



## **ADMISSIONS POLICY AND PROCEDURES**

**Date:** 25 March 2019

**Review period:** Annually

**This version:** v03 March 2019

**Next review:** April 2020

**Responsibility:** DAM

**Related policies:** Learning Support / Transition Policy; Individual Needs Policy; Terms and Conditions of Enrolment; NAE Transfer Policy, EAL

### **1. INTRODUCTION and SCOPE**

- 1.1. The British International School Budapest offers a British style international education for Early Years, Primary and Secondary age students in an English-speaking environment.
- 1.2. Our Admissions Policy is designed to support our Mission.
- 1.3. The admissions process is managed by the Director of Admissions and Marketing (DAM).
- 1.4. The final decision on all applications is taken by the Principal.
- 1.5. This policy sets out the overarching principles of admission to BISB. Specific procedures are set out in documents which include the Terms and Conditions of Enrolment. Transition from year to year and admission to IGCSE/GCSE courses and the Sixth Form do not form part of this policy.

### **2. APPLICATION TIMING**

- 2.1. Parents may apply for a place for their child at any time in the year.
- 2.2. An application is considered to be submitted when all required documents have been received and the application fee has been paid.
- 2.3. Parents are encouraged to apply for their child to start at the beginning of the school year, unless this involves an unreasonable delay in starting (see 3.1 below).

### **3. EARLY APPLICATIONS, IN-YEAR and MID-COURSE STARTS**

- 3.1. Early applications (before April) for the start of the following school year are less subject to considerations of oversubscription than applications to start at other times. This means that the school is more likely to be able to reserve in advance a place for the start of the school year.
- 3.2. Early applications are subject to two considerations:
  - 3.2.1. The continued relevance of previously submitted reports and assessments at the time of proposed entry. We reserve the right to re-assess a student prior to entry if significant time has passed between the date of original assessment and the proposed date of entry. This period of time varies according to the age of the student and the stage of proposed entry.
  - 3.2.2. Parents wishing to reserve a place for an in-year start may be required to pay the full school year tuition fee to reserve the place. For example, from August for a November start.
- 3.3. Students are not normally admitted to Year 11 or to Year 13. Exceptions to this may be made if the applicant's previous programme very closely matches that of our school.

### **4. OVERSUBSCRIPTION**

- 4.1. When the school is oversubscribed, or when further applications are in process, applicants may be placed in a pool for future consideration.
- 4.2. A judgement on placing an applicant in the pool is made by the DAM, in consultation with the relevant Head of School and the Principal. See section 6 Waiting Pool.

### **5. ASSESSMENT OF APPLICATIONS**

- 5.1. English language is a key requirement for all applicants. A level of written and spoken English commensurate with age, which allows access to the curriculum and social environment of the school is always required.
- 5.2. All applicants need to provide recent school reports, covering at least the most recent full school year.
- 5.3. A judgement on suitability for admission is not based on any single assessment but takes account of a broad and comprehensive range of factors. The range of assessments required varies. A student transferring from another British curriculum school, particularly from within our NAE family, may need fewer assessments than someone applying from a different curriculum school, for example.

- 5.4. Evidence for this judgement may include any or all of the following:
- a. School reports on attainment, personal and social development and attitude to learning for the last three years;
  - b. Transfer Form from most recent or current school;
  - c. Attendance record;
  - d. Special Education Needs plans or reports or educational psychologist reports;
  - e. Range of interests and learning outside of school;
  - f. School exercise books or other evidence of learning;
  - g. Interview with the Head of School or Deputy Head;
  - h. Observation visit;
  - i. English language interview;
  - j. English language test;
  - k. CAT4 Digital tests;
  - l. Individual subject tests;
  - m. Curriculum continuity from previous school;
  - n. GCSE/IGCSE results;
  - o. Home care and guidance arrangements;
  - p. Residence status;
  - q. Verbal reference through discussion with the applicant's previous or current school.

## **6. WAITING POOL**

### **6.1. In Year Applications**

- a. Parents will be advised in which year groups there is a waiting pool.
- b. Prospective students will be invited to apply and if they are successful may be offered a place in the waiting pool.
- c. When a current family gives notice of withdrawal with a confirmed date, the files of those in the waiting pool will be considered by the next Admissions Meeting. A decision will be made which of the prospective students is to be offered a place.
- d. These subsequent offers could still be subject to further assessment.
- e. An acceptance letter will then be sent out to the student's family with details of when the place will be available and inviting the family to accept the place.
- f. The invoice will then be issued and will be immediately payable. If the registration invoice is not paid the place will be re-offered to another student.
- g. While on the waiting list, families will be contacted regularly to ensure that they are still able to take up a place if one becomes available.
- h. The Admissions Meeting will regularly review the files in the waiting pool to assess the candidates in the pool.

## **6.2 Future Academic Year Applications**

- a. Current families will be asked to re-enrol by mid-February.
- b. In year groups where there is space places will be offered on an ongoing basis throughout the year.
- c. In year groups that are full and prior to completion of the re-enrollment date, students who have undergone the assessment procedure can be offered a provisional place pending a place becoming available in the appropriate year group.
- d. Following completion of the re-enrolment process, places will be confirmed to those who have been offered a provisional offer on the same basis as set out in 5.3 above.

## **7. RETURNING STUDENTS**

- 7.1. Applications from returning students may be subject to the same assessments as new applicants.