

ADMISSIONS POLICY

COA International is a non-denominational Independent Online School. We accept students from all over the world. Per the School's policy on Discrimination and Equal Opportunities, we do not discriminate on the grounds of any of the protected characteristics as set out in the Equality Act 2010. We aim to apply our admissions procedure fairly and sensitively to all applicants. Our Special Educational Needs policy and our policies on behaviour, sanctions and exclusions give more information on our provision for and expectations of enrolling students. Our admissions procedure aims to ensure that students who join the School can be happy and successful and feel secure within our academic, cultural and pastoral environment.

The Admissions steps are as follows:

1. Application Form

If parents decide they would like their child to proceed with the admission process at COA International, they must fill in the online Application Form and provide us with their child's previous school reports. This is a standard step for any independent school and is essential for us to proceed.

2. Interview with an Admissions Team Member

Our Admissions Team will contact an applicant within 48 hours to begin developing a profile for the prospective young learner. An Admissions Team Member will chat with an applicant, giving them a chance to ask any questions and learn more about our programs.

3. Review Contract for Services

Parents will be allowed to ask any questions regarding our services contract before signing and returning it.

4. Registration fee payment



Once the contract is signed, payment for the registration fee via one of our secure payment methods will reserve a place for the prospective young learner.

5. Login Details

A member of our Admissions Team will provide Parents with the login credentials and instructions on connecting to our system.

6. Interview with the Headmaster

The Headmaster will review the information submitted to the member of our Admissions Team and thoroughly interview the student. Acceptance to COA International is only by approval of the Headmaster.

7. Course Level Determination

Our assessment experts will recommend the most appropriate course level for a student based on their previous schoolwork and courses and more personal assessment about areas where they need extra support. If English is a student's second language and if the level of a student's English is not sufficient to successfully study chosen subjects or courses, COA International will offer an Intensive English programme that will guide them every step of the way from having almost zero English to fluency in reading, writing, speaking, and listening before enrolling to other subjects and courses offered by COA International.

8. Book Requirements

Parents will be issued a comprehensive list of all the course books required for the student.

9. Fees Quotation

Parents will be quoted a price for the agreed-upon set of courses appropriate for the student.

10. Payment



Deposit and school fee payments via one of our secure payment methods will finalise the enrolment of their child.

11. Welcome and Onboarding

The student can begin to attend online lessons.

Vladimir Krasniakov

Headmaster

Date Reviewed	Approved By
01 of February 2021	Headmaster
23 of December 2021	Headmaster
28 of December 2021	Headmaster
22 of July 2022	Headmaster