



The  
Grammar  
School  
Nicosia



1963

# ADMISSIONS POLICY

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**PERSON RESPONSIBLE:** Mr Andreas Nestorides (Operations Manager)

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## Admissions Policy

The School's Admission Policy applies to academically able and promising students irrespective of ethnic background or religion. Entrance Examinations for students wishing to enter class 1, are held in Spring. The Grammar Junior School students are exempt from the Entrance Examinations.

Placement examinations are held for students wishing to enter Classes 2, 3, 4 and 6 only, provided there are vacancies. Please refer to the information below for the respective requirements for each class.

### 1.1 Entry to Class 1 (Year 7)

Students graduating or just graduated from primary schools in Cyprus or abroad are eligible to apply for entry to Class 1. Traditionally, the school designates students in six classes. In Classes 1 and 2, students from Greek-speaking primary schools are designated in separate classes than students from English-speaking primary schools. In Class 3, all students are integrated together.

All candidates are required to take an Entrance Examination in the subjects of Greek or English Language and Mathematics. The Entrance Examinations takes place at a period decided by the Cyprus Ministry of Education. Over the last years, the examinations have taken place in March. The results of the Entrance Examinations are announced via SMS to the mobile telephone of both the father and mother. The name and detailed results of the student are included in the message.

The Entrance Examination papers are double marked by teachers of the relevant Departments who follow a prescribed mark scheme. This is conducted under the guidance of the Heads of Department. To prevent any errors, the marks are then checked again by an independent team of checkers when they are transcribed. All entrance examination papers are marked on the School premises and students' anonymity is retained at all times. A student must pass both subjects (Mathematics and Greek for Greek speakers and Mathematics and English for non-Greek speakers).

Boundary cases are re-evaluated and checked again by the Headmaster and the relevant Heads of Department to ensure accuracy and fairness. Therefore, reassessment requests are not accepted and marked papers are not available for inspection.

Based on the results of the Entrance Examinations, the candidates are classified in one of four groups:

**Scholarship (x%)** - The student is among the top 10 candidates and obtains a place with the corresponding scholarship percentage and can register.

**Admitted** - The student obtains a place and can register.

**Runner-Up (x)** - The student is on the runners-up list, placed according to rank order. If there are any available places, Runners-up are informed by telephone in order of rank.

**Not Admitted** - The student has not obtained a place.

### 1.1.1 Entrance Examination Dates and Requirements

Entrance Examinations for each academic year are held at the school's premises. Exam dates are announced between December and January, and candidates must register by the specified deadline.

The following is required

- A completed application form (Online or in person at school's premises)
- A photocopy of your child's birth certificate
- A current passport size photo
- Application fee

## 1.2 Entry to classes 2-7 (Years 8-13)

### 1.2.1 Entry to Classes 2, 3 or 4 (Years 8, 9 or 10)

If there are places available in Classes 2, 3 and 4, Placement Examinations are held for the subjects of English Language and Mathematics. Eligible candidates for Classes 2, 3 or 4 must complete the respective Classes 1, 2 or 3 by the Summer just before joining the school. For all classes, students need to submit their previous class school report or transcript with a **grade of 75% or higher**, with **passing marks in all subjects** and **'Excellent' conduct**.

### 1.2.2 Entry to Class 5 (Year 11)

Entry to Class 5 is generally not suggested. In extraordinary cases, the School can consider the application in case the students currently follow similar GCSE/IGCSE syllabi at their previous school.

Students need to submit their Class 4 school report or transcript with a **grade of 75% or higher**, with **passing marks in all subjects** and **'Excellent' conduct**.

### 1.2.3 Entry to Class 6 (Year 12)

If there are places available in Class 6, Placement Examinations are held for the subjects of English Language and Mathematics together with an interview related to the desired Class 6 elective subjects. Placement Examinations are conducted at the School premises. Alternatively, candidates can demonstrate the required competencies by passing the GCSE/IGCSE examinations in English Language, Mathematics and the respective Class 6 elective subjects with a minimum grade C or 4.

Eligible candidates for Class 6 must complete Class 5 by the Summer just before joining the school. Students need to submit their school report or transcript with a **grade of 75% or higher**, with **passing marks in all subjects** and **'Excellent' conduct**.

### 1.2.4 Entry to Class 7 (Year 13)

Entry to Class 7 is generally not suggested. In extraordinary cases, the School can consider the application in case the students currently follow similar GCE/IAL syllabi at their previous school.

Students need to submit their Class 6 school report or transcript with a **grade of 75% or higher**, with **passing marks in all subjects** and **'Excellent' conduct**.

### 1.2.5 Placement Examination Dates and Requirements Classes 2-7

Placement Examinations for each academic year are held at the school's premises. The examination date is announced between December and January, and candidates must register by the specified deadline.

The following is required:

- A completed application form (Online or in person at school's premises)
- A photocopy of your child's birth certificate
- Copy of the latest school report
- Application fee

Note that the offer for a place to a transfer student in Classes 2-7 can be revoked if the latest class report from the previous school contain failing grades in any subject or discipline record resulting in lowered conduct.

### 1.3 Registration of Admitted Students

On the day of registration, admitted students must submit the following items:

1. Copy of the birth certificate - if not submitted already.
2. The completed form with the student's details which is included in the Registration folder.
3. The completed GDPR form.
4. The relevant **down payment** and the **registration fee** as announced every year.

Note that upon full settlement of the tuition fees by July before the commencement of the academic year, Special Discounts apply.

By the 1st of July before the commencement of the next academic year, admitted students must submit the following:

1. The completed Health Form and the Vaccination Coverage Certificate (required by the Ministry of Health)
2. A copy of the student's certificate of successful completion of an elementary school (Apolytirion) or secondary school latest class.