

BRITISH COUNCIL SCHOOL IN MADRID EXCELLENCE AND TALENT AWARDS 2020-21 ENTRY RULES FOR STUDENTS TO BE ADMITTED TO YEAR 8 OR YEAR 9 (COMPULSORY SECONDARY EDUCATION (ESO) YEARS 1 OR 2)

NOTE: This English version for information only – the Spanish document applies in all cases

I.- INTRODUCTION TO AND AIMS OF THE BRITISH COUNCIL SCHOOL IN MADRID EXCELLENCE AND TALENT AWARDS

I.1. Grantor and purpose of the EXCELLENCE AND TALENT AWARDS

In celebration of the 80th anniversary of the date of establishment of the British Council School, entries are invited to the EXCELLENCE AND TALENT AWARDS for pupils who are to be admitted to Year 8 and Year 9 (Compulsory Secondary Education (ESO) Years 1 and 2) and who wish to study or pursue their studies at the School.

The grant of these Awards is ultimately aimed at showing gratitude for the warm welcome and support the British Council School has received throughout these 80 years from the people of Spain, and to promote excellence among pupils who are already members of our Educational community, recognising their achievements and allowing other academically excellent pupils with outstanding achievements in various disciplines to become part of it.

The British Council School in Madrid (“the School”) is affiliated to the Branch in Spain of the British Council (the “BRITISH COUNCIL”), a charity currently entered in the Ministry of Justice’s state-managed Registry of Charities under registration number: 847CUL-EXT, and having Tax Identification Code number W0061076F. For more information about the School, please visit the website: www.britishcouncilschool.es

I.2. Recipients of the EXCELLENCE AND TALENT AWARDS

The awards may go to pupils both from other schools and from the British Council School in Madrid, but the origin of entries submitted shall not be taken into account when granting the Awards.

The Awards are intended for pupils of proven academic excellence (based on the criteria set out below) who are in addition able to prove outstanding achievements in other fields such as sports, music, performing and visual arts or any other discipline potentially beneficial for the School community they are to join.

I.3. Description of the EXCELLENCE AND TALENT AWARDS

The Awards carry a financial prize exclusively consisting of an 80% reduction in the enrolment and monthly tuition fees payable to the School.

Therefore, the Awards will only be applied to the cost of education (enrolment and tuition) and shall not comprise any rebate whatsoever in the amounts of any other education-related items and/or services, classroom and/or after-school activities, and/or materials necessary for all of the foregoing. Thus, the Award granted will not affect the price payable for school meals, transport and similar services.

An Award winner benefiting from a scholarship granted by any public or private institution or any other aid whereby enrolment or tuition costs are reduced, shall have to choose which aid to keep, i.e., these Awards may not be accumulated to and will not be compatible with any other aid or discount the recipient might be entitled to.

If the recipient already benefits from an exemption from enrolment and tuition fees in excess of what the prize given would imply, then the Award will be granted on an honorary basis. EXCELLENCE AND TALENT AWARDS granted on an honorary basis to pupils already studying at the School will not be counted in arriving at the total number of Awards to be granted.

Additionally, if one or several recipients of the EXCELLENCE AND TALENT AWARDS are pupils of a government-funded Spanish school, whether they be state or grant-maintained schools, the BRITISH COUNCIL will hand to each such school a selection of English-language books (around 80 books) to be allocated exclusively to their library and to be publicly used by pupils at those schools; those books are valued at approximately 800 Euros.

I.4. Award dates

The Awards are granted for enrolment during the school year 2020/2021.

The Awards are designed for pupils who are to be enrolled for Year 8 (Spanish system – ESO year 1) and Year 9 (Spanish system – ESO year 2) in the school year 2020-21.

It is however the School's intention that winning entrants may continue as School pupils until they complete their education and are admitted to University. Therefore, the British Council may discretionally decide to extend the Award for pupils who keep up the required degree of academic excellence, the standards of behaviour at School and their outstanding achievements in the other disciplines which earned them that Award. Those pupils must in addition meet the other general terms and conditions for re-enrolment applicable to all the School's pupils.

The panel of judges who are to consider the above aspects shall therefore meet at least on a yearly basis and advise whether or not the Award should be maintained for subsequent school years for pupils to whom it was initially granted.

If the decision is to not extend the Award for one or all recipients, then depending on why such decision was adopted and the places available, the British Council may offer the pupil to stay on at the School, in which case the full costs of enrolment, tuition and other services must be paid for subsequent years in which the pupil no longer has the benefit of the Award.

I.5.- Number of EXCELLENCE AND TALENT AWARD prizes to be given

The total number of prizes to be given (within the limits specified in I.3.) above) will depend on the applicants' qualifications and on the number of places available at the School. A maximum of 8 Awards will be offered, to be distributed between the two years, but not all or none of the Awards need to be granted (altogether or in any of the years for which they are offered) if no entrant among those applying duly meets the set requirements.

II.- REQUIREMENTS TO APPLY FOR THE EXCELLENCE AND TALENT AWARDS

Applicants shall meet all the requirements stipulated in these Rules as detailed below:

- Being of the right age for the year applied for, and meeting the other requirements for admission to that year.
- Meeting the specific requirements set to prove academic strengths for the year of the Award applied for.
- Having and being able to prove the level of English required according to the year of the Award applied for.
- Having excelled in other disciplines (including but not limited to sports, languages, music, dance and other performing arts) and being able to prove this as detailed hereinafter.
- Having a behavioural record with no evidence of incidents of major misbehaviour or misconduct.
- Duly completing and submitting the entry form and the Appendices (A and B) thereto by the set deadline.
- Completing the selection process including, but not limited to, entrants writing a personal statement in English of up to 2000 characters explaining why they believe they are a suitable candidate and deserve to win the Award on offer.
- Sending a video lasting up to 2 minutes in English in which applicants talk about themselves and specifically about the discipline in which they excel, observing the instructions set out hereinafter.

III.- DOCUMENTATION AND OTHER REQUIREMENTS TO APPLY FOR THE EXCELLENCE AND TALENT AWARDS

- **GENERAL DOCUMENTATION AND OTHER REQUIREMENTS FOR ALL APPLICATIONS:**
 - Duly completed entry form, and the Appendices thereto:
 - i. Appendix A: Authorisation and Statement signed by both parents or by the legal guardian for the application to be submitted in the entrant's name.
 - ii. Appendix B: Statement signed by both parents or by the legal guardian as to the entrant's authorship of the personal statement submitted.
 - Proof of enrolment at the time of submission of the application as a pupil at a school recognised and/or accredited by the Spanish Education and Culture Ministry (which may be foreign schools established in Spain), mentioning the current year of enrolment.
 - Personal statement: up to 2000 characters written in English personally by the entrants, explaining why the entrants believe they are a suitable candidate and deserve to win the Award on offer.
 - A video lasting up to 2 minutes in English in which the applicants talk about themselves and specifically about the discipline in which they excel. This video shall be uploaded to the Vimeo, Inc. platform, and Appendix A shall specify the access link and password used to protect it, as the case may be.

NOTE: The failure to submit a properly completed form and Appendices thereto or any documentation required shall result in automatic exclusion from the process.

- **DOCUMENTATION PROVING THAT THE ACADEMIC EXCELLENCE REQUIREMENTS ARE MET:**
 - For applications by **applicants who are not pursuing their studies at the British Council School:**
 - Copy stamped by the school of enrolment of the entrant's school report for the last school year (2018/19) recording grades of *Sobresaliente* in English, Science, Social Sciences/History and Geography, Mathematics and Spanish Language & Literature and *Sobresaliente* in two other subjects and at least *Notable* in all other subjects (or the equivalent in other systems – these will be evaluated using guidelines from the Spanish Ministry of Education).
 - Copy stamped by the school of enrolment of the grades achieved during this year's terms of study (2019/20).

NOTE The report must include comments by the school teachers/management; a letter of recommendation from the school issuing the report must otherwise be enclosed.

- For **British Council School pupils**
 - Pupils to be admitted to Year 8:
 - In Year 6: The final report shall record a grade of *Excellent* in English (in at least one of the 3 parts), Maths, Science, Humanities and *Sobresaliente* in Spanish Language & Literature and *Excellent* or *Sobresaliente* in two other subjects; and no less than *Very Good* or *Notable* in the remaining subjects. *Interest & Participation* grades shall be mostly *Excellent*; no *Satisfactory* or below.
 - Pupils to be admitted to Year 9:
 - In Year 7: The final report shall record a grade of *A* or above in *English, Maths, Science, History, Spanish Language & Literature* and *A* or above in 2 more subjects; and no less than *B* in the remaining subjects. *Interest & Participation* grades shall be mostly 1- *Excellent*; no 3 or below.

NOTE: The grant of the Award shall be conditional on selected candidates proving that at the end of 2019/2020 they have maintained the standard of academic excellence required previously in 2018/2019.

- **DOCUMENTATION PROVING THAT THE REQUIREMENTS AS TO ENGLISH LANGUAGE FLUENCY ARE MET:**
- For pupils to be admitted to both Year 8 and Year 9:

- Pupils submitting entries for the Awards must prove English language fluency with evidence that they have had their English skills tested to B2 level in an official examination (e.g. – Cambridge/Trinity (ISE)). If they do not have the Official Certificate at the time of submission of the application, they must submit it by June 2020 (British Council School pupils and applicants whose native language is English shall be exempt from meeting this requirement).
- **DOCUMENTATION PROVING THAT THE REQUIREMENTS AS TO OUTSTANDING ACHIEVEMENT IN OTHER DISCIPLINES ARE MET:**

Applicants shall have to prove their outstanding achievement or specific talent in other disciplines such as sports, languages other than Spanish and English, music, art, performing arts, etc. by submitting such certificates, portfolios, photographs or audio-visual evidence, grades or qualifications in the subjects/disciplines (if any) as they may have and deem appropriate, or by any other means duly reflecting their achievement and personal involvement in these activities.

- **OTHER SUPPORTING DOCUMENTATION:**

Despite not being required (other than in the case specified in the Note to point two of section III above), individual letters of recommendation from heads and organisers of sports and artistic activities and/or any other documents which entrants may deem relevant for their candidacy and provide further insight into their personality, interests and personal track record, may be borne favourably in mind.

Submission of the application implies full and unconditional acceptance of these Rules.

IV.- EXCELLENCE AND TALENT AWARD APPLICANT SELECTION PROCESS

STAGE 1: RECEIVING AND FIRST ASSESSMENT OF APPLICATIONS SUBMITTED. (CHECKING THAT REQUIREMENTS ARE MET AND SHORTLISTING OF APPLICANTS FOR STAGE 2).

In order to take part in the initial applicant shortlisting process, applications must be submitted as described below. The completed application form shall be submitted along with all the other documentation required in section III above.

- Applicants who are already School pupils: Applications must be submitted by post or handed in personally in a sealed envelope only, addressed to:
 Excellence and Talent Award
 C/O Admissions Office
 Calle Solano, 5-7
 28223 Pozuelo de Alarcón (Madrid)

Where applications are to be handed in personally, it shall be borne in mind that the School opening hours are 9:00-17:00, on weekdays outside school holidays.

- Applicants who are NOT School pupils: Only applications submitted online using the application form accessed through the website <https://www.britishcouncilschool.es/admision/solicitud-plaza> will be accepted.

The period for submission of applications to enter will be open from 10 January to 28 February 2020.

The following will be automatically excluded from the process:

- Applications that do not contain the information required on the form.
- Applications that do not enclose the documentation required in the Rules.

The School Management shall form a Panel to assess candidacies and draw up a first shortlist of entrants for the Awards, who will be personally contacted in order to be advised that they have been shortlisted and to be able to coordinate the tests to be carried out in the following stage.

STAGE 2: SPECIFIC LEVEL TESTS.

During the second stage, applicants shall take a number of tests (described below) on the School premises at Calle Solano, 5-7, 28223 - Pozuelo de Alarcón, Madrid. The tests shall be taken in the Secondary building on 21 March 2020. Travel costs to the test venues and any accommodation expenses shall be borne by each applicant.

A single day shall be set for level and writing tests. Group dynamics and oral presentations shall take place after those tests and each applicant shall be called in suitable advance so that they may prepare for the same and inform their respective schools.

For all applicants:

- Literacy and numeracy assessments.
- Spanish language writing test (open or defined topic).
- Group dynamics (practice activity).
- Presentation in English before a panel of interviewers of a topic provided to the candidate on the test day (30 minutes to prepare the presentation) and round of questions related to the contents of the candidate's personal statement.

STAGE 3: INTERVIEW WITH PARENTS/GUARDIANS.

Interviews will be arranged between designated School staff and all shortlisted applicants' parents/guardians. These interviews will also be held on the School premises and during the School hours, trying to disturb parents'/guardians' working hours and other engagements to the least possible extent.

STAGE 4: ASSESSMENT AND DECISION-MAKING.

Once each applicant has taken the relevant specific level tests and their parents/guardians have been interviewed, a new meeting of the judging panel shall be convened for the Awards to be made.

All information gathered throughout the process shall be taken into account in making the Awards, weighing up the various aspects and tests taken during the assessment process, as follows:

- Academic excellence
- Level of English
- Level of Spanish
- Outstanding achievement in other disciplines and personal talent of applicants
- Assessment of the personal statement
- Assessment of the contents of the video
- Result of the specific tests
 - o Overall weighting of written tests
 - o Assessment of the personal presentation
 - o Group dynamics/activity

STAGE 5: NOTIFYING DECISIONS TO APPLICANTS – ACCEPTANCE AND REFUSAL.

The School will notify the outcome of its decision to shortlisted applicants' parents/guardians. Lists of applicants who have submitted their application and have not been shortlisted will in no case be published. The School will directly inform applicants who have not passed the process stages of the end result.

In order for the Awards to be made, shortlisted applicants' parents/guardians are required to expressly accept the Awards. Acceptance shall include the signature of the ordinary enrolment document required of all pupils and shall be perfected by means of the signature of a personal agreement between: the entrant's parents/guardians and the School. This agreement shall in addition itemise the terms on which the Awards are given, the requirements for the Awards to be maintained and the grounds on which they may be suspended.

Any refusal by the shortlisted pupils shall be notified before 30th April 2020, and the School may discretionally decide whether to give the Award refused to another applicant or whether the place shall remain vacant.

If any recipient should not be able to benefit from the Award following a refusal or for reasons beyond the School's control, the School shall have not be further committed to the shortlisted candidate.

Participation in the process implies expressly accepting each and every decision made during the same, including the final decisions. All decisions are considered binding for entrants and may not be appealed against.

V. TAX-RELATED INFORMATION

The money prize of the Awards shall be considered exempt income up to the amount established by law (any excess shall be subject to withholding tax) if the Awards meet the requirements set by the applicable tax laws, currently Personal Income Tax Act 35/2006, 28th november (article

7), and Decree 439/2007, 30th March, approving the Personal Income Tax (IRPF) Regulations (article 2).

The prize in kind of the Awards, namely the selection of books, shall be subject to withholding tax and shall not be considered exempt income.

In accordance with the tax laws now in force, whatever their amount may be, all awards and aid granted must be properly declared using the information reporting forms provided by the Tax Authorities for that purpose.

VI. PERSONAL DATA PROCESSING

As a result of the submission of applications by applicants, the BRITISH COUNCIL shall process the personal information of the applicants and their parents or legal guardians, as the case may be, and the personal information of the staff of the school where the entrant is currently enrolled. With respect to that processing, the BRITISH COUNCIL, acting as Controller, agrees to comply with the provisions of (i) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, (ii) and the applicable implementing regulations, in particular, Organic Data Protection and Digital Rights Assurance Act 3/2018, 5th December (LOPDGDD).

In order to comply with the information duty in the collection of personal data by the British Council, and as provided for in article 13 of EU Regulation 2016/679, General Data Protection Regulation (GDPR), the applicants for the Awards, their parents, their legal guardians, as the case may be, the school staff and all other persons whose personal data may be contained on those applications, shall be informed of the following in regard to processing of their personal data.

Use of the information: The British Council shall process the personal data of the applicants, their parents, their legal guardians, as the case may be, the school staff referred to on the entrant's application and all other persons whose information may be accessed following submission of applications for the Awards as described, in order to manage those applications, proceed to duly make the Awards, and for actions to disseminate their winners, only.

The data requested in this process to grant the Awards is necessary and therefore the failure to provide such data will prevent participation in the process.

Retention periods: the data shall be stored for such time as the process for selection and making the Awards is under way or the applicable laws require the same to be stored only. In the case of shortlisted applicants, that information may be stored while they remain at the school, to the extent relevant.

Lawful basis for use of the data: the lawful basis for processing data is that processing is necessary for the announcement of the awards to be made on the terms and conditions established in the entry rules. However, by signing the entry form, the candidate's parents or

legal guardians consent to their data being processed for the above-mentioned purposes, and their express consent must be requested for purposes other than those defined herein.

Data recipient: generally, the data will not be communicated to third parties other than where required by law (subject to the below provisions in connection with image rights and public communication of the winners' details).

Exercise of rights: all applicants may exercise their rights by sending an email to the address data.protection@britishcouncil.es, enclosing documentation proving their identity. They may in any event lodge a complaint with the Spanish Data Protection Agency through its website (www.aepd.es).

The BRITISH COUNCIL understands that, prior to submitting the application to receive the awards described in these rules, the applicants shall have secured, where necessary, the relevant consents for processing of their personal data from any third party other than the applicants and their parents or legal guardians, and therefore the BRITISH COUNCIL shall have no liability whatsoever in the event that any third party should lodge a complaint as to how that data has been accessed.

V.- PUBLIC COMMUNICATION OF THE WINNERS' IDENTITY AND IMAGE RIGHTS

The British Council may publish lists of winners specifying their identification details, school of origin and the Award given together with the relevant prize money.

For the purposes provided in Organic Civil Protection of the Right to Honour, Personal and Family Privacy and One's Own Image Act 1/1982, 5th May, and Organic Data Protection and Digital Rights Assurance Act 3/2018, 5th December (LOPDGDD) referred to above, every winner and their parents/guardians in their name agree that the BRITISH COUNCIL may publicly use their name, voice and image as the winner of the EXCELLENCE AND TALENT AWARD and all materials submitted by the winners upon applying to enter, within the activities to publicise that Award.

That information may be disseminated by any means without any geographical limitation or time restriction.

VI.- FRAUDULENT ENTRY

If the British Council detects any wrongdoing or suspects that any entrant or parents/guardians are preventing the grant of the EXCELLENCE AND TALENT AWARD from proceeding as normal, or misrepresenting their entry details, it may unilaterally eliminate that applicant's entry. The British Council reserves the right to exclude any entrant involved in any irregular activity as described above. Similarly, any misrepresentations shall result in the Award being returned. The BRITISH COUNCIL may additionally, as the case may be, bring the relevant legal actions.

Appendix A to the Entry form: Authorisation and Statement signed by both parents or by the legal guardian for submission of the application in the entrant's name.

I, Mr/Ms _____, with National Identity Document no. _____, acting as father, mother, guardian of the applicant _____, hereby declare on my responsibility as follows:

a) That I fully and unconditionally accept the BRITISH COUNCIL SCHOOL IN MADRID EXCELLENCE AND TALENT AWARDS 2020-21 ENTRY RULES FOR STUDENTS TO BE ADMITTED TO YEAR 8 OR YEAR 9 (COMPULSORY SECONDARY EDUCATION (ESO) YEARS 1 OR 2).

b) That all the information included on the application is truthful.

c) That I am aware that any misrepresentations shall result in the Award being refused or returned, subject to any legal actions which the British Council might additionally bring.

d) That I know that these Awards are incompatible with any other scholarships or aid and that if a scholarship or aid is obtained from any government authority or public or private institution, I must notify the British Council thereof.

e) That I hereby authorise the British Council to publish the lists of winners, specifying their identification details, school of origin and details of the Award given together with the relevant prize money, and consent to the British Council disseminating the winners' voice and image as provided for in the Rules and the applicable laws.

h) That I hereby authorise the processing of any personal data to be provided on the terms specified in the Rules.

i) That the video requested in the Rules as part of the documentation has been uploaded to the VIMEO, Inc. platform and may be accessed through the following link:

the following being the password for viewing the same, if access has been protected:

_____.

In addition, I am aware that the aforementioned viewing platform is not the property of the British Council and does not depend on the British Council, nor has any agreement or contract been entered into with this entity regulating its use other than as established in its General Terms and Conditions and its Privacy Policies, and therefore in using that platform I accept that I am doing so in accordance with the terms and conditions described therein and that no use thereof may result in any liability whatsoever for the British Council. I understand and accept that it will be my responsibility, as user and holder of the account

where the video is stored, to delete that video and any other associated content when the process to select and assess candidates for the EXCELLENCE AND TALENT AWARDS is over.

At _____ on ____ _

Appendix B to the Entry form: Statement as to the candidate's authorship of the personal statement.

I, Mr/Ms _____, with National Identity Document no. _____, acting as father, mother, guardian of the applicant _____, hereby declare on my responsibility as follows:

That the author of the work referred to as the personal statement in the BRITISH COUNCIL SCHOOL IN MADRID EXCELLENCE AND TALENT AWARDS 2020-21 ENTRY RULES FOR STUDENTS TO BE ADMITTED TO YEAR 8 OR YEAR 9 (COMPULSORY SECONDARY EDUCATION (ESO) YEARS 1 OR 2) was written solely and exclusively by the applicant and therefore adequately and faithfully reflects both the fluency in the language in which it is written and the applicant's subjective interpretation of the reasons why, in the applicant's own view, the applicant deserves to win one of the EXCELLENCE AND TALENT AWARDS for which the applicant is hereby entered.

At _____ on ____ _