



ST. CATHERINE'S BRITISH SCHOOL

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Admissions Policy



Health Safety Policy
Sept 2026.pdf

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The St. Cats way

What do we do? We deliver a world class independent education through our 4 strategic pillars:

Organisational optimisation

Educational excellence

Infrastructure development

Community engagement

Why do we do this? To deliver the purpose and mission of the school:

Purpose: To empower young people to understand, care and create a better future.

Mission: Foster learning with a rich curriculum that develops intellectual, social, physical and creative skills, preparing students for global citizenship.

How do we do this? By ensuring that everything we do is guided by the values of the school:

Care | Compassion | Empathy | Looking After One Another | Asking Difficult Questions with Respect | Wellbeing | Happiness

Integrity | Honesty | Fairness | Transparency | Doing Our Part | Respect

Dedication | Commitment | Giving Our All | Going the Extra Mile | Consistency | Showing Up When Things Get Tough | Striving for Excellence

Curiosity | Keep Asking Questions | Drive to Evolve | Inquisitive | Explore Ways to Do Things Better | Keep Learning | Creativity

The rising water lifts all boats. To action the what, the why and the how our key objective focus must be

Consistent Excellence in Every Interaction

This is practically seen every day, as well as visibly implemented into Individual Staff Development Objectives (ISDO) process, and Departmental Development Plans (DDPs). This cultural paradigm will ensure that we are able to deliver the top-class education we all aspire to and enjoy the strongest community for students, staff, parents, governors and alumni.

How is the impact measured?

- The Key Performance Indicators (KPIs) that we all contribute to: academic, pastoral, admissions, finance.
- The Individual Staff Development Objectives (ISDO) process
- Student surveys
- Parent surveys
- Staff surveys

Value indicators and behaviours to consider

Care:

- How do you actively show kindness and understanding to all members of the community?
- How have you demonstrated empathy?
- When have you committed to the wellbeing of our community?
- When have you asked difficult questions with respect?
- Have you been able to prioritise your wellbeing and happiness?

Dedication:

- In what ways have I demonstrated my commitment to the school?
- How have I exceeded expectations, going above and beyond?
- When have you been consistent with your interactions with others?
- How have you demonstrated resilience and perseverance?
- Give a time when you have sought improvement and development?

Curiosity:

- Can you give a time when you have asked questions to gain deeper insight and understanding?
- What have you done to demonstrate commitment to personal and collective growth?
- What new ideas have you explored?
- What new learning are you doing?
- How have you been creative with your teaching?

Integrity:

- Give a time when you have upheld truthfulness and sincerity in a conversation or interaction.
- Can you give an example of being impartial and equitable with others in the

community?

- Say how you have been open and clear about decisions, processes and actions.
- How have you taken responsibility this year?
- How have you demonstrated respect for others?

Admissions Policy Overview

We are always happy to meet with prospective families to discuss the future education of their children. We arrange school visits for interested families to meet with key members of staff, to be informed about the school curriculum and programme and to receive a tour of our premises.

A new admissions cycle begins every October for the following academic year (i.e., the admissions process for the 2027-28 academic year begins in October 2026). The school does not maintain waiting lists from one year to the next but begins the admissions cycle anew each year. Entry can be made at any point during the school year, in particular for expatriate families, and therefore we will accept applications all year round.

There is no unconditional entry into St. Catherine's British School. The school reserves the right to accept or decline applications based on an applicant's academic ability and comportment. The selective criteria for admission are to ensure that children that enter St. Catherine's are well placed to take advantage of the positive learning environment which will support their progress, as well as ensuring that they will not have a detrimental impact on the learning and development of our current pupils. Assessment is conducted in a combination of ways which may include any or all the following: entry tests, in-class observation, reports and references from feeder schools, and interviews with the Principal, Head of School or Head of respective Key Stage.

Passing the entry assessment test is a prerequisite to joining St. Catherine's for children applying for the British Year 3, and above. The school organizes regular testing sessions throughout the school year and schedules testing on an individual, as needed basis. For expatriate children, the school has the ability to send assessment tests to be administered by their current schools abroad, under strict conditions. Assessments are confidential and cannot be issued to parents under any circumstances.

The school will give priority consideration for entry to expatriate families moving to Greece who do not have the option to enrol their children in a Greek school and will attempt to maintain a number of vacant places open in each year group so as to accommodate expatriate children that may arrive during the course of the school year.

Applicants who perform well in their entrance examinations, but for whom there are no available places to offer, will join the respective **Wait Pool**. In the event that a place becomes available, it will be offered to a child in the respective Wait Pool, according to our priority criteria (see Guidelines for Entry). Please note that if an applicant in a Wait Pool does not manage to secure a place, as per our school policy, they will need to re-apply for the following school year (2028/29). In the event the family decides to re-apply for admission, applications for school year 2028/29 will open on 1st October 2027. Applicants who were

placed in a Wait Pool and wish to re-apply for the following school year are required to undergo the assessment process again

Where a child has a special educational need, further information will be required which may include an educational psychologist report, supporting materials from other specialists outside the school and/or an assessment by the school's Learning Support Department. The Principal shall make the ultimate decision as to whether it is in a particular pupil's and/or the school's best interest for that pupil to be admitted.

Assessment results are final. Unsuccessful candidates may be offered a re-assessment opportunity after 12 months, conditional on the availability of places in their age-appropriate year groups. Where children are unsuccessful, the school will indicate in its response letter where improvement is required. Staff members are unable to meet to discuss the results personally and, other than the basic feedback mentioned, will not engage in further communication.

1. Procedures for Entry

a. Early Years Foundation Stage (EYFS)

INITIAL REQUIREMENTS:

1. Fully completed application form.
2. Documentary proof of date of birth and nationality.
3. Payment of €200 application fee.
4. Reference from feeder school.
5. Drawing and video.

The school will not be able to process an application until all the above have been provided as part of the formal application package.

Additional Requirements:

1. Where the child is already in a Nursery or Pre-School, we require a report and reference letter from that school.
2. All children must be met and assessed - we consider your child's language ability and maturity and would expect to see a certain level of independence and self-help skills.

PROCEDURE:

- Enquiry by applicant family.
- The Head of Admissions determines the appropriate entry year group based on the child's date of birth.

- Appointment and interview (Stay&Play session) between Head of Early Years and parent(s) and child.
- Receipt of formal application.
- Receipt of supporting documents including school report, permission to contact pre-school for a reference and any other relevant documentation and information.
- Review of all documentation and relevant information by the school.
- Head of Early Years meeting with child (if they have not already met).
- Notification of the school's decision sent to parents in writing.
- Confirmation of acceptance of offer, or otherwise, by the family.
- In case of acceptance, payment of Registration fee and Development Fund fee within specified deadline.
- Attendance at the Induction Day for new families.

Our Admissions Policy reflects certain criteria, and preferential consideration will be given to those applicants who can fulfil all or most of these:

- Nationality: British, Australian, Canadian or other Commonwealth country.
- Dual nationality (any two countries).
- Suitable English language capability.
- Sufficient academic ability and good behaviour.
- Sibling currently in the school.
- Sibling or parent previously studied in the school.
- Timely date of application.

A decision will be made based on all of the above and any offer will be confirmed in writing. Please note that all offers of places are made at the complete discretion of the school and there is no unconditional entry into St. Catherine's.

In the event that a place is offered after assessment, the applicant family is required to confirm their acceptance of the offer by signing a School Contract and paying the Registration Fee and Development Fund fee within the specified deadline.

b. Lower School

INITIAL REQUIREMENTS:

1. Fully completed application form.
2. Documentary proof of date of birth and nationality.
3. Payment of €200 application fee.
4. Recent report from the current school or pre-school (if applicable) together with results of any standardised tests (for example, reading, Key Stage SAT's and so on).

5. Reference from the current school (we will email our reference template to their school with your written permission).
6. Video and written composition.

The school will not be able to process an application until all of the above have been provided as part of the formal application package.

Extra Requirements:

1. Candidates for Year 3 and above must sit entry tests in English, Mathematics and Non-Verbal Reasoning. Periodic Exam Days will be arranged for candidates who live in Greece. For candidates living outside of Greece, the test papers can be sent to the child's school to be administered under strict conditions.
2. Candidates for Years 1-6 will be invited for in-class observation as part of their assessment.
3. If the child is not a native English speaker, or is coming from a non-anglophone school, we require a suitable level of capability in the English language, according to the child's age and year of entry and may require a special English as an Additional Language (E.A.L.) test/assessment to be taken.

PROCEDURE:

- a. Appointment and Interview with Head of Lower School, if possible.
- b. Receipt of formal application.
- c. The Head of Admissions determines the appropriate entry year group based on the child's date of birth.
- d. Interview with parent/s (and child if possible).
- e. Receipt of school reports and completion of entry tests (or assessment for younger children).
- f. Review of all documentation and relevant information.
- g. Notification of the school's decision sent to parents in writing.
- h. Confirmation of acceptance of offer, or otherwise, by the family.
- i. In case of acceptance, payment of Registration fee and Development Fund fee within specified deadline.
- j. Attendance at the Induction Day for new families.

Our Admissions Policy reflects certain criteria, and preferential consideration will be given to those applicants who can fulfil all or most of these:

- a. Nationality: British, Australian, Canadian or other Commonwealth country.
- b. Dual nationality (any two countries).
- c. Suitable English language capability.
- d. Sufficient academic ability and good behaviour.

- e. Sibling currently in the school.
- f. Sibling or parent previously studied in the school.
- g. Timely date of application.

A decision will be made based on all of the above and will be confirmed to the family in writing. Please note that all offers of places are made at the complete discretion of the school and there is no unconditional entry into St. Catherine's.

In the event that a place is offered after assessment, the applicant family is required to confirm their acceptance of the offer by signing the School Contract and paying the Registration Fee and Development Fund fee within the specified deadline.

For children transferring to St. Catherine's British School from a Greek school, official transfer documents will be sent in September.

c. Upper School

INITIAL REQUIREMENTS:

1. Fully completed application form.
2. Documentary proof of date of birth and nationality.
3. Payment of €200 application fee.
4. Recent report from the current school.
5. Reference from the current school (we will email our reference template to their school with your written permission).

The school will not be able to process an application until all of the above have been provided as part of the formal application package.

Extra Requirements:

1. All candidates must sit entry tests in English, Mathematics and Non-Verbal Reasoning. Periodic Exam Days will be arranged for candidates who live in Greece. For candidates living outside of Greece, the test papers can be sent to the child's school to be administered under strict conditions.
2. If the child is not a native English speaker, or is coming from a non-anglophone school, we require a suitable level of capability in the English language according to the child's age and year of entry and may require a special English as an Additional Language (EAL) test/assessment to be taken.

Further Requirements for Entry into Years 11, 12 or 13:

For entry into Year 12 (first year of IB), students who have completed IGCSE in an English school are required to have obtained (or have predicted by their school) at least seven subject GCSE passes at Grade 5 or better (including Maths and English), three of which should be at Grade 6.

Applications for entry into the second year of the IGCSE and IB courses are generally not considered unless the child has already completed the first year of the IGCSE Cambridge Examination Board or the first year of the International Baccalaureate Diploma course at another school.

Procedure:

- a. Appointment with Head of Upper School, if possible.
- b. Receipt of formal application.
- c. The Head of Admissions determines the appropriate entry year group based on the child's date of birth.
- d. Receipt of report, reference and completion of entry tests.
- e. Review of all documentation and relevant information.
- f. Notification of the school's decision sent to parents in writing.

- g. Confirmation of acceptance of offer, or otherwise, by the family.
- h. In case of acceptance, payment of Registration fee and Development Fund fee within specified deadline.
- i. Attendance at scheduled IB/IGCSE Options meetings (for exam classes).
- j. Attendance at Induction Day for new families.

2. Criteria

Our Admissions Policy reflects certain criteria, and preferential consideration will be given to those applicants who can fulfil all or most of these:

- a. Nationality: British, Australian, Canadian or other Commonwealth country.
- b. Dual nationality (any two countries).
- c. Suitable English language capability.
- d. Sufficient academic ability and good behaviour.
- e. Sibling currently in the school / Sibling or parent previously studied in the school.
- f. Timely date of application.

A decision will be made based on all of the above and any offer will be confirmed in writing. Please note that all offers of places are made at the complete discretion of the school and there is no unconditional entry into St. Catherine's.

If a place is offered after assessment, the applicant family is required to confirm their acceptance of the offer by signing the School Contract and paying the Registration Fee and Development Fund fee within the specified deadline.

For children transferring to St. Catherine's British School from a Greek school, official transfer documents will be sent in September.

3. Terms and Conditions of Entrance Exams

- a. All applicants to Year 3 and above must sit the school's entrance assessment exams.
- b. Periodic Exam Days during term time will be arranged for candidates who live in Greece. For candidates living outside of Greece, the test papers can be sent to child's school under strict conditions (see below).
- c. A completed application package must have been received by the school before an applicant child can be invited in to sit the entrance exams.
- d. Assessment papers are strictly confidential and will not be issued to parents under any circumstances. The school is also unable to provide past papers to parents.
- e. The results of entry examinations are reviewed by the Head of School and the Principal, at whose discretion the decision for entry or rejection is made.

- f. The success of a child's application and their performance in the entrance examinations will be communicated to their families in writing from the Registrar's office.
- g. Assessment results are final. Unsuccessful candidates may only be offered a re-assessment opportunity after 12 months should places be available in their age-appropriate year groups.
- h. Where children are unsuccessful, the school will indicate in its formal response where improvement is needed. Please note however, staff members are unable to meet to discuss the results personally, and other than the basic feedback mentioned, will not engage in further communication.

4. Terms and Conditions for International Assessment

- a. Candidates living outside of Greece who do not have the possibility to attend the school for the purpose of sitting the entrance examinations can request that test papers be sent to be administered by the child's current school, under strict conditions.
- b. Interested families must first register their child and submit a complete applications package.
- c. Parents will be requested to provide contact details of the Headteacher/Headmistress/Principal of their child's current school so that a formal request can be sent to request their assistance and their written confirmation that they take responsibility for the proper invigilation and secure return of the papers.
- d. The test papers with full administration and supervision instructions will be emailed to the child's current school.
- e. After the children have completed the examinations, copies of their papers need to be emailed to the Admissions Team at St. Catherine's to the following address: admissions@stcatherines.gr

5. Specific cases

- a. Policy on Re-Admission of Former Pupils to St. Catherine's [Returning Students]
All other considerations being equal, St. Catherine's will endeavour to accommodate its former pupils, returning from abroad, who wish to regain entry into the school.
- b. Children who have been away from St Catherine's for a period of one year or less and are returning from abroad will not need to re-sit entrance examinations but will need to provide school reports, a reference and exam grades received over that period. There will be no administrative charge for re-entry. If a former pupil is transferring from a local school, they will be required to re-apply for admission, pay the application fee, sit our entrance tests and pass to be considered.

- c. Children who have been gone from the school for a period of more than one year will need to undergo the same assessment as all other applicants. This will include entrance examinations and an interview; and if necessary, an observation/orientation day in school. An Application Fee of €200 is payable.
- d. Returning students are not required to pay the Registration and Development Fund fees to confirm their acceptance of an offered place to return to the school. Instead, and as with current pupils, they will be required to pay the Reservation Deposit Fee of €2000 to secure their child's place for the following academic year. This will be deducted from the annual tuition fees.

6. Cancellation of Enrolment

In the event a fully registered pupil is unable to commence at the school, the family must notify the Head of Admissions, in writing. As the Reservation and Development Fees are non-refundable, in the event a family re-applies for the child's admission in the future, their Registration Fee, which had already been paid, will be valid for two academic years (24 months) from initial payment to secure the place.