



SWEDISH SCHOOL LONDON

EST. 1907

Current Review Date:	10 August 2026
Policy Reviewed by:	Anette Elving Ferm
Policy Approved by:	Headteacher
Policy due for review:	10 August 2029

Background

This policy complies with relevant legislation and states The Swedish School in London's position on key matters relating to recruitment, selection and admissions of children and pupils. The purpose of the policy is to provide information to enquirers, applicants, parents and other stakeholders about the school's recruitment, selection and admissions procedure.

It is also the framework for all staff who are involved in recruitment, selection and admissions activity at school.

Scope

This policy covers applications for places in our Preschool, Compulsory School (age 6-15) and Sixth Form, all key stages are offered full-time only.

Equality and Diversity

The Swedish School in London is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its school community, including those who seek to apply to the school, are treated with respect and dignity.

We aim to create a culture of diversity within our school community, providing a dynamic working and learning environment where all members are valued for their contribution and individuality.

We are committed to providing equality of opportunity in relation to admissions and to complying with the Equality Act 2010 and other relevant equality duties. The protected characteristics relevant to pupils and applicants under the school's admissions arrangements include:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origins)

- Religion or belief, including philosophical belief and a lack of belief
- Sex
- Sexual orientation

The school will make reasonable adjustments where required for disabled applicants and pupils. Information about special educational needs or disability is used to understand individual needs, plan appropriate support and make reasonable adjustments; it is not used as a ground for refusal in itself.

Responsibility for Admissions of Children and Pupils

The School is committed to providing a professional admissions service to all applicants. The Headteacher has overall responsibility for the admissions process but works closely with school management, administration and the Student Welfare Team to ensure that decisions are made on the basis of the school's admissions criteria and what is appropriate for each prospective child or pupil.

Admissions Procedure

A large majority of new children and pupils who enter the school first hear of the school through word of mouth. Families then contact the school to obtain more information and/or to enquire about a place. The school also has social media accounts where interested families can find out more about the school.

We also have close relationships with other Swedish organisations in the UK, such as the Swedish Embassy, the Swedish Chamber of Commerce in London, Business Sweden and the Swedish Church. These organisations may recommend the school to interested families with Swedish-speaking children of school age. We are also in contact with relocation companies and larger companies that regularly employ Swedish-speaking staff and support families relocating to the UK

Barnes (age 2–15)

We offer interested families the opportunity to visit the school and meet with staff for more information. In some instances, older children can also attend a few lessons to experience the school as a pupil. We also arrange information meetings throughout the year. On special occasions, we arrange or host events where the Swedish-speaking community in London can visit the school, such as Swedish National Day events. These events provide an opportunity for prospective families to learn more about the school.

For Preschool children we offer visits and a settling in meeting with the preschool teachers ahead of the start. The children and carers are also offered a settling in schedule at the settling in talk.

Sixth Form (age 16–19)

There are two main target groups for students applying to our Sixth Form:

1. Families who already live in, or who are in the process of moving to, London with Swedish-speaking adolescents aged 16–19.

2. Swedish-speaking students who want to study at the Swedish School in London for a fixed term, often one or two semesters.

The first target group is reached through the activities mentioned above. In order to reach potential guest students, we:

- Send information packs to Career Advisors at Swedish Secondaries and Sixth Forms.
- Participate in student fairs for Sixth Forms in cities in Sweden, usually Stockholm and Gothenburg.
- Arrange a mix of in-person and digital information meetings for prospective students, parents and other stakeholders in various cities in Sweden and in London.
- Visit Swedish Secondaries and Sixth Forms.
- Offer prospective students, parents, career advisors and other school representatives the opportunity to book digital meetings with us for more personalised information.

How Prospective Pupils and Students Apply to the Swedish School in London

All applications to the Swedish School in London are made digitally via links accessible on the school website. There is a £200 mandatory application fee per child/pupil for Preschool, Year 0–9 and Sixth Form.

Barnes

Applications to Preschool and Year 0–9 can be submitted throughout the school year.

Guardians complete the application form with contact details and information about the child or pupil. The guardians are then contacted by the Administrator, who may request additional information by email:

- Recommendation letter, including assessments in all subjects, from the child's/pupil's current nursery, preschool or school.
- Grade transcript for prospective pupils in Year 6 and older.
- Information about any special educational needs, where applicable.
- Confirmation of application fee payment.

Applicants who currently attend a school where Swedish is not the primary language are asked to complete a language assessment provided by the Swedish School in London.

Guardians will be provided with a privacy notice explaining what personal data is collected during the application process, how it is used, who it may be shared with where applicable, and how long it is retained, in accordance with UK GDPR and applicable data protection law.

Sixth Form

Prospective students and/or their guardians register their applications in the digital application system by providing all information requested. Applications are generally, with few exceptions, only accepted before the school year starts according to set deadlines published on the school website. Late applications may be accepted after the last application date if there are available places in the relevant

year group and programme. Families with adolescents aged 16–19 who move to London during the school year can contact us and we will consider applications where places are available.

In order for an application to be complete, the applicant must provide the following information and/or documents:

- Contact details for the prospective student, guardians and current school.
- Information about the year group and programme being applied for.
- Personal statement.
- Information about the courses required.
- Information about any special educational needs, if applicable.
- Health declaration, including any allergies, illnesses and prescribed medicines.
- Information for the host family placement, if applicable.

Enclosed appendices/documents:

- Grade transcript from Year 9 in the Swedish school system, or equivalent.
- Recommendation letter from the current school, using the provided template.
- Individual course plan for applicants to Year 2 and Year 3.
- Profile photo.
- A copy of the prospective student's passport, where required.
- Signed declaration of the student's intention to abide by the code of conduct and curfew times, for guest students.
- Medication and Health Plan forms, if applicable.
- Confirmation of application fee payment.

Where a host family placement is requested, the host family and household will be subject to an enhanced DBS check and a home-suitability visit before placement is confirmed. The school will also carry out appropriate safeguarding checks and risk assessment in accordance with the school's Safeguarding Policy and the National Minimum Standards for Boarding Schools, where applicable. The school will ensure that its arrangements meet any additional requirements applying to students sponsored under the Student visa route.

Assessment of Applications

The Swedish School in London is an academically non-selective school and accepts applications from prospective children, pupils and students to our Preschool (age 2–5), Preschool Class (age 6), Primary (age 7–9) and Secondary (age 10–15). We follow the Swedish curriculum for all Key Stages and the majority of lessons are taught in Swedish.

All applicants must have the right to live and study in the UK and be able to communicate in Swedish to various degrees, depending on the child's or pupil's age. Please see the entry requirements and selection criteria below for further information.

The school only processes completed applications.

Selection Criteria

Applications will be assessed against academic and non-academic selection criteria specific to the key stage for which an application has been made. Where places are limited, we offer places to the children who best meet our selection criteria for each Key Stage.

The school will apply its admissions criteria consistently and will comply with its duties under the Equality Act 2010, including the duty to make reasonable adjustments for disabled applicants and pupils.

Preschool

Preschool accepts applications from children aged 3 to 5 who are dry during the daytime. Children who are aged 2 are still able to wear a nappy at preschool. The selection process is based on a points system, with children placed on the waiting list according to their respective scores. Each criterion is awarded points as follows:

Age of the child:

5 years = 4 points.

4 years = 2 points.

3 years = 1 point.

Children with one or more siblings who already attend the school will be awarded 1 point.

Time on the waiting list is not awarded points as such, but will decide which child is offered a place at Preschool if there are two or more applicants with the same number of points.

Children turning 5 years old during the calendar year in which they enrol in Preschool count as being 5 years old. The same principle applies to 4-year-olds. Children aged three must be the appropriate age, or older, on the first day of attending preschool.

Children aged 2 are not included in the points-based selection system, as the Preschool has a limited number of places available for two-year-olds. Places for two-year-olds will therefore be allocated separately, taking account of the number of places available and the needs of the Preschool.

The school will contact the guardian of the next child in the queue in the event of a vacancy. A child offered a place at the school which is declined is not allowed to retain points from earlier time spent on the waiting list.

Preschool Class (Y0) and Year 1 to 9

Admission to Y0 to Y9 is academically non-selective. The two main admissions criteria are that the pupil has, or is deemed able to attain, an age-appropriate command of Swedish and that the Swedish School is able to provide the education and support required for the particular pupil to thrive and develop personally as well as academically.

The school will consider information about SEN or disability in order to understand the pupil's needs and determine appropriate support and reasonable adjustments. SEN or disability will not, in itself, be a ground for refusal.

Application and admission are on a rolling basis throughout the year, and available places are granted according to the criteria above. Pupils are admitted from both international and Swedish schools.

All applications are considered by the Headteacher, who considers whether the school can offer the right environment and appropriate provision for the individual pupil before making the admissions decision.

Sixth Form

In order to be admitted to Sixth Form, students must have a Secondary Diploma and a passing grade or better in Swedish from Year 9 in the Swedish school system. The minimum entry requirements are set by the Swedish Ordinance for Sixth Forms 2010.

Where places are limited, we offer places to eligible applicants who best meet our selection criteria and whom admissions staff judge to have the most potential to benefit from their chosen programme and to contribute to the school community in a positive way. The school only processes completed applications.

The selection criteria consist of the following:

- Grade average from Year 9 (340 is the maximum value possible to obtain).
- Reason for wanting to study at the Swedish School in London.
- Personal suitability.
- Whether or not the Swedish School in London can meet the academic and personal needs of the applicant, taking account of any reasonable adjustments required.
- Level of English proficiency, including whether the student can cope with living in the UK.

Applications are given priority in the below order if their applications are registered on time:

- Pupils from Year 9 at The Swedish School in Barnes who meet the statutory entry requirements are guaranteed a place in Year 1 at Sixth Form.
- Applicants who move to London with their families, according to the Swedish School in London's statutes.
- Applicants from partner schools.
- Other applications submitted on time.
- Late applications.

Methods of assessing applications include an assessment of the submitted information and whether or not we can offer the student the courses they need. Applicants who wish to live in one of the school's host families are also risk assessed on the basis of whether the school and host family can take appropriate responsibility for the guest student during their time at school. The admissions staff will contact applicants directly where additional information is required. This might include scheduling an interview with the applicant and their guardian(s) to obtain further information.

Any late applications are assessed in the order they are received and according to the selection criteria.

After the Admissions Process is Completed

Applicants who are offered a place at the school are sent an admissions letter together with relevant information.

Students admitted to Sixth Form are also sent a contract to be signed and returned to the school. Those who decide to accept their offered place are invited to attend an information meeting for enrolled students, focusing on care arrangements, safeguarding aspects and other practical matters that are relevant to them. The purpose of this meeting is also to prepare the students for their upcoming time at The Swedish School in London.

In addition, enrolled students and their guardians are sent further information by email before their departure to London. This information includes the host family placement for those who will live in one of the school's host families, as well as flight information and signed travel consent.

The school maintains procedures for visa applications and its responsibilities as a sponsor of students. The school obtains professional immigration advice where required.

Complaints

If a parent or applicant is unhappy with any aspect of the admissions process, they may raise the matter under the school's Complaints Policy, available on the school website or on request from the school office. The Complaints Policy explains the school's complaints process and the further steps available where a complaint is not resolved internally, including escalation to the school's relevant inspecting body where applicable.

Admission Register

The school maintains its statutory admission register and related pupil registration records in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the school's attendance and registration procedures.

