

Admissions Policy

Purpose

My Online Schooling is an inclusive online school for children and young people in Years 3-13. The main principle of admissions to My Online Schooling is to maintain the character of an inclusive school, in line with our school mission statement: *'We strive to offer a rich, inclusive and accessible education where our pupils feel supported and enjoy learning.'* We strive for excellence and have high expectations of our children and young people to exhibit a strong work ethic and commitment to their studies and extra-curricular experiences at the school. The purpose of the policy is to ensure that the conditions of admission to the school are transparent and clear.

Eligibility

As an inclusive and accessible school, we do not operate selective admission to the school. My Online Schooling will consider all applications to join our school. Families are asked to submit an enrolment application to the school which will be reviewed by the Education and Administration teams to ensure all is in order. Children and young people will be accepted to the school regardless of their background. Keeping this in mind, it is important to note that joining our school should be in the best interests of the pupil. My Online Schooling shall endeavour to do all that is reasonable to provide a suitable educational environment for every pupil. Although we strive for excellence in the educational advancement of our pupils, parents and carers permit the Heads of School and our Health & Wellbeing Manager to make decisions in the best interest of the child or young person. My Online Schooling will engage in constructive dialogue with families whose application to join the school requires further consideration and support. In situations where we do not believe that online provision, for specific subjects or in its entirety, is in the best interests of the pupil, we will notify the family of this and reasoning behind our decision.

All families are asked to provide information on their child or young person's previous educational experiences. Pupils who submit an application to join Year 11 and 13 should provide evidence that they have completed Year 10 and 12, respectively, in the subjects they wish to study. With International GCSE and (International) A-Levels are two-year courses, it is important to My Online Schooling that pupils have experience and sufficient study already in place.

Election of School

My Online Schooling reserves the right to select which school the pupil is enrolled into, either My Online Schooling UK or My Online Schooling Asia Pacific. This selection is dependent upon the pupils current location or region in the world.

Inclusion

To ensure that My Online Schooling is fully informed about how we can best support the young people joining our school, we request that parents and carers submit all relevant information pertaining to the health and/or special education needs of their child or young person. This includes ECHP documents and any other official documentation that may provide information on strategies that our teaching team can implement to support pupils in their learning. If a pupil has a diagnosis of a medical condition or additional need prior to, or after, joining the school, we would ask families to keep the school informed of this.

Allocation of Places

My Online Schooling limits class sizes to 20 pupils per class. Pupil timetables are created to maintain small class sizes and places may be limited if the number of pupils looking to enrol exceeds the number of spaces available. Pupils may not be able to enrol in specific subjects or year groups if there are no spaces available. My Online Schooling reserves the right to make decisions on when classes will close and when new classes will open to accommodate new pupils.

If a prospective family has timetable constraints, they can submit a timetable request to the My Online Schooling Administration Team. My Online Schooling will endeavour to accommodate timetable requests, but there is no guarantee that requests will be met. Timetables are designed to ensure there are no clashes within each year group. My Online Schooling will endeavour to prevent clashes within the timetable; however, if a family chooses to enrol in multiple year groups, My Online Schooling cannot guarantee that clashes will not occur.

Oversubscription & Waiting List

Where the number of pupils applying to join My Online Schooling exceeds the number of places available, there will be an option to join a waiting list for the subject or year group.

If the number of pupils on the waiting list results in a new class starting, all pupils will be put into this class, up to a maximum of 20 pupils. If a pupil leaves an existing class, for reasons of equity, My Online Schooling reserves the right to

consider all pupils' applications, on the waiting list(s), in its entirety when allocating places for pupils. The waiting list does not necessarily give priority to those who have been on the list the longest or those who applied closest to the cut-off for any intake dates.

Waiting lists for subjects and year groups will automatically cease at the end of term 1, in December of each year. At this point, we believe the pupil will not have completed a sufficient level of study in the subject. From Term 2 onwards, with the exception of consideration to core subjects: English, Maths and Science, we will not look to open new classes.

Late Applications

For each of our intake dates, My Online Schooling applies a cut-off or deadline by which families must have submitted all components of the application process - the enrolment form and subject selection form. Due to the numbers of applications received and to maintain fairness to all current and prospective families, it is common practice that enrolment applications will not be accepted for the imminent intake date if not received by the deadline set. My Online Schooling reserves the right to consider late applications and to determine if pupils will be accepted into the school for the immediate intake. Generally, enrolment applications submitted after the deadline will be processed for pupils to join the school at the next intake.

Entry requirements

My Online Schooling does not have any set entry requirements. Our school runs for Year 3-13. We do not accept pupils over the age of 18 into our classes; however, we are understanding that a young person may turn 19 years of age during their final year of study with us.

All families are asked to provide information on their child or young person's previous educational experiences. Pupils who submit an application to join Year 11 and 13 should provide evidence that they have completed Year 10 and 12, respectively, in the subjects they wish to study. With International GCSE and (International) A-Levels are two-year courses, it is important to My Online Schooling that pupils have experience and sufficient study already in place.

It is important to note that joining our school should be in the best interests of the pupil and My Online Schooling has the discretion to disallow entry into the school if we do not believe this is in the pupil's best interests.

Year Groups and Subjects

Families are encouraged to enrol their child in the year group that is conventional for their age. We are flexible in the programme of study that a child or young person will follow with us, as far as it is reasonable and in the best interests of the pupil. With this, pupils are permitted to enrol in subjects across different year groups. This may occur where a pupil joins a class in a year group below that which is conventional for their age, for reasons of additional support. It is also possible that a pupil may study ahead of their years in subjects where they are deemed to be 'gifted and talented'. In terms of exam-level years, it is possible for pupils to register for exams as an 'early entrant'.

Timetables are designed to ensure there are no clashes within each year group. My Online Schooling will endeavour to prevent clashes within the timetable; however, if a family chooses to enrol in multiple year groups, My Online Schooling cannot guarantee that clashes will not occur.

Applicants From Overseas

My Online Schooling prides itself on being a truly global school, where we strive to overcome geographical barriers preventing children and young people experiencing an outstanding education. Our school runs live lessons based on the UK and Western Australia time zones. We welcome enrolment applications from families across the world; however, it is the responsibility of prospective families to ensure that they are able to attend live lessons at a time which is suitable for their child or young person. We strongly advocate for pupils attending live lessons during sociable hours to ensure that: pupils have a healthy school-life balance; are receiving sufficient needs i.e. sleep; and are not negatively impacted in terms of their mental health and their wellbeing. My Online Schooling reserves the right to disallow progression of an application where pupils attending live lessons during 'antisocial' hours is deemed not in the best interests of the pupils. It is possible for pupils to opt to watch recorded lessons solely; however, this may impact on a pupil's overall learning experience. We would always seek to engage in constructive dialogue with prospective families in this position.

Withdrawal of a Place in the School

After an application has been processed and a family are on a path to joining My Online Schooling, the school reserves the right to withdraw the child or young person's place for reasons including:

- When a parent/carer has failed to respond to requests for payment or further information, by a set deadline, or within a reasonable time
- When a parent/carer has failed to notify the school of important changes to application information
- When the application has been submitted based on fraudulent or intentionally misleading information from a parent/carer

Communications with Local Authorities

When a child or young person is in receipt of full or partial funding from their local authority for their education with us, My Online Schooling will communicate and cooperate with officials, where required. This will typically be when the local authority pays fees directly to the school or when they request confirmation of study, regarding a child or young person, for whom they are paying tuition fees. The family should be made aware by the local authority that contact may be made directly with My Online Schooling.

Transfer Between Schools

My Online Schooling has two school offices: one based in Edinburgh, UK and one based in Perth, Australia. Each school covers a respective geographic area and pupils will be enrolled into the school which aligns with their region in the world. We reserve the right to select which school the pupil is enrolled into, either My Online Schooling UK or My Online Schooling Asia Pacific. This selection is dependent upon the pupils current location/region in the world. Transfer between schools can only occur between terms and a fee of 50% of the enrolment fee will be applied to the tuition fees as a one-off payment.

'Cooling Off' Period

If an EU resident, parents/carers are entitled to withdraw acceptance of the terms and conditions of your child or young person's enrolment within 14 days of the submission of an Enrolment Application Form.

If you decide to withdraw your acceptance of the terms and conditions, within 14 days of the submission of an Enrolment Application Form, and you asked for the services to be supplied during this period, the school may deduct from any refund an amount for the supply of the service for the period for which it was supplied, ending with the time when you told us you had changed your mind.