



**Southbank**  
International School  
LONDON'S LEADING **IB WORLD** SCHOOL

## **Diploma Programme Application Requirements**

**Westminster campus – Cleveland Street and Conway Street,**

**Grades 11 – 12 (ages 16 to 19)**

Applications must be completed in English and submitted via our [online application system](#). There is a £250 application fee for each child's application that must be paid at the end of the application.

In order to complete your application, you will need to complete the following items:

- **Parent's statement** – Provide a minimum of 200 words explaining why you would like your child to attend Southbank. You may want to draft this in advance. We require one parent statement per child's application.
- **Student's essay** – Your child will be required to submit a handwritten, unassisted essay using the official template provided on our online application system. Please ensure that your child completes the correct section for their grade and they answer all sections.
- **Three teacher references** – You will need to provide the details of three teachers. One from the student's Maths teacher, one from the student's English teacher and one from the student's Science teacher. Please have the full names and email addresses of your child's teachers to hand. We advise that you inform them to expect a reference. The reference is confidential and will be generated and sent by our online application system.
- **Character reference** – You will need to provide the details of someone at the school such as the principal or member of staff who is best able to complete this form (e.g. Guidance counsellor, Homeroom teacher, Housemistress/master, other senior leader). The reference is confidential and will be generated and sent by our online application system.
- **School reports** – We require reports from the last two years (if possible). They must be collated into one PDF document and they must be translated

into English if they are currently in another language.

- **Any relevant supporting documents** – If you have any supporting documents such as test results, educational psychologist reports, medical information, special learning needs assessment results, etc please have them ready to upload. All documents need to be collated and in a PDF format.
- **A copy of your child's passport** – Please provide a colour copy of your child's passport.
- **A copy of both Parents passports** – Please provide a colour copy of both parent's passports.
- **English Test** - Students will be asked to complete an online English assessment if their native language is not English.
- **Financial responsibility form** – This is to be completed by the parent's employer, if they are paying the fees. Please contact the [admission](#) team for a copy of this form.
- **Application Fee** – A £250 application fee is required for each child. The bank details are available at the end of the application form. We do not currently accept Credit or Debit cards.

**Please note an application is considered complete once we have received the application fee and the completed references back from your nominated teacher. The application will then be sent to the admissions committee for review.**

**If you have any questions during the application process please contact the admissions team: [admissions@southbank.org](mailto:admissions@southbank.org) [+44 \(0\)20 389 01969](tel:+442038901969)**

**Southbank Hampstead**  
16 Netherhall Gardens  
London NW3 5TH, UK

**Southbank Kensington**  
36-38 Kensington Park Road  
London W11 3BU, UK

**Southbank Westminster**  
63-65 Portland Place  
London W1B 1QR, UK

**Southbank Westminster**  
17 Conway Street  
London W1T 6BN, UK

**Southbank Westminster**  
377-381 Euston Road,  
London NW1 3AU, UK

**COGNITA**

Registered in England  
Trading as Cognita School Limited  
No. 2313425  
Registered Office: Seebeck House,  
One Seebeck Place, Knowlhill,  
Milton Keynes MK5 8FR, UK