

## Admissions, Discipline, Exclusions Policy

### Equality Statement

Riverside School is committed to ensuring equality of opportunity and treatment for all. We do not discriminate against any applicant or student on the basis of protected characteristics as defined by the UK Equality Act 2010, and we strive to maintain an inclusive environment free from discrimination and harassment.

#### A. Registration Procedures

- Students presently enrolled, and who have no outstanding fees, are automatically registered for the following year.
- Registrations for new students are accepted on a first-come, first-serve basis.
- Students shall be admitted to a year/grade level only if they provide documentation of satisfactory completion of the previous grade.
- The number of students admitted each year will depend on availability of space as determined by Senior Management.

#### B. Registration Priorities

- Category 1 - Children of teaching staff with no payments or resources outstanding.
- Category 2 - Students on the waitlist who have siblings presently enrolled and no payments or resources are outstanding.
- Category 3 - All others.

#### C. Admissions Criteria and Procedure

1. Attend a preadmission interview with the Admissions Officer and School Principal.
2. Complete the online Student Application Form through OpenApply. This will include the:
  - Medical Release Form
  - Data Protection Consent Form (GDPR)Applicants will also be required to upload the following documents:
  - reports or transcripts, for the last two years, from the last school (in English)
  - Copy of the applicant's passport/national ID or birth certificate
  - Passport-sized photograph of the student
  - Copy of the applicant's medical insurance card
  - Completed acceptable Use Policy
  - Submission of Confidential School Recommendation (completed by current teacher for Year 1–6 applicants or relevant member of the leadership staff for Year 7-13 applicants).
3. Pay the current enrolment fee and deposit.
  - The current non-refundable fee should be submitted with the application. This sum covers the administration of a new student.
  - To ensure a place for your son or daughter and to enable our forward planning to progress with some degree of certainty, a deposit is also required with the application.
  - Enrolment Fees and Deposits are not refundable in the case of application withdrawal.
4. Pay the first term's tuition fee by 30th June (or before the start date if entering the school after the academic year has begun).

#### D. Wait List

- A wait list will be maintained for individuals who have registered and Riverside was unable to enrol due to space availability.

#### E. English as an Additional Language (EAL)

- Riverside School welcomes applications from students for whom English is not their mother tongue, valuing multilingualism and cultural diversity.

- The school provides a supportive EAL programme that develops the language skills needed for independence and academic success in the full curriculum.
- Programme spaces may be limited to ensure students receive the level of support necessary to be academically successful.

### Admissions and Entry Criteria

- Students referred to the EAL programme are assessed in several ways to determine the level of support needed. New students undergo an initial review that may include an interview and consideration of previous school records, and when necessary, a placement test may be used to help determine their English language proficiency. Please refer to the [EAL Policy](#) for further details.
- Assessment results determine the level of required language support.
- The school may set minimum English proficiency expectations for specific grade levels to ensure students can realistically access the curriculum.
- Only in exceptional circumstances will beginner-level students be admitted to Senior High School (Years 10–13).
- Admission may be conditional upon participation in the EAL support programme.

### Programme Exit Criteria

- Student progress is continuously assessed and monitored by EAL staff using standardised assessment frameworks.
- Students may exit the EAL programme when they meet defined language proficiency standards, including:
  - Achieving specified Band goals on the Primary School Bell Foundation EAL Assessment Framework (Primary students).
  - Demonstrating CEFR B2 or C1 level across all four skills (Junior and Senior High students).
- Exiting the programme requires consultation between the EAL teacher, classroom/subject teachers, and parents.

### Fees and EAL Policy

- An additional fee is charged for students who require and participate in the intensive EAL support programme.
- Full details of EAL provision, support models, and assessment procedures can be found in the [EAL Policy](#) document.

## F. Special Educational Needs & Disabilities (SEND)

- Riverside is an inclusive school and strives to accept students with unique learning needs. Each application is reviewed on an individual basis. Parents must disclose any diagnosed learning difficulties and/or particular needs and are asked to provide relevant documentation. This may include:
  - A copy of the applicant's SEND diagnosis, medical records, and/or doctor's report
  - a copy of the applicant's most recent Educational Psychologist report if relevant
  - a copy of the applicant's current Individual Education Plan (IEP)
  - a copy of relevant assessment results, including any standardised tests
  - the contact details of the Special Educational Needs & Disabilities coordinator/teacher at the applicant's current school
  - a completed reference by the applicant's current teacher and/or SEND teacher
- The re-enrolment of students with special educational needs will be carefully reviewed on a case-by-case basis, particularly during key transitions (such as moving from Primary to Junior High), to ensure that their educational needs are fully supported in the next stage of their schooling.
- Riverside may decline enrolment for a student where the school does not have adequate resources or properly trained staff to provide a viable educational programme for the student.

## G. Toileting

- Children entering the Early Years programme (age 3+) are expected to be toilet trained prior to admission. We recognise, however, that accidents are a normal part of early development, and staff will support children with sensitivity and care as needed.
- Where a child has a medical condition, developmental delay, or additional needs that affect toileting, the school will work in partnership with parents to make reasonable adjustments and provide appropriate support. Parents are asked to keep the school informed of their child's progress, supply spare clothing, and collaborate with staff to help children develop independence and confidence in this area.

## H. Admission into the IB Diploma Programme

- Students will be expected to have earned good grades in all subjects and to have shown active engagement in the learning process that marks the successful IB Diploma candidate.
- Recognising the diverse educational backgrounds and personal circumstances that may influence student achievement prior to the Diploma Programme, the school applies the following guidelines:
  - Students aged 16–19 who have completed the International General Certificate of Secondary Education (IGCSE) or an equivalent qualification, with at least five (5) passes at grade C (5) or above - including English, Maths and Science - and a grade B (6) or higher in subjects they wish to study at Higher Level (HL), may apply to join the IB Diploma Programme at Riverside.
  - Applicants must demonstrate sufficient mastery of academic English, in both reading and writing, to participate fluently and successfully in IB studies.
  - Applicants must demonstrate a satisfactory record of behavior and attendance, typically reflected in an attendance rate of 90% or higher.
  - Applicants must provide positive teacher recommendations that reflect work ethic, ability to meet deadlines, academic maturity, and critical thinking skills.
  - Applicants must show evidence of independent learning and effective time management, as demonstrated through coursework, internal assessments, or CAS-type activities during their IGCSE years.
  - Admission to the IBDP for students who have not met the criterion will be reviewed on a case-by-case basis, taking into account their overall academic record and personal context.

## I. Payment of School Fees

- School fees may be paid annually or Termly (three times each year), before the commencement of each term. A discount applies to those fees which are paid on an annual basis before 30th June. Tuition fees for mid-year enrolment will be calculated based on the number of weeks remaining in the term. Partial weeks will be counted as full weeks.
- Riverside Administration assumes that students are committed for an entire school year unless an alternate arrangement has been previously agreed. To confirm this commitment, Riverside may, at times, request an annual, non-refundable, payment of school fees.
- Invoices will be sent out in June, December, and March. Payment of the fee is due by the date stated on the invoice.
- All payments received after the second full week of the school term will be surcharged at a rate of 1.0% per month, 12.0% per annum. Payments not received by the midterm break will result in the suspension of the student and the withholding of school records until the fee is paid. Parents should make known to school administration any difficulty they may have in making a prompt payment of the tuition fee.

### Reduced Tuition Scholarships

- Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Co-Director of Riverside School. Applications for scholarships must be submitted each year.
- Sibling discounts do not apply to those students granted alternative financial assistance.

## Refunds and Deposits

- Refunds of tuition and the return of the deposit will be granted if all accounts have been settled in full, all school property returned, and required notice one full term prior to departure has been given (for example: notice must be received by the last day of Term 2 if the student is not returning the following September). Refunds are also granted to those students refused admission.
- Requests for the return of funds should be made in writing to the Business Office ([finance@riversideschool.cz](mailto:finance@riversideschool.cz)).
- Enrolment Fees and Deposits are not refundable in the case of application withdrawal.
- Partial term's tuition cannot be refunded. Tuition fees which are paid annually are refundable on a pro-rated basis, based on the number of full terms left in the school year.

## Method of Payment

- Tuition is denominated in Czech Crowns and may be paid by bank transfer in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, please contact the Business Office for the exchange rate which will be determined by the Czech Crown exchange rate reported by Czech National Bank on the first day of the calendar month in which the payment is received.
- Payments may also be made by credit card directly to the school office.

## Direct Bank Transfers may be made to:

**Československá Obchodní Banka a.s.**

**Na Poříčí 24**

**110 00 Praha 1**

Account name: Riverside o.p.s.

Czech Crown A/c. No.:	576 542 363 / 0300	IBAN:	CZ55 0300 0000 0005 7654 2363
GB Pound A/c. No.:	576 542 443 / 0300	IBAN:	CZ29 0300 0000 0005 7654 2443
Euro A/c. No.:	183 151 257 / 0300	IBAN:	CZ68 0300 0000 0001 8315 1257
US Dollar A/c. No.:	179 301 347 / 0300	IBAN:	CZ13 0300 0000 0001 7930 1347
SWIFT:	CEKO CZ PP		

The IBAN is the International Bank Account Number now used within the EU.

## Late Admissions and Early Withdrawals

- A student may be admitted to the School at any time during the school year (if places are available).
- Tuition fees for mid-year enrolment will be calculated based on the number of weeks remaining in the term. Partial weeks will be counted as full weeks.
- Leaving the School before the end of any term requires written notice, at least one term in advance, to avoid the payment of fees and withholding of the deposit.

## Student Rights, Responsibilities And Conduct

### Student Rights and Responsibilities

- Students have the right to learn in a safe, respectful environment and to use the school as a means for academic and personal growth. They are expected to conduct themselves in ways that support the rights and learning of others. Further guidance is outlined in the school's Behaviour Policies.

### Student Conduct

- All members of the school community—students, parents, staff, and Board—are expected to treat one another with respect, courtesy, and consideration. The school promotes responsibility, positive relationships, and constructive behaviour. Details of expectations and standards are described in the Behaviour Policies.

## Student Discipline

### Corporal Punishment

- Corporal punishment is strictly prohibited. Physical restraint is permitted only to prevent immediate harm to a student, others, or school property, and any incident must be reported to the Co-Director.

### Student Detention

- Detentions and community service may be used for repeated low-level behaviour concerns, incomplete work, or punctuality issues. Procedures differ for Junior and Senior High; parents are informed when required. These measures aim to support reflection and improved behaviour. Full procedures are provided in the Behaviour Policies.

### Students on Report

- A Student Report may be issued when behaviour requires closer monitoring and clearly defined goals. It is authorised by the Principal after consultation with parents and includes written expectations and duration. Additional measures such as temporary loss of privileges may also be used. See the Behaviour Policies for details.

## Suspension and Expulsion of Students

### Internal and External Suspension

Suspensions are used only when necessary.

- **Internal suspension:** The student remains on campus but is removed from regular classes and activities.
- **External suspension:** The student is temporarily excluded from school; authorised by the Co-Director with parental contact and reintegration procedures.

### Expulsion

- Expulsion is considered only in extreme or repeated cases of serious misconduct. The Co-Director authorises expulsions, and the Board is informed. Prepaid fees are not refunded. Full criteria and processes are outlined in the Behaviour Policies

### Right of Appeal

- Parents may appeal suspensions exceeding five consecutive days or an expulsion, following the school's Complaints Policy and Procedures.

## Monitoring, evaluation and review

- The Senior Management Team will review this policy annually to assess its implementation and effectiveness.
  - Date of Review: August 2025
  - Date of Next Review: August 2026