certificates; custody rights in case of divorce or guardianship; details of allergies or medical conditions supported by medical reports and details of impairment to participate in sporting activities supported by medical report in such a case.

At the end of each school year (which is towards the third week in June), parents are asked to pay a deposit to guarantee their child's/children's places for the following school year should they wish to continue. If no deposit is paid, the school may assume that the student will not be returning and reserve the right to offer the place to another student, if required.

We have an open admissions policy; however, students must have a sufficient level of English to access the class. This generally applies to student over the age of 6 years as younger students can pick up English sufficiently rapidly. An individual assessment will be made of potential new students to ensure that they meet the requirements of the Colegio Hispano Británico. No other entrance tests are set.

We reserve the right to refuse admission to any potential new student. In practice this generally only applies when the relevant year group is full to capacity or we believe that the student in question would not benefit educationally from attendance at the Colegio Hispano Británico.

Parents are asked to provide a reasonable period of notice with regards to the withdrawal of a student.

The school reserves the right to expel students in accordance with the Disciplinary Policy and Procedures.