



ADMISSIONS POLICY 2017-2018

The British International School Hanoi is a selective, independent, co-educational day school. It provides a British-style education for an international student body aged between 2 and 18 years old.

The school welcomes applications from students of all nationalities and does not discriminate on the basis of nationality, country of origin, religion or race. Prospective students must demonstrate that they have the ability, skills and knowledge to follow the curriculum successfully.

English is the language of communication throughout the school and in all lessons. Consequently, all prospective students must demonstrate that they are sufficiently fluent in the English language to be able to communicate effectively. The school is able to provide some help for children who may initially need support with their English or children with minor specific learning difficulties at an additional fee.

New Student Enrolment

1. Placement of a student in a specific year group is determined by the relevant Section Head after consideration of the pupil's birth date as indicated on the Schedule of Fees and the school's assessment of the pupil's academic level, maturity and English language ability at the time of application. Any placement outside of this year group is unlikely.
2. Applicants who are not currently attending an English National Curriculum school will be required to sit an entrance test to establish academic potential. If the applicant is unable to visit the school to take an entrance test parents must provide the school with the means of assessing the child's academic potential (this could be examination certificates, school reports, recommendations or a transcript). If the Section Head requires further clarification the applicant will be required to take an entrance test at a later stage.
3. If a child has specific learning difficulties, some additional relevant assessment documentation will be required and an interview with the Learning Support Coordinator will occur before a place can be offered.
4. To facilitate a high standard of teaching and learning, the ideal class size is maintained at no more than 24 students throughout the school. In the Early Years Foundation Stage the number is limited to 20 students per class.
5. Progression through the school from one year group to the next is usually automatic. The progress of each child is assessed on a continuous basis and a placement for the following year will depend on whether the school is able to continue to meet the particular needs of the child. In exceptional circumstances the school may be unable to do this in which case it reserves the right not to offer a place in the next year group. In the British education system children do not normally repeat a year.
6. If a family already has one or more siblings studying at the school, priority will be given to a new sibling but a place is not guaranteed.
7. A place will only be offered for a child when all of the required documents are submitted to the Admissions Department and the Application Fee has been paid.
8. The final decision on all applications is made by the Principal.

9. List of required documents for application:

- Application Fee
- Completed Application Form
- 2 current passport photographs of the student
- Copy of student's passport or birth certificate
- Medical Record and Immunization Record
- Physical Evaluation signed by a doctor
- Personal Information Collection Statement (PICS)
- Most recent school records in English (translated where applicable)
- Learning Support assessment documentation (where applicable)

10. Each offer of a school place must be accepted within two weeks after which it is automatically withdrawn and may be offered to another family. To formally accept an offer the parent should:

- Write a formal acceptance email or letter to the Admissions Department
- Sign and return the Admission Contract to the Admissions Department
- Pay the non-refundable Registration Fee to the Accounts Department

11. Each offer of a school place will include a date for the child to start school. Places cannot be held beyond this date without payment of the relevant tuition fees.

12. A re-application for a school place more than 12 months after a child has withdrawn from the school is treated as a new application and will include the payment of the appropriate fees.

13. Entry into Year 10 and above has some additional requirements as these classes start straight into examination courses. In addition to the points above students must have:

Entry to IGCSE (Year 10)

- A minimum standard of academic English - the guideline is B2 on the CEF scale
- Followed an academic curriculum that will allow them to do well in an IGCSE programme – this will be assessed by our entrance test

Entry to the International Baccalaureate Diploma Programme (Year 12):

- A minimum standard of academic English - the guideline is C1 on the CEF scale
- If coming from an IGCSE school, B grades in subjects that students are going to study at Higher Level with at least 2 additional IGCSE grades at C or above
- Students coming from other school systems will sit our entrance test and will be considered based on these results

A year-long preparation course is available for students who need to develop their English and/or academic profile before beginning Year 12.

14. Students in the Secondary School are expected to have their own laptop computer. This doesn't need to be an expensive model - a netbook or Chromebook would suffice. The laptop must have a keyboard to allow easy typing and be able to support common word processing and spreadsheet programmes. Please contact the Secondary Office should you require more information.