

ADMISSION POLICY

The British International School, Ho Chi Minh City 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 from more than 50 countries. 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 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. The school strives to achieve a balance of nationalities in order to maintain an international mix of children.
2. Placement of a student in a specific year group is determined by the Head of Campus 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.
3. Students will not be permitted to change their official nationality status from that which was nominated when they were admitted.
4. Early enrolment into a pre-nursery class may be considered, but will result in a second year at pre-nursery before progressing to a nursery class.
5. When selecting a Foundation Stage programme parents need to be aware that the school will only allow one change of programme per academic year.
6. Applications are processed by the relevant campus and we request that siblings on different campuses are clearly identified on the Application Form. The Application Form is available for download from the school web site
7. Applicants who are not currently attending an English National Curriculum school may 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 Head of Campus requires further clarification the applicant will be required to take an entrance test at a later stage.
8. If a child has specific learning difficulties, additional relevant assessment documentation will be required and an interview with the Learning Support Coordinator and Head of Campus will occur before a place can be offered.
9. To facilitate a high standard of teaching and learning, the ideal class size is maintained at around 20 pupils throughout the school.
10. 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.
11. 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.
12. Movement between the two Primary campuses is possible, but the opportunities are limited. Each request is considered individually by the Head of Campus of the receiving school.
13. 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.
14. List of required documents for application:
 - Application Fee
 - Most recent school records translated into English where applicable
 - 2 current passport photographs of the student
 - Medical/Physical Record signed by a Doctor
 - Copy of student's passport or birth certificate
 - Learning Support assessment documentation attached (if applicable)
15. The final decision on all applications is made by each Head of Campus.
16. 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 Admissions Agreement to the Admissions Department
 - Pay the non-refundable Registration Fee to the Accounts Department
17. Each offer of a school place will include a date for the child to start school. Places cannot be held beyond this date without the payment of the relevant tuition fees.
18. 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 including the payment of appropriate fees.

