



ST. BRENDAN'S SCHOOL ADMISSIONS POLICY 2024 REVIEW

Developed by:

Pedagogical Leadership Team, Admissions Department in collaboration with the Administration Department and the Psychopedagogical Department.

Reviewed by:

Pedagogical Leadership Team and Admissions Department, Administration Department, and Psychopedagogical Department

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Table of contents

I) <u>Purpose of the Admissions Policy</u>	1
II) <u>Aspects to Consider for Student Admissions to the School</u>	1
III) <u>Order of Admission</u>	2
IV) <u>Admission Process Timeline</u>	2
V) <u>Application Process to St. Brendan's School</u>	4
VI) <u>International Credential Validation</u>	5
VII) <u>Annexes</u>	7



I. Purpose of the Admissions Policy

At St. Brendan's School, we understand that for students to have a successful and happy experience at the school, it is essential to work in collaboration and harmony with families.

Choosing a school is an important and complex decision for families. This document aims to describe the admissions process at St. Brendan's School so that families can make an informed decision when applying. Each new student entering the school represents a long-term mutual commitment between the institution, the student, and the family. For this reason, the admissions process is highly thorough and takes into account a variety of factors and needs, both for students applying for entry and for those already part of the school community.

The application process ensures that admitted students can fully benefit from the educational program for their optimal holistic development.

II. Aspects to Consider for Student Admissions to the School

St. Brendan's School is an authorized, co-educational, secular, and multicultural IB World School.

Authorized: The age cutoff follows ANEP regulations for all authorized schools: April 30. Exceptions are made exclusively for international students with valid enrollment permits from other school systems. Each exception requires an individual student assessment.

Bilingual: The curriculum at St. Brendan's School in the Primary Years Programme (PYP) and Middle Years Programme (MYP) is delivered in two languages of instruction: Spanish and English. In the Diploma Programme (DP) and Career-related Programme (CP), instruction is offered in both monolingual and bilingual formats. Prior knowledge of both languages for PYP and MYP, or of one language for DP or CP, is important for accessing the curriculum but is not a strict requirement.

Co-educational, secular, and multicultural: When forming classes and determining enrollment spots, the school considers the balance of male and female students as well as the characteristics of each cohort. Maintaining a harmonious balance in each class is essential for an effective learning environment.

St. Brendan's School promotes an open vision toward diverse cultures, beliefs, and values, seeking to understand each with respect and tolerance.

Maximum number of students per class:

- Baby: 2 groups of 14 students
- Nursery: 2 groups of 18 students
- Kinder: 4 groups of 18 students
- Lower Primary: 3 groups of 24 students
- PYP Primary: 3 groups of 24 students
- F6 and MYP Secondary: 3 groups of 25 students
- DP or CP High School: 20 students per class for each authorized track

III) Admission Procedure

St. Brendan's School aims to strengthen its ties with the community; therefore, the order of priority for admissions will be as follows:

1. Siblings of current or former students
2. Children of alumni and children of staff members
3. New families interested in joining the school community

IV) Admission Process Timeline

Applications to the school can be submitted at any time during the year. Informational interviews are conducted by the School Leadership team and will be scheduled in the year prior to the student's entry.

Exceptional cases will be considered for families coming from abroad or for families applying for available spots after the school year has begun.

1 – Confirmation of Spots

The school has two periods in which available spots for new families are generated:

The **first** occurs in May, after the registration period for siblings and children of staff members has ended.

The **second** occurs in August, once the re-enrollment period for current St. Brendan's School students has concluded, when additional openings may arise.

Note: Spot availability is dynamic, as the mobility characteristic of today's context may lead to openings at any time during the school year. Families on the waiting list or in the application process will be contacted as soon as vacancies arise.

After the informational interview, the applying family must confirm their interest to secure enrollment by sending an email to the Admissions Department at admisiones@stbrendan.edu.uy.

2 – Deadline for Enrollment Payment

Once the spot is confirmed by the Admissions Department, the family will have one week to pay the enrollment fee to secure the spot for the upcoming school year. If this deadline is not met, the spot will be offered to other families in the application process.

3 – Interviews with the Psychopedagogical Department and Academic Survey

After the enrollment payment and the interview at the Administration office, a meeting will be scheduled with the multidisciplinary team, the student, and their parents or guardians to gather information regarding the student's history and aspects relevant to their adaptation to the school.

English Department for Early Childhood and Primary:

An evaluation is conducted to identify the student's strengths and areas for further development according to the level they are entering. Age-appropriate strategies are employed to help remove emotional barriers that could affect such assessment instances.

English Department for Secondary:

A multiple-choice placement test is administered to determine the student's English level according to the CEFR (Common European Framework of Reference for Languages).

The student also has an interview with the Head of English, during which the following are assessed:

- Communication fluency
- Comprehension
- Development of ideas

This interview is also an opportunity to address any questions the student may have about their language learning journey at the school and to begin gathering information for the creation of a linguistic profile.

4 – Communication Regarding the Admission Decision

Once the academic survey and student assessment interviews are completed, the Admissions Committee will meet to determine whether the student will be admitted to the school.

The Admissions Committee is composed of the Academic Leadership team, the Psychopedagogical Department, and the Administration Office.

In exceptional cases, if the situation requires it, a consultation may be made with the School Leadership, the Administration Office, or the Board of Directors.

- Admitted: A member of the Leadership team will contact the family and provide feedback on the interviews conducted with the Psychopedagogical and English Departments. Confirmation will then be sent via email from the Admissions Office.
- Admitted with conditions: An agreement will be established between the school and the family through a member of the Leadership team or the Psychopedagogical Department, specifying the conditions for admission.
- Not admitted: A member of the Leadership team will contact the family to explain the reasons why the applicant was not admitted. (It should be noted that in such cases, any enrollment fees paid will be refunded.)

V) Application Process to St. Brendan's School

Requirements to Begin the Application Process:

In all cases, it is essential to complete the "Interview and/or Application Request Form" and send it to the Admissions email (admisiones@stbrendan.edu.uy), attaching the student's most recent report card if already enrolled, or, if not enrolled, the "Child's Record Book" (pages 6, 7, and 17).

Enrollment Requirements:

For all levels:

- Pay the enrollment fee. Payment of the enrollment fee does not guarantee admission to the school; it only reserves a place. The enrollment fee will only be refunded if the student is not admitted, and the previously signed service contract will be voided.
- Present the identification documents of the student and their guardians, sign the user regulations, and the payment responsibility declaration.

For Early Childhood and Primary:

- School report/progress report and Child's Record Book (pages 6, 7, and 17).
- Relevant medical or specialist records (speech therapist, psychomotor therapist, educational psychologist, psychologist, others).

For Secondary:

- For 7th grade: primary school record.
- For other secondary grades: Formula 69, report card, school sufficiency certificate (if entering from primary).
- Relevant medical or specialist records if available (speech therapist, psychomotor therapist, educational psychologist, psychologist, others).

Steps Following Admission Confirmation

- Information regarding activities, uniforms, materials, books, and parent meetings will be sent via email.
- This information will also be available on the eCollege platform, accessible with your username and password.

Foreign Families:

Families coming from abroad must complete the validation procedures as required by national education authorities, since enrollment of foreign students depends on the resolution of the competent authority, not the school, particularly for transitions from Primary to Secondary.

Families must attend the designated offices (by appointment or as instructed) with the student's documentation:

- Primary Recognition: Juan Carlos Gómez 1314
- Secondary Technical Inspection: Juncal 1397

Primary: The child is placed according to their chronological age in the appropriate grade level. If the documentation provided shows a discrepancy between the grade completed abroad and the corresponding grade in Uruguay, an assessment will be conducted, and the Psychopedagogical Department together with School Leadership will decide whether an extraordinary promotion is warranted.

Refer to: **Circulars 402/99** (regarding School Transfers), **200/08** (regarding Student Promotion), and **Act No. 119** (regarding Extraordinary Promotion) of 2017.

Secondary: The steps established by the Secondary Education Council can be found at the following link:

<https://www.ces.edu.uy/index.php/legalizacion-de-estudios>

VI) International Credential Validation

What follows is a general guidance guide for families coming from abroad, but each case must be evaluated by ANEP: international credential validations in Uruguay.

Credential validation is required for secondary school students so they can graduate, but not for primary school students if the school does not require it. This is the case at our school, where validation is not required in Primary.

Before moving from abroad to Montevideo

1. Families must bring an **ORIGINAL school transcript from the school abroad that the student attended**, indicating which grades were completed, the subjects studied, and the grades obtained in each subject. If the student completed the first four years of high school abroad, all final grades from all those years must be provided.
2. **These original documents must be APOSTILLED** by the relevant authority in the city where the family resides. In countries where the apostille does not apply, documents must be legalized at the Uruguayan consulate in the foreign city where the family lives, and then certified by the Ministry of Foreign Affairs in Montevideo to validate the consular signature.

After arriving in Montevideo:

If the documents are not in Spanish, the original apostilled transcript must be translated into Spanish by a certified public translator in Uruguay. Exception: BRAZIL (certificates may be presented in Portuguese).

To validate SECONDARY school studies, with all originals and copies, an appointment must be scheduled with the Consejo de Educación Secundaria (CES) of ANEP to begin the process.

Appointment scheduling:

<https://www.ces.edu.uy/sae/agendarReserva/Paso1.xhtml?agenda=InspTecn&recurso=Revalidas>

Office hours: 10:00 a.m. – 2:00 p.m.

Address: Juncal 1397, Montevideo

Required documents:

1. Uruguayan identity card or passport. If not available, students from MERCOSUR countries must present their national identity document.
2. For Uruguayan citizens who have taken the Oath of Allegiance to the National Flag at a Uruguayan consulate abroad, the corresponding certification must be presented.
3. Photocopies of all required documents.
4. Apostilled or legalized school transcript:
 - a) Apostilled transcript: To authenticate foreign public documents for use in Uruguay under the new Apostille procedure effective since October 14, 2012, the only requirement is to take the public document to the competent authority in that country and request an Apostille. This certificate is automatically recognized in Uruguay. See the list of countries and designated authorities here:
http://www.hcch.net/index_es.php?act=conventions.authorities&cid=41
 - b) Legalized transcript: In countries where the Apostille does not apply, the current legalization procedure applies: submit the original valid document issued by the relevant authority, intact and unaltered, with the intervention of the Uruguayan consul or foreign affairs officer in the country of origin. After consular legalization, the applicant must present the document at the Ministry of Foreign Affairs (Cuareim 1384, Ground Floor) to complete the legalization chain.

Notes:

Certificates from non-Spanish-speaking countries, except Brazil, must be translated by a certified public translator in Uruguay. The validation process is free of charge.

If the apostille could not be obtained abroad, the process can still begin with ANEP using the remaining documents. They may issue a provisional validation certificate, and within a year the apostille requirement must be fulfilled. Obtaining the final validation certificate may take up to a year and a half in total.

VII) Annexes

ANNEX I) Admission and/or Entry Process to Upper Secondary Education (1st PD or 1st POP)

During the year prior to entering the Upper Secondary Education, students and their families attend orientation meetings for the two “Bachillerato” programs offered at the school (PD and POP). The curricular proposal for each pathway is presented, including options for elective subjects. [PD Curricular Proposal], [POP Curricular Proposal]

Students in 1st Year bachillerato complete, in October, their statement of intent indicating which IB program and track they wish to pursue the following year.

The school team provides guidance to students in selecting their pre-university path as well as the English-taught subjects according to each student’s profile and interests.

In February, the following choices are confirmed:

Program (PD or POP)

- Track (according to Secondary Education regulations)
- Elective subjects by track
- Recommended English level based on:
 - Language test results (international placement exams)
 - Grades from previous years in subjects taken in English

From the start of courses until the Tourism break, students may change their track and selected subjects as needed. After this period, students must remain in their chosen track until the end of the academic year (February of the following year).

Students enrolled in the Diploma Programme (PD) may switch to the Career-related Programme (POP) at the end of the 1st year. This change should preferably be communicated in December, but it becomes final as of February 15.

All students will be assessed using the specific criteria of the program in which they are enrolled, even if they have previously indicated a change for the following year.



ANNEX II – Interview and/or Application Request Form

Step 1 – Interview and/or Application Request Form

Dear Families,

This form is the first step in initiating the interview request process for the potential application of your child(ren) for the year 20___. Once completed, it should be sent by email to **admisiones@stbrendan.edu.uy**.

Along with the form, please provide:

- A copy of the most recent report card/progress report from the child's previous school, or
- A copy of the child's "carné del niño" (pages 6, 7, and 17) if not previously enrolled in school.

If, after the interview, the family decides to proceed with their child's application, they must notify the Admissions Department by email.

Form Submission Date:

Student Name:

Date of Birth: **ID/Document:**

Student Email:

Grade/Level Applying For: **School hours**

.....

Name of Mother/Guardian 1: **ID/Document:**

Occupation:

Parent's Phone: **Parent's Mobile:**

Parent's Email:



Name of Mother/Guardian 2:ID/Document:.....

Occupation:.....
.....

Parent's Phone:..... Parent's Mobile:.....

Parent's Email:.....

Previous School:

Country and City of Birth:..... Address:.....

How did the student come to the school?

Is the student currently receiving any treatment? (YES-NO)

None ___ Psychologist ___ Psychiatrist ___ Speech Therapist ___ Psychomotricist ___ Educational
Therapist ___ Support Teacher ___ Other ___

Siblings' Information:

Name	Date of Birth	Attending school



Do you wish to enroll your child/children on the applicants' list for upcoming years? (Please select one option)

YES ☐ Indicate the year:.....

Indicate the grade level: If necessary, indicate shift: AM ☐ PM ☐

Please briefly explain the reasons why you consider St. Brendan's School an appropriate educational choice for your child/children:

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.....

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.....

Please provide 2 personal references (related to the school if applicable):

Name:.....**Phone:**.....

Name:.....**Phone:**.....

ANNEX III – Admission Request Procedure EARLY YEARS (PEP) – KINDERGARTEN

Step 1 – Confirmation of Placement

The school must adhere to the maximum number of students allowed per group at each level; this may be a reason for non-admission. Siblings will be given priority.

After the informational interview, the family must confirm their interest in enrolling their child by sending an email to the Admissions Department at admisiones@stbrendan.edu.uy.

Step 2 – At Administration (Rivera 2314 / Tel. 2409 49 39) from 08:30 to 16:30

Once the placement is confirmed at Administration, the family must:

- Sign the Service Provision Contract by both parents or legal guardians along with the DGI form according to the responsible payer.
- Sign the applicable document: general regulations for PEP, PAI, DP, or CP.

Submit:

- A photocopy of the child's identity document
- Photocopies of the parents' and/or guardians' identity documents
- Proof of no outstanding debts from the previous school

Pay the enrollment fee: The enrollment fee does not guarantee admission; it only reserves the place. Only if the student is not admitted will the enrollment fee be refunded and the previously signed Service Provision Contract annulled.

Step 3 – Interview

Once all requirements from Step 2 have been completed, Admissions will schedule a date and time for an interview with the Psychopedagogical Department.

If the student has received special support, the corresponding reports must be presented at this stage.

Step 4 – Completion of the Process

- Feedback to parents
- An email will be sent confirming the student's admission

Step 5 – Lower School Documentation

Once the student has been admitted, families must submit to the Academic Directorate, prior to the start of classes, the official transfer or school record from the child's previous kindergarten.

Deadline – The age deadline to admit children into one level or another is the one established by ANEP for all authorized schools: April 30th. Exceptions will be made exclusively for foreign children who return to their home country. To grant this exception, the child will be evaluated.

ANNEX IV) Enrollment Procedure

PRIMARY (PYP – Form 1 to Form 5 – and MYP – Form 6) – SECONDARY (MYP, DP and CP)

Step 1 – Confirmation of place

The school must adhere to the maximum number of students established for each group at each level, which may be a cause for non-admission. Siblings will have priority.

After the informational interview, the family that applied must confirm their interest in enrollment by sending an email to the Admissions Department at admisiones@stbrendan.edu.uy

Step 2 – Administration: (Rivera 2314 / Tel. 2409 49 39) from 8:30 a.m. to 4:30 p.m.

Parents or the legal guardian must:

- Sign the Service Provision Contract (both parents or the legal guardian) together with the DGI form according to the person responsible for payment.
- Submit:

A copy of the student's identity document.

A copy of the parents' and/or guardians' identity documents.

A debt-free certificate from the previous school.

- Payment of the enrollment fee. The enrollment fee does not guarantee admission to the school, only the reservation of a place. Only in the event that the student is not admitted will the enrollment fee be refunded, and the previously signed Service Provision Contract will be voided.
- **There are no other admission requirements.** Each case will be evaluated jointly by the Academic Department and the Psychopedagogical Department.

Step 3 – Evaluation Interviews

Once all the requirements from Step 2 have been met, the Admissions Office will inform the family of the date and time for:

- An interview with the Psychopedagogical Department and the English Department, together with the student and parents/guardians.

If the student has received special support, academic assistance, or psychological therapy, the corresponding reports must be presented at this stage, along with the contact information of the professionals involved, in order to allow follow-up communication.

Step 4 – Completion of the Process

- Feedback to parents.
- An email confirming admission will be sent.

Step 5 – Documentation

Once the student has been admitted, the following must be submitted to the Academic Directorate before the beginning of classes:

Official School Transfer (Pase Escolar) or Form 69, as applicable.

Deadline – The age deadline for admitting students into a given grade is established by ANEP for all accredited schools: April 30. Exceptions will be made exclusively for foreign students returning to their home country. In such cases, the student will be evaluated.