



**Greek Primary School  
of London**

**2019-2020**

## **ADMISSIONS POLICY**

***To be reviewed: June 2020***



## **Pupil Attendance**

School is the natural place for education and learning, because it precisely ensures the conditions of a specific and organized effort to achieve the goals of education. This is why the pupils' participation must be regular, active and systematic. Poor pupil attendance, and without serious justification, undermines schoolwork and makes progress difficult.

- Pupils' attendance at the Daytime Program, according to current Legislation, is compulsory
- Pupils attend the day-to-day schedule with punctuality - especially when they start the classes and other school events (morning prayers, celebrations, educational visits, excursions, etc.)
- Lack of attendance can be justified only when there is a serious reason (illness, extraordinary family events, etc.)
- In case of two continuous (2) days of absence due to illness, a medical certificate is required upon the pupil's return to School
- In the event that a parent needs to collect his/her child before the end of the school day, it is necessary for them or the authorized carer to inform the class teacher on the same day and to sign in early collection and at the time of picking up the pupil.
- When a student is absent systematically and unjustifiably from school, the class teacher communicates directly with the parents/guardians and informs the Head teacher
- In case the problem of systematic and unjustified absence remains unsolved, the pupil and the pupil's family are sought through the police and municipal authorities as well as the relevant social services (Article 13, PD 79/2017).
- For the participation of pupils in Physical Education lessons as well as the sports activities of the school, it is a requirement to provide an Individual Student Health Bulletin (ADYM) for the pupils of the Year 2 and Year 5. Only parents and guardians of the pupils are solely responsible for not providing the ADYM to the school. Consequently, every school year those pupils who have not provided the certificate till 1<sup>st</sup> of October are excluded from the physical education lesson and from all sports activities of the school



## ENROLMENTS

### Pupil enrolment in Year 2

#### Requirements for pupil enrolment in Year 2 (class A)

According to the provisions of the Presidential Decree (PD 79/2017) (Greek Legislation), the required documents for enrolment in Year 2 (class A) of primary school are the following:

- a. Certificate of birth, municipality or community
- b. Demonstration of the student's health booklet, or presentation of another item in which the intended vaccinations are shown to have occurred.
- c. The Individual Pupil Health Bulletin (ADYM, Greek Initials).
- d. Certificate of Pre-school graduation. The Pre-school graduation Certificate is issued at the end of the school year and is transferred automatically from the Pre-school to the Primary School.

Until the date of issue of the "Graduation Certificate", the Pre-school issues a "Certificate of Attendance" which is presented by the pupil's parent/guardian for enrolment in the Primary School.

e. Proof of residence through the provision of home bills is not a requirement. It is not considered necessary to provide proof of residence, since the Greek Primary School of London is the only Greek primary school and can be attended by all pupils whose parents wish for Greek-language education for their child.

#### Pupil enrolment from abroad

1. Greek or non-Greek pupils coming from abroad will be enrolled according to the requirements of the present admissions policy in the equivalent class if they have the legal age required by Greek Law, or at a younger age if the parents request it with a signed statement.
2. Non-Greek pupils who are unable to provide a Greek birth certificate may be enrolled by providing a certificate from the Special Registry (Ληξιαρχική Πράξη Γέννησης).
3. The registration documents for non-Greek pupils must be officially translated.



### **Excessive number of applications**

According to DfE and Ofsted, the enrolments at the Greek Primary School of London may not exceed the 14 pupils (in the largest classes), 12 or 10 (if appropriate), thus deviating from the Presidential Decree (PD 79/2017).

In case of higher demand, a waiting list can be created, as there is great pupil mobility to and from Greece throughout the school year.

The selection of pupils to be enrolled in each school year is determined by the time of application. Priority is given to earlier applicants, based on the date of submission of the application.

Pupils whose siblings are currently attending either the Greek Primary School of London or the Greek Pre-school of London have priority.



## AFTERNOON SCHOOL (ΟΛΟΗΜΕΡΟ)

### Registration and Attendance in Afternoon School

According to the applicable legislation (PD 79/2017), the following can be registered in the Afternoon School Programme:

(a) Pupils whose parents are both in full time work. Parents can verify this by presenting a certificate from their employment agency.

(b) Pupils whose parents/guardians belong to vulnerable social groups (pupils of large/single parent families, pupils with parents with chronic diseases / adherents / prisoners).

In the Afternoon Programme, the subject of the Study-Preparation is assigned daily for one (1) teaching period.

In the Afternoon Programme, a teaching subject (IT, English, Sport, Art, Music, or Cultural Groups of Activities) is included daily for one (1) teaching period.

Pupils can be collected at the end of the afternoon programme either at 16:00 or 17:00, provided that a relevant parental statement is submitted at the beginning of the school year. The stated departure time will remain the same until the end of the school year.

Early School Reception Session (8:00-9:00am). This session is open to pupils whose parents are both in full-time work and they are already enrolled in the Afternoon School as well. The minimum number for the Early School Reception Session is 7 pupils.

By decision of the Greek Minister of Education and Research, the terms and conditions for enrolment and attendance of pupils in the Afternoon program are defined and clearly stated. However, at the Greek Primary School of London, the Teachers' Association has proceeded by a unanimous decision onto setting up a list of criteria for the pupils' participation in the Afternoon Programme. Therefore, an independent teachers' committee evaluates all applications taking into account the following criteria:

- a. Vulnerable families (single parent, large)
- b. Full-time work of both parents
- c. Work of one of the two parents in a different city imposing his/her residence away from London



- d. Full-time attendance in the Afternoon School, during the previous school year
- e. Registration and attendance of a sibling in the Afternoon School of the Greek Preschool of London

If the number of applications exceeds the number of available places, a waiting list will be created.

In the following cases:

- A. when students are absent systematically and will not provide medical advice to justify them,
- B. when the parent/guardian requests them to interrupt their studies by written request or
- C. when the parent/guardian has not updated the pupil's enrolment on the second half of November and the first half of February

Pupils will become excluded from the Afternoon school and their place will be occupied by the first pupil in the waiting list.



## **PUPILTRANSFERS**

Transfers of pupils from one school to another take place if one of the conditions set out in the Presidential Decree (PD 79/2017) is met. One such condition is relocation of the pupil's family.

The transfer request is submitted to the Head Teacher by one of the pupil's parents. In the case of a parent's disagreement or divorce, the request of the parent who has custody is accepted, as evidenced by the production of a court decision.

When transferring, students are always enrolled in a corresponding (or lower) class of their chronological age.

### **Grade /Year Completion and move to the next Grade /Year of study**

Students in the Greek Primary School of London are promoted to the next level of their studies if they have not been absent for more than half of the school year and meet the following conditions in their assessment (P.D. 79/2017):

- Years 2 and 3: Comply with the evaluation data provided by the P.D. 79/2017.
- Years 4 and 5: In the final averages of the courses, do not take precedence.
- Years 6 and 7: The overall school subject average is not less than 4.5.

Otherwise, they repeat the class.



## SPECIAL EDUCATION NEEDS

### Issues of Special Education and Education (SEN)

According to Law 3699/2008:

"Students with disabilities and special educational needs may attend:

- a) A school class of the primary school, in the case of pupils with mild learning difficulties supported by the class teacher
- b) A classroom of the general school, with the support of co-education (teacher of parallel support), where this is imposed by the type and degree of the special educational needs. The teacher of parallel support is placed in the part attended by the student who is provided with parallel support. The teacher of parallel support is considered to be the second class teacher, he must cooperate with the responsible teacher of the class.

Parallel support can be provided either for all or part of the teaching hours of primary teachers, or for specific classes and courses in Primary Education.

Parallel support may include the full-day program within the teacher's schedule.

In the last two grades of Primary School, both the class teacher and the teacher of parallel support grade and the average of them is graduated.

However, **there is no provision for extra special education education - parallel support for foreign schools**. However, some hours of instruction may be provided by a seconded PE 70 (ΠΕ 70) instructor, following a decision by the Educational Counsellor of the Education Office at the Embassy of Greece in London.#

## PEDAGOGICAL MEASURES

### Smooth operation of schools and pedagogical measures to tackle unwanted / anti-social behaviour

The proper behaviour of our pupils, although it is the result of education, is a prerequisite for the promotion of school work and is pursued with pedagogical persuasion. A key long-term goal is to develop the ability of each student to self-discipline.





The Teachers' Association at its meeting at the beginning of each school year forms a code of good school behaviour. The school's code of good behaviour is communicated to the parents and guardians of the students at the first meeting / briefing by the Head Teacher.

Discussion and editing of the code is often repeated, especially when a violation is observed. It is the subject of continuous monitoring and evaluation of the Teachers' Association, especially at the teaching session of the Teachers' Association at the end of each term.

Each class of the school decides on the special code of good conduct within the classroom ("Classroom rules"), which is formulated by the classroom students under the guidance of the teacher. They are posted on a special billboard in order to be respected by all students.

When a child violates one of the rules of the Code of Conduct, the teacher, after exhausting all resources based on persuasion, can use the following measures:

(i) Observation

(ii) Reprimand, which may occur personally or in the presence of the parent / guardian: It is understood that in cases where, despite the above measures, the child continues to violate a rule or rules of the code of good behaviour, he or she is referred to the Head Teacher.

Teachers routinely undertake, in accordance with a specific program, supervision duties during the break. The purpose of supervision is to bring together teachers and children outside the classroom, safety and respect for the class and good behaviour of children in the school yard and the corridors of the school.

### **Excursions and visits**

The visit / excursion leader and escort teachers are responsible for the children's decency and behaviour and for the consistent execution of the program. They are also responsible for children's safety and safe return to school.