

## Admissions Policy

### Aims

Entry to Questfield is open to any member of the community from anywhere in the world.

Questfield actively encourages applicants from a variety of educational, linguistic, cultural, and learning backgrounds. The school provides dedicated student support services that address the multiplicity of student learner profiles, including learning support and English language assistance and immersion. Some learning support resources incur an additional fee and may be limited in scope or number of students. If external support services are recommended by the school pedagogical and support services departments, these may require outside specialists and may incur additional expenses.

It is the mission of the Admissions Department to support recruitment, enrolment and retention in a professional and forthright manner, and to ensure that prospective and returning families understand the School's Mission, Vision, Curriculum provision and extra-curricular learning opportunities that are available for our learning community.

- We strive to give each family a thorough initial understanding Questfield programmes and to respond to individual enquiries for additional information.
- Visits to the school campus are scheduled on an individual appointment basis and are highly encouraged. These visits are available during school hours and in-session days, and should be arranged as early as possible through our Office.
- All prospective families are encouraged to familiarize themselves with the school through the school website [www.questfield.ro](http://www.questfield.ro) and the informative materials sent by email prior to the visit.

### Class Size and Student-to-Teacher Ratios

- The maximum class size for students starting in Primary is 20.
- In Kindergarten, specific student-to-teacher ratios are observed to ensure individualized attention and optimal learning conditions:
  - Ages 2-3: A ratio of 1:6.
  - Ages 3-4: A ratio of 1:8.
  - Ages 4-5 and 5-6: A maximum of 18 students per class.

### Welfare and English as an Additional Language Support

- Questfield acknowledges the diversity in linguistic backgrounds of our students and provides targeted support for pupils for whom English is an additional language.
- Upon admission, an Initial Language Assessment is conducted to identify the specific needs of EAL students.

- Following this assessment, an Individual Language Support Plan (ILP) will be implemented, featuring targeted Language Support lessons designed to facilitate rapid language acquisition and integration into the mainstream curriculum.
- The school is committed to monitoring the progress of EAL students closely and adjusting the ILP as needed to ensure effective language development and academic success.

## Procedure

### 1. Attend a meeting with a member of the Admissions Department

- You can register online, at [questfield.ro](http://questfield.ro), by email at [office@questfield.ro](mailto:office@questfield.ro) or contact us at the following phone numbers: **0747.029.344 / 0733.689.472** during work hours.
- Take a virtual tour of the school on our website, check our Facebook page and get acquainted with our school vision;
- Set up a visit by calling our School Office, from Monday to Friday or ask about the upcoming Open Days dates to attend a group presentation of the school.
- Attend the meeting scheduled and be informed on the educational offer, financial offer, and administrative details.
- Ask questions and clarify the registration formalities.

### 2. Placement Tests & Confirmation

- Confirm your intention to enrol at Questfield by emailing us at [office@questfield.ro](mailto:office@questfield.ro) your child's full name, date of birth and envisaged start date and year group / grade
- Our Head of Admissions will give a provisional approval according to places' availability and request to the corresponding Head of Department to schedule:
  - a trial day (for Kindergarten, children older than 4) or
  - Placement Tests (for students applying to Primary & Secondary School).

Function of the line selected by the parents of the applicant, the student will be assessed in all or some of the following:

- Romanian Line: Lb. română, Matematică, Engleză – no charge
- International Line: English, Maths, Science – no charge
- If the child has the right level of English, starting Grade III / Year 4, CAT IV from GL Assessments testing may be applicable. This type of assessment involves paying a fee of Eur 50 / candidate.
- This step of the Admission Procedure also includes a meeting of the candidate with one member of our Welfare Department in our endeavour to address early any concerns we might have in this regard. A background check with the child's former School shall be performed, if possible.
- Parents will also be invited to attend and interview with the relevant Head of Department or Head of School.
- Our School Office will inform the applicant of the scheduled day / time of their trial / tests.

- Our Head of Admissions informs the parents within 3 work days of the school's decision to admit the student, placement on one of our alternate lists, or lack of resources to meet the student's educational / emotional needs at the respective moment.

### 3. **Registration Documents**

After successful completion of the first two steps, our Admissions Department sends the applicant an email containing the required documents for registration. These are as follows:

- Filled-out Registration Form and Educational Contract signed by both parents / legal guardian;
- Filled-out questionnaire(s) issued by our Safeguarding Department
- Copy of the child/children's birth certificate;
- Copy of both parents / legal guardian's' identity cards (passports in case of foreign citizens)
- Transfer documents from the previous school
- School transcripts from the previous two years (if applicable)
- Filled-out medical file and epidemiologic note from family physician;
- A copy of the vaccination record.
- Payment of the registration fee and any other financial obligations.

### 4. **First Day**

- Our School's Office informs the parents about when the student is expected at school and other relevant details (such as necessary items, uniform etc. – please note that induction procedure is applicable for students younger than 4).
- Our School's Office sends the parents the info pack corresponding to their child's grade / age group and opens a Parent Account in Kinderpedia.

Reviewed: Laura Antoniu, September 2023

Next review in June 2024