PORG International School

Admission Policy
EYFS

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Introduction

PORG International School is committed to providing a high-quality Early Years education that reflects international best practice and the principles of the Early Years Foundation Stage (EYFS). The school recognises that the early years are a critical period in a child's development and seeks to ensure that every child is given the best possible start to their educational journey.

This Admissions Policy has been developed to ensure that entry into the Early Years Foundation Stage (EYFS) is conducted in a fair, transparent, and consistent manner. It reflects the school's commitment to safeguarding, inclusion, and equality of opportunity, while aligning with the expectations of internationally recognised accreditation bodies such as the British Schools Overseas framework.

Through this policy, the school aims to admit children for whom it can provide an appropriate, supportive, and stimulating learning environment, ensuring that individual needs are met and that all pupils can thrive.

This policy sets out the procedures and criteria for admission into the Early Years Foundation Stage (EYFS) at Porg International School for children aged 3–5. It is aligned with the Early Years Foundation Stage and reflects the standards expected by the Council of British International Schools and British Schools Overseas.

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Ethos

At PORG International School, we believe that creating positive school experiences is as important as building a strong foundation for the future. The early years should be stimulating and appropriately challenging, but above all, happy, safe, and secure.

Guided by the principles of the Early Years Foundation Stage, we support children in growing into confident, independent, and well-rounded individuals within a diverse, international environment. We see learning as a continuous journey shaped by curiosity, meaningful experiences, and positive relationships.

Publication

This Policy is updated annually and is published to all staff and volunteers. The PORG International School admission policy is available on the school website to school personnel, teaching and non-teaching staff, pupils, and parents.

Overview of this policy

- Admission Principles
- Age Requirements
- Application and Admissions Process
- Assessment for Entry
- Inclusion and Special Educational Needs
- Safeguarding and Welfare
- Fees and Payments
- Transition and Induction
- Waiting List
- Appeals and Final Authority
- Policy Review

Admission Principles

PORG International School operates an inclusive admissions process and welcomes applications from children of all nationalities and backgrounds. The school does not discriminate on the basis of gender, race, religion, or family background. Admission is offered when the school is confident it can meet the child's educational, developmental, and welfare needs while maintaining a safe and effective learning environment for all pupils.

The school reserves the right to refuse or defer admission where a child's needs exceed the level of support that can reasonably be provided or where admission would compromise the provision for others.

Age Requirements

Children are admitted into year groups based on their age as of 31 August prior to the academic year. Entry into Pre-Reception requires the child to be three years old, and entry into Reception requires the child to be four years old by this date. Placement outside the standard age group will only be considered in exceptional circumstances and must be supported by professional evidence and approved by the Head of School.

Application and Admissions Process

Parents are required to submit a completed Application form along with supporting documentation, including proof of age, medical and immunisation records, and, where applicable, previous educational reports.
As part of the admissions process, children will participate in an age-appropriate, play-based interaction or observation session. This allows the school to assess readiness for the EYFS environment and to identify any support needs. Parents may also be invited to attend a meeting with school staff.
Following this process, an offer of a place may be made, subject to availability and the school's ability to meet the child's needs. Admission is confirmed only once the enrolment agreement has been signed and all required fees have been paid.

Application to PORG International School includes the following:

- Attend a pre-admission interview with the Head of the school.
- Complete the online Student Application form through the school website.
- To proceed with the online application, please visit the PORG International School website and complete it by clicking on Apply Now.

- Signed Data Protection Consent Form (GDPR).
- Pay the registration fee of 5,000 CZK.
- Child's enrolment interview participation.

The admission fee is nonrefundable in the event of application withdrawal.

Other documents are needed before signing the Agreement.

- Copy of a child's and parents' passports (for foreigners).
- Copy of visa (for foreigners).
- Copy of birth certificate (for Czech citizens).

For more details, contact the principal of PORG International School at primary@porg.cz.

Assessment for Entry

Assessment at the point of entry is selective and is used to inform placement and support planning. It is based on observation and interaction and considers key areas of development, including communication and language, personal, social and emotional development, physical development, understanding of routines, and engagement in play and learning.
Children may be identified as emerging, developing, or secure within these areas. Outcomes of the assessment may include an offer of a place, an offer with recommended support strategies, or, in rare cases, deferred entry where it is considered to be in the best interests of the child.

Inclusion and Special Educational Needs

PORG International School is committed to inclusive practice and aims to accommodate children with Special Educational Needs and Disabilities wherever possible. Admission is dependent on the school's ability to provide appropriate support and resources. The school may seek additional information or professional advice to determine the level of support required and will work collaboratively with parents throughout the process.

Safeguarding and Welfare

All admissions procedures are conducted in accordance with the school's safeguarding and child protection policies. Parents are required to provide accurate

and complete information regarding the child's health, development, and any additional needs. The safety and well-being of all pupils remain the school's highest priority.

Fees and payments

A non-refundable registration fee of 5,000 CZK is required as part of the application process. A deposit may also be required to secure a place. Upon acceptance of an offer, parents enter into a legally binding agreement with the school. Failure to meet financial obligations may result in the withdrawal of the offer.

The Tuition Fee for the first school year is CZK 181,050. The Tuition Fee for each year is paid in two equal instalments. The first instalment is due on 15 August before the start of the school year, and the second instalment is due on 31 January of the current school year. All instalments of the Tuition Fee must be made as wire transfers to the school's account 277955264/0300. Tuition & Fees are payable in full based on the due date. The parent or guardian is responsible for ensuring payments are made when due and promptly informing the school of any billing address changes. Placement is not guaranteed until full tuition and fee payments are paid.

At the moment, the school gives a 10% discount to parents of siblings. The school fee includes study materials, books, textbooks, and exercise books. The school fee also covers expenses for extra events and activities.

Expenses for meals, trips and camps are not included in the school tuition fee.

All financial terms and conditions, as well as conditions of termination, are listed in the Agreement of Study. The school accepts only payments in the Czech currency (Czech crowns).

Transition and Induction

The school provides a structured transition process to support children settling into the EYFS environment. This may include orientation sessions, introductory visits, and a gradual start to attendance. These measures are designed to promote emotional security and a positive start to school life.

Waiting List

Where places are unavailable, applicants may be placed on a waiting list. The waiting list is maintained in accordance with the admissions criteria and reviewed periodically. Placement on the waiting list does not guarantee admission.

Appeals and Final Authority

Parents may raise concerns through the school's formal complaints procedure; however, all admissions decisions remain at the discretion of the School Leadership Team. The Head of School retains final authority over admissions and placement decisions.

Policy Review

This policy is reviewed annually to ensure continued compliance with international standards and alignment with best practice in early years education.