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Admissions Policy

CJD International School

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1. Introduction

This admissions policy outlines the procedures and criteria to ensure a fair and consistent admissions process for all students into the school. It ensures a smooth integration for those transitioning from different educational backgrounds, particularly students new to the Cambridge curriculum and English-medium instruction. By providing English support, SEND accommodations, and clear progression criteria, students are set up for success in an international learning environment.

2. General Admissions Process – Step-by-Step Guide

- **Step 1: Submit Application**

Applications are accepted on a rolling basis. To receive priority consideration for the upcoming academic year, applications should be submitted by **May 31st**.

All documentation should be sent to admissions@cjd.pt.

- **Step 2: Initial Meeting**

A meeting will be arranged with parents and, if necessary, the student. The purpose is to gather information about the student's academic background, English language proficiency, and any support needs.

- **Step 3: Placement Testing**

An English proficiency test is required for all students (except Years 1 – 3 and students who had already attended school). Students transferring from non-Cambridge schools may also be asked to complete additional assessments. Year 12, students must have a C1 Level of English or equivalent).

- **Step 4: Admission Decision**

Following review of application materials, assessments, and meetings, the school may decide on one of the following outcomes:

- Acceptance
- Conditional acceptance (e.g., placement in the Intensive English Course)
- Rejection

- **Step 5: Offer and Payment Confirmation**

Admission is confirmed only upon receipt of the non-refundable Application Fee, Enrolment Fee, and a three-month Tuition Deposit. Once these payments have been made, the student is formally enrolled.

An orientation session will be held prior to the start of the term or academic year to ensure a smooth transition into school life.

- **Step 6: English Support (if applicable)**

Students who do not meet the required English proficiency may be enrolled in the Intensive English Course (IEC). Completion of the IEC is based on reaching the required CEFR level (B1/B2 for IGCSE, C1 for A-Level), as determined by periodic assessment.

- **Step 7: Special Educational Needs (if applicable)**

Students with diagnosed learning needs (e.g., ADHD, dyslexia) must undergo a Learning Needs Assessment. An Individualised Education Plan (IEP) will be developed, and special access arrangements will be made for Cambridge examinations if supported by medical documentation.

- **Step 8: Year Placement**

Final grade placement is based on a combination of placement test results, age, and previous academic records. Students entering after Term 2 may be required to repeat the year unless they meet the criteria to pass the year.

- **Step 9: Documentation and Compliance**

All enrolment documents must be translated into English or Portuguese and notarised or apostilled. Students must fulfil the Portuguese requirement of 12 years of compulsory education. To be eligible for the AICE Diploma, students must complete a minimum of 7 credits, including Global Perspectives & Research (AS).

Medical clearance may be required for students with pre-existing medical conditions to ensure appropriate school support is in place.

Applicants must disclose any previous suspensions or expulsions from other schools. Admissions decisions for students with prior disciplinary records will be subject to case-by-case review by the Admissions Committee.

3. Admissions Criteria by Level

3.1. *Primary (Years 1-6)*

- English Proficiency: Minimum A1 CEFR for Years 3-6.
- Placement Tests: May be required for Years 4-6 (English).
- Intensive English Course (IEC): Available for Years 4-6.
- Progression & Pass Criteria:
 - Continuous assessment and internal exams.
 - No retention unless exceptional circumstances (learning support plan in place).
 - In year 6, students will only progress to lower secondary if they meet the requirements of the passing criteria (Please consult assessment policy).

3.2. *Lower Secondary (Years 7-9)*

- English Proficiency: Basic (A2 CEFR) required; students below this level require IEC.
- Placement Tests: English
- Reduced Subject Load:
 - Students with low English may take a reduced subject load (English, Maths, Science, and one elective).
 - Full transition expected within 1 year, monitored via progress reports.
- Progression & Pass Criteria:
 - Students must pass English, Mathematics, and at least 3 other subjects.
 - Support provided to students at risk of retention – in these cases, attendance to Study Rooms is mandatory.

3.3. Upper Secondary (Years 10-11, IGCSE Program)

- English Proficiency: Intermediate (B1-B2 CEFR) minimum.
- Placement Tests: English, Mathematics, Science (if applicable), Subject-Specific Tests (if applicable).
- IEC: Limited to students who can achieve proficiency within 6 months.
- Progression & Pass Criteria:
 - **Year 10** – Students must pass a minimum of 4 IGCSE subjects (5 credits) including English, Mathematics, Coordinated Sciences and one elective.
 - **Year 11** – Students must pass a minimum of 5 IGCSE subjects (6 credits) including English and Mathematics.
 - Failing students may repeat specific subjects but must meet minimum progress standards.

3.4. Advanced (Years 12-13, AS & A-Levels/AICE Diploma)

- English Proficiency: Advanced (B2-C1 CEFR) required.
- Placement Tests: English, Mathematics (if taking STEM subjects), Subject-Specific Tests (when applicable).
- Progression & Pass Criteria:
 - Year 12: Must pass AS exams with minimum C grades in 3 subjects to proceed to Year 13.
 - Year 13: Students must complete either at least 7 AS Levels or 3 A levels plus 2 AS, including Global Perspectives & Research (AS), to be eligible for the AICE Diploma in Portugal.
 - Students who fail AS subjects may be required to re-sit exams or switch to an alternative pathway.

4. English Placement Testing & Intensive English Courses (IEC)

English Placement Testing are conducted after interview to assesses reading, writing, listening, and speaking skills. Students assigned a CEFR level (from A1 to C2).

Primary and Lower Secondary students can be placed in Intensive English Course (IEC) program while attending core subjects. IEC is only available to Upper Secondary and Advanced students who can reach the required English level within 6 months. The conclusion of the IEC courses is determined by periodic assessment (minimum B1/B2 for IGCSE, C1 for A-Level).

5. Special Educational Needs and Disabilities (SEND) Admissions

Students with learning difficulties (e.g., dyslexia or ADHD) are required to undergo a learning needs assessment. Parents are kindly asked to disclose any diagnosed learning needs or previously implemented Individualized Education Plans (IEPs) to the school psychologist.

Where appropriate, an Individualized Support Plan (ISP) will be developed to support the students' learning journey.

Students with Special Educational Needs and Disabilities (SEND) will be granted Cambridge-approved access arrangements for examinations, provided that valid medical documentation is submitted.

6. Mid-Year Admissions & Grade Placement

Students transferring after initiating 2nd Term might have to repeat the current Year depending on their final academic performance and teacher feedback.

Students from Upper Secondary and Advanced must complete 80% of the academic year to advance to the next level.

Additional subject knowledge assessment might be required for non-Cambridge school transfers, particularly if they are transferring between Years 10-13.

7. Offers & Acceptance Process

After the three initial non-refundable payments (application, enrolment and three-month deposit) are made, the student is confirmed to be attending CJD.

Priority Admissions:

1. Siblings of current students.
2. Students transferring from other Cambridge schools.
3. Children of faculty/staff.
4. High-achieving applicants.

All enrolment documents must be sent to admissions@cjd.pt and they must be translated into English or Portuguese and notarised.

Applications containing misrepresentation or fraudulent documents will be immediately disqualified. If fraud is discovered after enrolment, the school reserves the right to revoke admission.

Behavioural records from previous schools will be reviewed

8. Compliance with Portuguese Laws & Cambridge Regulations

12 Years of Mandatory Schooling:

- Students must complete 12 years of compulsory schooling up to Year 13.
- If students do not meet A-Level requirements, alternative pathways will be provided (e.g., Foundation Year options).

AICE Diploma:

- Students must complete minimum 7 AS Levels, including Global Perspectives & Research, to meet Portuguese requirements.
- Must meet Cambridge's requirements for diploma eligibility.

9. Data Protection & Confidentiality

All admissions-related data is confidential and will be processed in compliance with GDPR and Portuguese data protection laws.

Student records, assessment results, and personal information will only be shared with authorized school personnel and regulatory bodies as required by law.

10. Admissions Deferral Policy

Students may request a deferment of admission for up to one academic year due to unforeseen circumstances such as relocation or visa issues.

Deferment requests must be submitted in writing and are subject to approval by the Admissions Committee.

Last date revised: July 2025

Next review date: January 2026



Colégio Júlio Dinis
INTERNATIONAL SCHOOL

**TOGETHER WE'RE
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