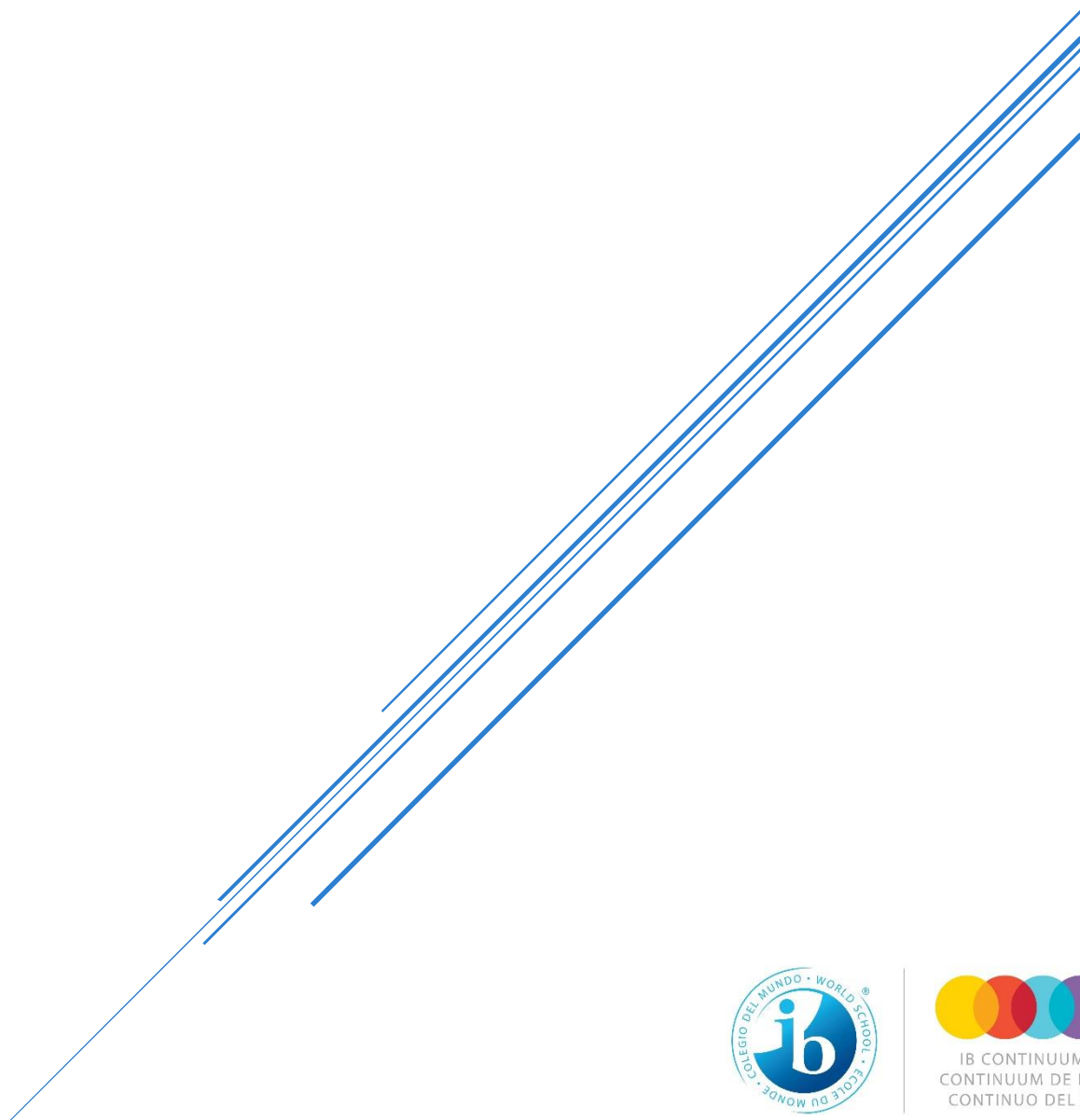


PLATON ADMISSIONS POLICY



2026 - 2027

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1. Purpose

The purpose of this policy is to set out the principles and procedures that govern admission to Platon School across the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). It has been developed to ensure that the admissions process is transparent, consistent and aligned with the school's mission and with International Baccalaureate (IB) philosophy.

This policy outlines the responsibilities of the Admissions Team, class teachers, section Principals, the PYP Coordinator, the MYP Coordinator, the DP Coordinator and school leadership in supporting a fair and well-informed admissions process, and applies to all prospective students and families across the school.

2. Philosophy

At Platon School, admissions is viewed not simply as an administrative process but as the first step in building a relationship of trust between the school and each new family. A transparent and welcoming admissions process reflects our commitment to developing an inclusive, internationally minded learning community in which every student can be known and appropriately supported from the outset.

The admissions process is designed to:

- communicate honestly with families about the school's programmes, philosophy and expectations;
- gather sufficient information about each applicant to support a successful transition;
- respect the individual profile, background and needs of each prospective student;
- act with fairness and consistency in every admissions decision;
- take responsibility for planning appropriately for each incoming student's learning.

3. Guiding Principles

The implementation of admissions at Platon School is based on the following principles:

- fairness and consistency in the evaluation of every applicant;
- transparency in the information shared with prospective families;
- respect for the individual needs, culture and background of each applicant;
- responsibility for gathering and sharing information that supports a successful transition;
- collaboration between the Admissions Team, Teachers, Coordinators and School Leadership.

These principles are aligned with the IB philosophy and apply consistently across the PYP, MYP and DP.

4. Non-Discrimination

Platon School considers all applicants on the basis of the information gathered through the admissions process described below, without discrimination on the grounds of national and cultural background, ethnicity, nationality, religion, gender or disability. Places are offered according to the school's capacity at each grade level.

5. Language of Instruction and the Bilingual Programme

The primary language of instruction at Platon School is Greek. English is taught through the school's bilingual programme. Applicants are not required to be proficient in Greek or English prior to admission; however, the admissions evaluation may be used to identify students who would benefit

from additional language support in Greek, in English within the bilingual programme, or both, so that this can be planned for in advance of enrolment in consultation with the relevant class teacher, section Principal, or PYP, MYP or DP Coordinator, as appropriate.

6. Inclusion and Learning Support

Platon School welcomes applications from students with a broad range of learning profiles. Where an applicant is identified, through the written evaluation report or through information disclosed by the family, as having an identified educational need, the Admissions Team will share this information with the student's future class teacher, section Principal, or the relevant PYP, MYP or DP Coordinator, so that appropriate support and reasonable accommodations can be considered as part of the admissions decision and transition planning. Admission remains subject to the school's capacity to meet a student's identified needs.

6.1 Admission to and participation in the MYP

Prior experience of the MYP is not required. Admission and placement decisions consider the student's age, previous schooling, academic records, language profile, learning needs and the school's capacity to provide an appropriate programme and efficient support.

Students admitted to the MYP are expected to participate in the full programme offered at their year level, including the required subject groups, interdisciplinary learning, approaches to learning, Service as Action and, in MYP5, the Personal Project. Students and families receive information about programme expectations during admission and transition.

For entry during the later years of the MYP, the school considers whether the student can access the curriculum and complete required programme components within the time available. For MYP5, this includes the timing of entry, Personal Project requirements and, where applicable, registration and preparation for MYP eAssessment. The MYP Coordinator advises on programme continuity and any implications for eligibility for MYP course results or the MYP certificate.

7. Admissions Procedure

The admissions process consists of the following stages.

7.1 Initial Enquiry

Prospective families express their interest in the school in one of two ways:

- submitting an enquiry through the online enrolment platform on the school's website (Hubspot);
or
- contacting the Admissions Team directly by phone.

7.2 Campus Visit and InSite Presentation

The Admissions Team arranges an initial meeting with the prospective family. During this visit, the family is given a tour of the school campus and participates in an InSite presentation, during which the school's educational programmes, philosophy and tuition fees are introduced.

7.3 Admissions Evaluation

Following the initial meeting, a second meeting is scheduled with the prospective student for an admissions evaluation. The format of this evaluation varies by grade level, as set out below.

Nursery – Grade 1(PYP)	Evaluation Format
Nursery – Grade 1 (PYP)	The second introductory meeting with the child takes place on the kindergarten premises, in the presence of the parents, and is conducted through play, drawing, and discussion. The student meeting may take the form of an Open Day experience rather (6 opportunities throughout the year) than a formal written assessment.
Grades 2–6 (PYP & MYP 1)	The Admissions Team maintains a written evaluation report, which is shared with the student's future class teacher to provide information about the student's academic profile and any identified educational needs.
Middle School (MYP), High School and the Diploma Programme (DP)	The student meets with the principal of the respective school section and completes an academic evaluation conducted by the relevant educators.

7.4 Admissions Decision

The admissions decision and enrolment outcome are communicated to the family on the day following the admissions evaluation.

7.5 Enrolment Finalization

A student's place at Platon School is confirmed, and enrolment is finalized, upon payment of the tuition fee deposit.

7.6 Transition and educational handover

Following enrolment, relevant admissions information is transferred promptly to the receiving section. The class teacher, section Principal, programme coordinator and Student Support Team, as applicable, use this information to plan induction, initial support and early review. Admissions information is not a substitute for ongoing teacher observation or the school's formal inclusion procedures.

7.7 Confidentiality and records

Admissions information is handled confidentially and in accordance with applicable data-protection requirements. Records are accessed only by authorised staff who require the information for admissions, safeguarding, placement, teaching, support or legal and regulatory purposes. Families are expected to notify the school if material information changes before the student begins attendance.

7.8 Review of an admissions decision

A family may request clarification or review where it believes that the published admissions procedure was not followed or that relevant information was not considered. The request should identify the decision and the grounds for review and will be handled through the applicable stages of the school's Complaints Policy. A review considers the fairness and correct application of the process; it does not guarantee that a place or requested provision is available.

8. Admissions in the IB Diploma

Admissions policy philosophy

Platon School welcomes all students regardless of gender, nationality, religious beliefs, physical, mental and learning disabilities. Our Admissions policy is designed to offer all our students an inclusive and welcoming environment regardless of cultural and linguistic backgrounds. The purpose of the admissions policy is to ensure transparency between the school and prospective families. Candidate students should fulfil the admissions criteria, reflecting their resolve to complete the IB Diploma Programme. Candidates applying to Platon IB Diploma should demonstrate elements of the IB learner profile, a sense of international mindedness, and awareness of aspects of the IB philosophy.

Admissions criteria

Applicants should meet the following criteria:

- a. Age no younger than 16 years of age
- b. Fluency in English (proficiency level attained)
- c. Greek Lyceum 10th grade, grade point average minimum level attained: 15 out of 20 or equivalent.
- d. International educational institution 10th grade, grade point average minimum level attained: C or equivalent.
- e. Foreign students must submit a certificate from the relevant Greek Ministry of Education department that they have completed the 10th grade of their national curriculum or equivalent.
- f. Personal motivation and resolve. Prospective students are given the opportunity to share their views, aspirations, and values during an interview with the DPC and heads of departments.

Admissions process

- ❖ All prospective families are encouraged to submit applications prior to the deadline of the forthcoming academic year.
 - Early applications process starts in January.
 - Regular applications process opens in March (announced on the school's website).
- ❖ Interested families are requested to complete the registration application.
- ❖ Upon completion of online registration students are required to sit the following entry exams in:
 - Mathematics
 - English Language and Literature
 - The examinations are based on material taught up to A Lyceum of the national system and/or 10th grade equivalent level.
 - The exams are compulsory for all students wishing to join the Diploma.
- ❖ Three working days after successfully completing the required entrance exams, interviews are arranged with prospective students, their families, and the Diploma administration.
- ❖ Notification of students' acceptance is given to the parents/guardians following an interview to conclude student subject-choices.

Candidates should submit the following documents:

- ❖ One (1) id-type of photograph,
- ❖ A copy of Gymnasium Apolytirion for Greek students
- ❖ 1st year of Lyceum transcripts for Greek students
- ❖ 10th grade transcripts for International Students
- ❖ An official middle school accreditation document accompanied with a detailed mark-sheet for international students.
- ❖ Foreign language certificates
- ❖ Recommendation letter[s]
- ❖ Documentation confirming the presence of learning difficulties
- ❖ For students wishing to study Visual Arts, samples of their portfolio work are required.

9. Roles and Responsibilities

Admissions Team

- manage enquiries and schedule visits and evaluations;
- maintain written evaluation reports for Grades 1–6;
- communicate admissions decisions and next steps to families;
- share relevant evaluation information with the appropriate class teacher, section Principal or programme coordinator.

Class Teachers and Section Principals

- review evaluation information relevant to incoming students;
- plan appropriately for each student's academic and, where applicable, learning support needs;
- conduct academic evaluations for Middle School, High School and Diploma Programme applicants.

PYP/MYP/DP Coordinator

- ensures that admissions practices remain aligned with the philosophy and requirements of the IB Programmes;

- liaises with the Admissions Team on matters relating to programme continuity for incoming students.

School Leadership

- ensures consistent implementation of this policy across all programmes;
- reviews admissions practices regularly in consultation with the PYP, MYP and DP Coordinators.

10. Monitoring and Review

The implementation of this policy is monitored through:

- review of written evaluation reports and admissions records;
- feedback from the Admissions Team, Class teachers, section Principals and Programme Coordinators;
- periodic reflection meetings between school leadership and the PYP, MYP and DP Coordinators.

This policy is reviewed regularly by School Leadership, in consultation with the PYP, MYP and DP Coordinators and the Admissions Team, to ensure it continues to reflect the school's practice and remains aligned with current IB standards and requirements.

11. References

This policy is informed by:

- International Baccalaureate Organization. Programme Standards and Practices (2025).
- International Baccalaureate Organization. Primary Years Programme: Principles into Practice.
- International Baccalaureate Organization. Middle Years Programme: Principles into Practice.
- International Baccalaureate Organization. Diploma Programme: From Principles into Practice.
- International Baccalaureate Organization. Guide to Programme Evaluation.

Last reviewed : June 2026