



## 1. Aims

### This policy aims to:

- › Explain how to apply for a place at Základní škola a Gymnázium Leonardo da Vinci Academy
- › Set out the school's arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

## 2. How to apply

- The Normal admissions period is from the 1<sup>st</sup> of January until the 31<sup>st</sup> of March for the following academic year.
- To apply, first express interest through an Open Day, or individual meeting with the school's admissions team to learn about the school, our programme, and discuss any individual requirements.
- Interested applicants fill in the student information form and pay a non-refundable fee of 12,000 czk.
- Applicants may be required to take part in a trial day.
- All applicants will sit a CAT 4 test.
- Following the trial day, a student, parent, admission team meeting is required to discuss the CAT 4 tests and a 360-degree evaluation of the trial day if applicable. The admissions team will also discuss any documents needed for the transfer of students.
- A decision to be awarded a place in the school will be determined within 14 days after the second meeting, and secured upon payment of a non-refundable deposit.

## 3. Requests for admission outside the normal age group

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Policy, this will include taking account of:

- › Parents' views
- › Information about the child's academic, social and emotional development
- › Where relevant, their medical history and the views of a medical professional
- › Whether they have previously been educated out of their normal age group
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › The Principal's professional judgement.



Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 4. Allocation of places

### 4.1 Admission number

The school has an agreed admission number of 20 pupils for entry in each year group.

### 4.2 Oversubscription

In the event that the school receives more applications than the number of places it has available, students will be placed on a waiting list and admitted to the school in case of a free place opening up, or a decision to open a new class. Students will be awarded a place based on the outcome of an interview with the Principal and admissions team.

### 4.3 Challenging behaviour

We may refuse admission for an applicant for a year group in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer.

## 5. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list.

## 6. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to [info@lvacademy.cz](mailto:info@lvacademy.cz).

Date: 01.09..2022

Signature: Mgr. Věra Komárová