



# Admissions Policy & Procedures

## Table of content

Introduction – United Lisbon International School .....	3
United Lisbon International School – Vision and Mission Statement .....	3
Mission of the Admissions Department .....	3
Structure of the Admissions Committee and Decision Review .....	4
Student Admissions Process and Procedure .....	4
The Admissions Timeline .....	5
1.    Enquiry – Registration of Interest .....	5
2.    Tour – Organizing a Visit.....	5
3.    Application Process – Submitting the online Application Form .....	5
3.1.    Applying after the start of the school year .....	6
3.2.    Overseas Applicants .....	6
3.3.    Supporting Documents .....	6
3.4.    Assessment & Interview .....	7
4.    Admissions Criteria .....	7
4.1.    Considerations for Acceptance .....	8
4.2.    Considerations for Grade Placement.....	9
4.2.1    Placement from Schools with a Different Year Calendar .....	9
4.2.2.    Language Placement .....	9
4.2.3.    Grade Placement .....	9
5.    Admission Decisions.....	9
5.1.    Applicant Accepted.....	10
5.2.    Applicant Accepted with a conditional offer to Enroll.....	10
5.3.    Applicant on a Waiting List .....	10
5.4.    Applicant Not Eligible.....	11
6.    Submission of student’s documents .....	11
7.    Enrolment Entry Date.....	11
7.1.    Request for Deferrals for Future Entry Dates.....	11
7.2.    Enrolment start date – During the course of the school year .....	12
8.    Re-enrolment fee .....	12
9.    Equal Opportunities .....	12
9.1.    Equal treatment .....	12
9.2.    Special needs.....	12
9.3.    Learning support .....	12
10.   Data protection .....	13

## Introduction – United Lisbon International School

United Lisbon International School is a modern and innovative school, offering rigorous English-language Academic programs for all schooling ages, from Early Childhood to Grade 12 of all nationalities, gender, and religion.

United Lisbon offers English-language academic programs, with a challenging curriculum based on US standards and leading to internationally acknowledged university-preparatory programs including the International Baccalaureate (IB) Diploma.

The curriculum, while based on US Educational Standards and taught in English, values an international perspective in its learning materials and activities, and strongly supports the acquisition of the Portuguese language as well as an understanding of the host country's history and culture.

The extensive educational program is further extended by the integration and appropriate use of digital resources and is enriched by a wide range of co-curricular activities and community connections. Our modern pedagogy creates a student-centered learning ecosystem that instills relevant skills through guided inquiry, collaborative learning, and seamless integration of technology, to strengthen and further personalize the learning experience of each student.

## United Lisbon International School – Vision and Mission Statement

At United Lisbon International School, we strive to empower and inspire our students to build a sustainable and equitable world, based on four core values: Heart, Vision, Integrity, and Grit.

United Lisbon provides rigorous academic programs, a strong focus on the skills and values that our children will need to be successful in tomorrow's world, the 21st century and beyond, as well as its commitment to the purpose of a sustainable and equitable world.

The curriculum aims to address not only academic excellence, but also to foster the skills and competencies that are necessary for the future – problem-solving, self-management, collaboration, and a good working knowledge of technology.

Our Vision and Mission emphasize United Lisbon's commitment to inspire our students to become global citizens who are collaborative, involved, respectful, and responsible. We aim to ensure that prospective families understand United Lisbon's mission, philosophy, and community. United Lisbon recognizes and values the contributions of all community members in building a cohesive, caring, and respectful school community.

## Mission of the Admissions Department

United Lisbon International School welcomes a community of learners from a wide range of cultural and educational backgrounds, interests, and abilities.

The mission of the Admissions Department is to inform and admit new students that share our school's vision, mission, and core values. All applications for admissions are conducted in a fair, transparent, and efficient manner for each family. United Lisbon has an open and inclusive admissions policy, our school's admission is based on an inclusive practice for all students and applicants in all school-administered programs. Our school aims to ensure that every child enrolled will have an opportunity to reach their full educational potential, whom we are able to fully support.

### Structure of the Admissions Committee and Decision Review

The Admissions Committee of United Lisbon International School is comprised of the Head of the School, Elementary and Secondary Principals, English specialist, and Psychologist. When applications raise questions about learning abilities or behavior, it may require additional information, assessments, or evaluations to accurately determine the level of support needed. In this case, when appropriate, our English specialist teacher and Psychologist will be consulted.

Each completed application is fully reviewed, and the admissions committee will meet to discuss issues relating to the application in question. From the time an application is completed, the admissions committee aims to return with a decision within 10 working days, pending on any further follow-up information that may be required. The decision is communicated by email to the parents along with the necessary steps to complete the enrolment. By enrolling a student at United Lisbon, parents agree to comply with all school policies.

### Student Admissions Process and Procedure

Our selection process is designed to identify students who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. Our School operates on a rolling basis, meaning that United Lisbon accepts and welcomes new students and offers enrollment throughout the entire school year, dependent on meeting the admissions requirements and placement availability.

If any given grade level is full, our school will maintain a waiting list and applicants will be contacted when places become available. Therefore, it is in the family's best interest to begin the formal admissions process at the earliest convenience, to avoid disappointment.

United Lisbon admissions process is open for children from Early Childhood (3 yo) to Grade 12.

## The Admissions Timeline

### 1. Enquiry – Registration of Interest

United Lisbon International School prospective parents and students are welcome to submit an initial **Enquiry form\*** for each child through our admissions website, by clicking on the [following link](#). By submitting an enquiry form, prospective families will submit a registration of interest that will be received by our admissions department.

Our admissions committee may respond on the same or on the next working day. If parents have not been contacted within 3 working days, please contact us by phone (+351 910 019 978) or at [admissions@unitedlisbon.school](mailto:admissions@unitedlisbon.school), as your original enquiry form might not have been received correctly (e.g.: without details of contact).

Please note that by submitting an enquiry form does not guarantee nor confirm a place at the school for a child.

---

**Enquiry form\*** - All the information provided to the United Lisbon International School, or that is provided by others on your behalf, is held in the strictest confidence. By submitting an enquiry form, prospective families consent to receive e-mail or phone communications with further information about the school, including newsletters, events, and other information relevant to prospective students and families. However, prospective families can opt-out to unsubscribe at any time, by contacting our admissions office at [privacy@unitedlisbon.school](mailto:privacy@unitedlisbon.school).

### 2. Tour – Organizing a Visit

At United Lisbon International School, we understand the importance of visiting the school campus before making the decision to start the application process. Our admissions team encourages all families to make an appointment before visiting our school, by scheduling a visit through our admissions website, by clicking on the [following link](#). Our **Family Meeting** is an opportunity to learn more about our school facilities, students' life, culture on campus, and academics.

We understand that in some cases the school's visit could not be feasible to parents. Therefore, the admissions team welcomes prospective parents to also schedule a family meeting through a virtual video call.

### 3. Application Process – Submitting the online Application Form

After completing the two previous steps (Enquiry and Family Meeting), prospective families interested in formally starting the admissions process should complete our **Online Application Form\*\***, available on our admissions website, by clicking on the [following link](#). Applications may be submitted up to two years in advance of the intended year of entry. The online application form requires an online payment of a non-refundable **Application fee\*\*\*** for each applying child. The application fee is a one-time, mandatory, and non-refundable fee for all students entering United Lisbon for the first time. Upon successfully submitting the application, the applicant will receive an automated e-mail response confirming receipt of their application. For families, who are not able to proceed with the

online application, please contact our admissions team, as the payment may be completed by bank transfer.

---

**Online Application Form\*\*** Applications can only be processed online through the admissions website and does not guarantee nor confirm a place for a child.

**Application fee\*\*\*** The payment of the application fee covers the costs for submitting the online application form, the application will not be valid or reviewed until the application fee has been paid.

### 3.1. Applying after the start of the school year

The admission to United Lisbon operates on a rolling system. Applications are accepted throughout the year.

Applications are reviewed throughout the school year until all places have been filled in for our incoming classes.

### 3.2. Overseas Applicants

United Lisbon welcomes applications from students who are currently living overseas. Once starting the application process online, our admission team will get in touch with the applicant's family to coordinate all steps required to complete the admissions process.

### 3.3. Supporting Documents

During the submission of an application form, it will be requested to add school transcripts or reports of the last two school years as well the year in progress, if applicable.

When applications raise questions about learning abilities, or parents have provided information on any special education needed on the application form, families must submit written details, including a copy of all reports prepared by an educational psychologist and/or another appropriate specialist, to support a child's application. If applicable, United Lisbon will also request further documentation including IEP (Individual Education Plan) from the previous school.

All support documents must be in English or Portuguese, with an official translation provided when originals are written in another language. United Lisbon International School reserves the right to contact previous schools for verification of information.

The following documents are required, in support of a student's application according to the grade level that the child/children are applying to:

#### Pre-k3 - Grade 2:

- Copy of the enrolment letter from the previous school attended, if applicable. Any additional support document, if applicable.

### Grades 3 - 12:

- Copy of the two full years of school transcripts or reports, as well as the year in progress, if applicable.
- Copy of any other supporting documentation available, such as standardized test results or confidential school recommendations.

#### 3.4. Assessment & Interview

United Lisbon applicants from grades 3 to 12 must complete an online assessment test in reading and mathematics. Applicants answer approximately 20 multiple choice questions in each area of reading comprehension and math. The two assessments can be done live (coordinated with the admissions team) and are completed individually. For non-native applicants, both tests must be completed without the help of a translator. The use of a translator could result in misleading information during the application process.

The tests will be scheduled only after all supporting documentation has been received. If applicable, an additional test in English may be conducted to determine the applicant's level of English. Should the test results be inconclusive, United Lisbon will request an interview with the applicant along with our **IEL/ESOL** teacher, which may be carried out online or in person.

All applicants must have an informal interview along with one of our school Principals to complete their application status. The admissions interview is an opportunity for the applicant to present his/her educational background and expectations for the future.

After all the application steps have been completed, the admissions committee will review the application and get back to the applicant and the family about their perspectives to enroll at United Lisbon.

#### 4. Admissions Criteria

Once the application process has been completed, the applicant's files undergo through a detailed review by the admissions committee. Admissions decisions are not based on the applicant's academic performance but on a thoughtful reflection of our available human resources, our ability to provide high equality learning opportunities for all our students.

When applicable, United Lisbon will carefully examine each applicant's ability to achieve success within the context of an English language-learning (ELL) environment. Parents should note that class size/space availability, ELL guidelines, social/emotional, and behavioral background affect the admission considerations for acceptance.

Amongst equal applicants, priority consideration (not automatic placement) is subject to the factors below, among others:

- To a returning United Lisbon student
- Sibling of a current or former student
- Applicant's behavioral and effort history

Please note that this list is not exhaustive, and the criteria have been provided in no particular order.

#### 4.1. Considerations for Acceptance

United Lisbon considerations for acceptance are listed below for you to learn more about applicants' requirements according to grade level.

##### Early Childhood (Pre-K3 – Kindergarten) – to Grade 2

- From Pre-K3 Applicants are required to be potty trained and are not allowed to wear diapers during the school day.
- Applicants are not required to have a base foundation in English.
- The applicant must be able to feed and dress him/herself reasonably independently.
- If applicable, parents should submit all previous school reports, teacher comments/recommendations, standardized assessments, and any other relevant information that would support the application.

##### Grades 3 – 5

- Applicants are recommended to have a base foundation in English; Recommended until grade 3 the beginner's level (A1, A1+).
- Applicants must have a base foundation in English from grade 4 – Grade 5. The required level of English language proficiency Grades 4 – 5 must be A2, or A2+ (According to CEFR).
- Parents must submit all previous school reports, teacher comments/recommendations, and any other relevant information that would support the application.
- If standardized assessment or English language proficiency assessment results are available, these should be submitted as part of the student's application.

##### Grades 6 – 12

- Applicants must have a base foundation in English; From grade 6 – 7 the required level of English language proficiency is A2, A2+, or B1 (According to CEFR).
- From grade 8 – 12 the required level of English language proficiency is B1, B1+, C1 or C2 (According to CEFR).
- The required level of English language proficiency is dependent on the grade level applied to. Students applying for Grades 11 – 12 must be proficient in English.

- Parents must submit all previous school reports, teacher comments/recommendations, and any other relevant information that would support the application.
- If standardized assessment or English language proficiency assessment results are available, these should be submitted as part of the student's application.

## 4.2. Considerations for Grade Placement

### 4.2.1 Placement from Schools with a Different Year Calendar

United Lisbon academic year starts in September and ends in June. Final grade placement decisions for applicant's who apply from schools or educational systems with a different school calendar, such as those commonly found in the South Hemisphere (E.g., Brazil or South Africa) will be based on a combination of factors including:

- Applicant's age;
- Percentage of the school year that the applicant has completed in his/her last school;
- Percentage of the school year remaining in United Lisbon's school calendar
- Applicants' academic performance;
- Social, emotional, and behavioural developments.

### 4.2.2. Language Placement

We will consider applicants who are not proficient in English if we believe that, over their projected time at United Lisbon, they will be able to develop sufficient proficiency in academic English to enter the IB Diploma Programme (Grades 11 and 12). United Lisbon offers access to English for Speakers of Other Languages Program (**ESOL**) unless the intensive level is deemed necessary by the school.

When applicable, an Intensive English Learning Program (**IEL**) will be arranged to supplement the ESOL immersion program at the parent's expense. This service is specially designed for admitted applicants who have not achieved the required level of English Language Proficiency in all the four skills areas (listening/speaking/reading/writing) in an academic or social setting.

### 4.2.3. Grade Placement

Applicant's grade placement will be considered sequentially according to the program in which they are currently enrolled or have last completed successfully. The academic placement is at the discretion of the school and can be adjusted depending on the learning progress of the student.

## 5. Admission Decisions

When a decision has been taken on a candidate's application, parents will be notified of the decision by e-mail within 48 Hours. The admissions decisions include decisions regarding acceptance, grade placement, and additional services required, if applicable. Final admissions decisions are made only when the entire application process (application form, supporting documents, assessments, and individual interviews) has been completed. United Lisbon does not admit any applicant on a trial basis.

Final admissions decisions include:

- Applicant Accepted
- Applicant Accepted with a conditional offer to Enroll
- Applicant on a Waiting List
- Applicant Not Eligible

#### 5.1. Applicant Accepted

If an applicant is accepted, the decision is communicated to parents by e-mail, requesting them to confirm the applicant's enrolment within 10 working days, by signing the enrolment contract and paying the **Enrolment Fee**. If the offer of a place has not been accepted by the 10-day deadline, the space will be reopened, and we cannot guarantee that the enrolment will be possible beyond this date.

#### 5.2. Applicant Accepted with a conditional offer to Enroll

Exceptionally, an offer for enrolment may be granted with a conditional offer to Enroll. This offer will be made when the school determines that the applicant's academic success will improve with an individualized set of conditions. At the time of enrolment, families are asked to commit to this specified set of conditions that may require additional expenses. Throughout the academic year, the enrolment is reviewed based on the student's level of success. The enrolment offer must be accepted and completed within 10 working days, by signing the enrolment contract and paying the **Enrolment Fee**. If the offer of a place has not been accepted by the 10-day deadline, the space will be reopened, and we cannot guarantee that the enrolment will be possible beyond this date.

#### 5.3. Applicant on a Waiting List

On occasion, if an applicant is applying for enrolment in a grade level that is full, that applicant will be placed on a waiting list. Parents will receive an e-mail confirming the applicant's placement on a waiting list. Once a place becomes available in a grade for which there is a waiting list, all applicants on the waiting list are considered for offers of enrolment.

Based on the factors considered for admission decisions, a student's position on the waiting list may change. Waiting lists are held for one school year. If the applicant wishes to remain on the waiting list for the next school year, we will ask parents to submit supporting documentation for review.

#### 5.4. Applicant Not Eligible

If an applicant does not meet United Lisbon eligibility and requirements for admission, a formal e-mail letter will be sent to parents confirming the applicant's withdrawal. The school reserves the right to close an application at any stage in the process or to refuse admission to a student for reasons considered relevant to the school.

Among others, the factors that can contribute for a student's non eligibility after completing the admissions process:

- When the school believes that individuals are behaving in ways that do not align with United Lisbon values, the school reserves the right to refuse admission or suggest withdrawal to the individuals concerned;
- Failure to provide accurate information;
- Failure to disclose a known learning disability may result in an admissions refusal or the subsequent removal of a place;
- The inability of United Lisbon to provide a suitable program or facilities for the applicant may also result in the applicant's withdrawal.

#### 6. Submission of student's documents

The following documents are required, and must be submitted to complete the student's admissions process:

- Copy of the applicant's passport/ ID;
- Copy of the Parent/Guardian's passport/ ID;
- Medical form (completed and signed by parents and doctor);
- Copy of the applicant's immunization card;
- Student's Photo;
- Final school report cards (requested by the admissions office before the start of the new school year, confirming the student's progress for the following grade level);
- Declaration of non-debt: a recent statement from the previous school certifying that the student has no financial debts of any kind

#### 7. Enrolment Entry Date

All offers of enrolment are based on an agreed enrolment start date, which is confirmed on the enrolment contract (mentioned as the first day of school at United Lisbon). The request for a change of entry date on the enrolment will be reviewed on an individual basis.

##### 7.1. Request for Deferrals for Future Entry Dates

An applicant who has been accepted or is placed on the waiting list can choose to defer the enrolment start date to the following academic year. For enrolled students, the enrolment fee is deferrable one academic year. In such a case, tuition fees will be due according to the tuition fees overview applicable to the academic year. The school

must receive a notification in due time, although, all deferrals are subject to availability and place.

#### 7.2. Enrolment start date – During the course of the school year

If an enrolment is confirmed during the course of the school year, please expect the students to join United Lisbon School's community within 3 working days, after confirming the enrolment.

#### 8. Re-enrolment fee

The formal re-enrolment takes place every February and families who wish to re-enroll must complete the online re-enrolment procedure and submit the payment of the designated re-enrolment fee by the stated deadline on the tuition fees overview. Once the re-enrolment form and re-enrolment fee are received by the admissions office, the student is re-enrolled for the following academic year. Families who do not meet the deadline requirements for re-enrolment are not guaranteed a place for the following school year.

#### 9. Equal Opportunities

##### 9.1. Equal treatment

United Lisbon aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. United Lisbon is committed to equitable treatment for all.

##### 9.2. Special needs

The school welcomes students with diagnosed or suspected special educational needs provided that our staff and facilities can accommodate them. Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements during the admission process. Parents must provide a copy of an educational psychologist's report or a medical report if they have one. As part of this process, the applicant will usually be interviewed by the school psychologist, and the school reserves the right to request a psycho-educational evaluation conducted before a decision is made, if necessary. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a student at the school.

##### 9.3. Learning support

As an inclusive school, United Lisbon strives to ensure that each student enrolled will have the opportunity to be fully supported in both academics and wellbeing.

Students needing Learning Support are admitted if the school believes that it can be offered appropriate/recommended support.

- An applicant offer for enrolment may be granted with a conditional offer to Enroll, which could result in an agreement to engage in a program of additional support provided by internal and/or external resources, which may incur additional fees.
- If an educational need has not been previously identified during the admissions process, the school reserves the right to request an evaluation to assess the child in all areas related to the child's suspected educational needs, to ensure that the school understands how to better support the student. Depending on the support required, United Lisbon may find individual programs out-of-school tuition.
- If a parent fails to disclose important information related to the child's disability, educational and/or safety/wellbeing needs, United Lisbon reserves the right to review the student's enrolment at United Lisbon.

#### 10. Data protection

We take data protection very seriously and therefore we have dedicated a department to handle your requests in relation to your rights. In this sense, you can always send your questions through the email: [privacy@unitedlisbon.school](mailto:privacy@unitedlisbon.school). For complete information on data protection please refer to our Guardian Media Consent Statement.

The information present in this document may suffer changes.

**Last date revised: June 2022**

**Next review date: January 2023**