

APPENDIX 3: NEW STUDENT ADMISSION PROTOCOL

Gondomar, April 15, 2019

Legal basis: Decree 254/2012, third additional provision on private school not charter school. In accordance with the provisions of article 25 of the Organic Law 8/1985, of July 3, regulating the right to education, private educational centers will not have autonomy to establish the criteria and determine the admission process of their students, without prejudice to the provisions of article 2.4 of the aforementioned decree.

GENERAL DISPOSITION

1. OBJECT

The purpose of these provisions is to regulate the criteria and the admission process for students at Gándara International School, a private foreign school.

2. ADMISSION PERIOD

The admission period will be announced during the month of February on the school's website, and will take place between the months of March and April, coinciding with the admission calendar of Galician public centers.

The length of the admission period will be 20 days.

At the end of this period, students may be admitted throughout the entire course until May 30, as long as there are places available in the requested level.

It consists of the following phases:

2.1. Initial contact phase:

Phase aimed at explaining the operation and pedagogical bases of the project to interested families. This first contact can occur through:

a) Open House Day:

- General information event attended by several families in order to find out about the operation of the school. The date of the conference will be a Saturday in March.
- The event will consist of a free visit to the outside of the school and informative talks inside with pre-set hours.
- The informative talks will be approximately 1 hour in duration.

b) Individual informative interview:

- It will be done with both parents / guardians preferably.
- It can be granted when the families have already been to the open house day and want to go deeper into a more individualized interview, or when they have not been able to attend or come outside of the enrollment period.
- At this meeting, a short summary is given about the school's operation in general, and more time is spent discussing the particular education stage the family is interested in.
- It is advisable that all adults responsible for raising the child attend this interview.
- It is advisable to come to this interview without the child/ children.
- If the family shows interest and wants to advance to the next step to talk about the mutual admission process, an admission documentation booklet will be given to them with the following information that they must read and approve before enrollment:
 - Information on the conditions and operation of the school.
 - Commitment contract and disclaimer document to be delivered signed at the time of enrollment.
 - School rules and limits. (Everything can be in the same document).

2.2. Personalized information phase:

This process is carried out when a general informative process has already been carried out about the operation of the school and there is a clear interest on the part of the family in registering the child.

It consists of the following stages:

a) Second interview with the family: focused on aspects related to the child and their family.

In the event that the family comes directly to this second interview without having gone through the initial informative interview, the documentation on the operation and conditions of the project will be delivered, so that they can be taken into account prior to enrollment.

- Families can attend this interview without having previously gone through the individual informative interview, provided that:
 - They have attended the open house
 - They know the operation of the center for other reasons.
- It will always be done with both parents / guardians preferably. If this is not possible, it will be done with only one of them as an exception, and an interview with the other parent will be set for a later date. In the case of separated couples, attendance of both parties will be requested.
- In the event that the family comes directly to this second interview without having gone through the initial informative interview, the documentation on the operation and conditions of the project will be delivered, so that they can be taken into account prior to enrollment.

b) Visit of the girl / boy to the school:

- The child attends this visit and it is advisable for both adults to attend as well.

- It will take place outside school hours.
- The visit will be approximately 30 minutes.

c) Admission Agreement:

- It takes place between the school and the family, after completing the previous phases.

2.3. Formal request for place and reservation of the same

Once the admission agreement has been reached by the family and by the center, the place reservation request will be made by email or in person at the center.

The application will be formalized by handing in the completed application form attached to this document (Appendix 1), which may be requested electronically through the email info@gandaraschool.com. and proof of payment of 200 euros for registration, within 15 days of sending the aforementioned documentation.

If the registration has not been paid, the reservation will be cancelled, and the family will be notified by email, 3 days after this notice.

Payment of the registration fee guarantees the reservation of the place. In case of rejecting the place, the registration fee will not be refunded.

2.4. Enrollment phase:

The enrollment of students at Gándara International School will mean respecting and accepting our educational project.

a) Documentation for enrollment:

- In the case of separation or divorce, copy of the regulatory agreement or judicial resolution of judicial separation or divorce, and copy of the DNI of the other parent.

- Enrollment authorization signed by both (Appendix 2).
- Document accrediting the minor's age (DNI, Passport, or Family Book).
- In the case of children who come from other centers, the Director of Gándara International School, may request a pedagogical report from the previous center, if he or she deems it appropriate,.
- Commitment contract and disclaimer document, (pending preparation) signed by the director of Gándara International School and both parents or guardians of the child.
- Registration form.
- Consent to take photographs of their children, signed by both parents or guardians of the child.
- Consent to upload the photographs to the Drive, signed by both parents or guardians of the child.
- Direct debit form of fees.

3. CRITERIA FOR DETERMINING STUDENT PLACES AVAILABLE

For the determination of available places the following will be taken into account:

3.1. The center will publish the available places for each educational stage and academic level in February.

3.2. Given the low teacher / student ratio necessary for the maintenance of our pedagogical line, the center will establish a maximum number of places available for students with special needs, which may vary annually depending on the special needs students already existing in the center and the specific needs of those students.

3.3. In the event that the number of applications exceeds the number of places available, the center will open a period of 10 working days, counted from the 2 days following the end of the period for submitting applications

for admission, to attach, in person at the center, the supporting documentation of the criteria of scale indicated in the following provisions.

4. CONDITIONS AND SCALE FOR THE ALLOCATION OF PLACES

4.1. In order to be admitted to the center, the student must meet the age requirement for each stage.

a) In the preschool stage, boys and girls must be 3 years old in the school year in which they join.

b) In the elementary stage, only 8-year-old students or younger will be admitted at the time of enrollment. Only in very special cases will students over 8 years of age be accepted.

4.2. It will be an essential requirement for admission to have successfully completed the two face-to-face interviews with the center and the child's visit. At least one of those two interviews will be done with the child for whom a place is requested. The result of the interview with the established scales will be assessed; if it coincides (YC) or does not coincide (NC) with the methodological principles of the school.

4.3. The first interview will always be done with both parents / guardians preferably. If this is not possible, exceptionally it will be done with only one of them, and a later date will be set for an interview with the other parent / guardian.

4.4. Parents / guardians must state that they agree with the pedagogical line of the school and sign both the commitment contract together with the representatives of the center. To this end, the center will provide families with an informative dossier so that they can learn in depth about the methodology, as well as the educational vision of the center.

4.5. In the case of special needs for educational or emotional support of the applicant student, the family must submit a psychological-pedagogical or medical report to the center together with the application form. If there is still no diagnosis, the family must report this in writing on the application form, specifying the child's special needs and functional diversity.

4.6. In no case will there be discrimination in the admission of students for reason of birth, ethnicity, sex or religion.

5. POINTS SCALE

Priority will be given to students who, in this order:

- 1) Have siblings enrolled in the center. Points for each sibling: 5 points
- 2) Children of staff that work at the center.: 5 points
- 3) Large family of special category: 3 points
- 4) Large family of general category: 2 points
- 5) Single-parent family: 2 points
- 6) Coming from an active or similar school: 2 points
- 7) The child resides in the school's vicinity (in case of separated parents only one of the parents' addresses will be computed): 1 point
- 8) For complementary criteria consistent in other relevant circumstances and justified by the competent body of the center (Governing Board), in accordance with objective and equity criteria: 1 point

6. REMAINING ENROLLED AT THE SCHOOL

Students will renew their enrollment annually in March. For the enrollment renewal to take effect, the registration fee for the following course will be necessary. Said payment may be made in installments.

7. PERSONAL INFORMATION

In accordance with the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights, the personal data collected during the admission process whose treatment and

publication are authorized by the individuals submitting applications for a place and registration at the school, will be included in a file called "Admission Procedure" in order to manage this procedure, as well as inform the affected individuals of its processing. The School's Director is responsible for this file. Any individual desiring access, rectification, cancellation and/ or who wants to express opposition may do so before the Administration of the center, by sending a communication to the following address:

Gándara International School, Rúa Moreiras, nº 1, 36380 - Gondomar (Pontevedra) or via email to info@gandaraschool.com.

The documentation and applications that do not result in admission to the school, and all the documentation that is incorporated into the student's file must be kept, at least, until the end of the school year during which the application corresponds. Once the school year is completed, they will be destroyed.

8. DECISION-MAKING POWER

GIS reserves the right to decide and adopt any measure related to admission, security and/or organization of the center that it deems appropriate, in order to ensure the protection of the members of the Community. Such measures will be notified to families in writing via email and/or WhatsApp, in addition to being published on the center's website.