

At BBIS our aim is to identify and admit children who will benefit from a British International education and who will contribute to, and benefit from, the ethos and activities of our school. The testing and interviewing of children and parents seeks to ensure their happiness and well-being within the teaching and learning environment on offer. Places are offered or declined from this perspective.

## **Equal Treatment**

We welcome children from many different ethnic groups, backgrounds and creeds. All applicants for admission will be treated equally.

## **Procedures for Entry**

Prior to the commencement of the Admissions Procedure, all applicants must be registered and pay the registration fee.

## **Summary**

Our admission procedure has, depending on the age and circumstances of the pupil, four possible elements:

- Entry assessments – All pupils will take a Cognitive Ability Test (CAT). This test is designed to measure the abilities of pupils in the following areas: Verbal, Quantitative and Nonverbal.
- Interview with the Principal. This will be age-appropriate and is designed to put the pupil at ease and explore the pupil's interests and attitude to school and personal qualities.
- Character and academic references. If the pupil is transferring from another school, the reference will enquire about a pupil's academic ability, attitude and behaviour. It will also enquire about the pupils' other talents and interests.
- Two previous school reports.

## **Pupil Age**

Places will be offered in the standard year of the child within the UK National Curriculum wherever possible, based upon the pupil's date of birth. In exceptional circumstances, where a child is coming from a different curriculum, or has no English, we may suggest the child

enters BBIS in the year below their usual one, and their performance is reviewed at the end of the first year.

### **Special Circumstances**

We recognise that a pupil's performance may be affected by particular circumstances, for example:

- If he/she is unwell when taking the tests
- If there are particular family circumstances, such as a recent bereavement.
- If there is a relevant educational history, for example education outside the British system.
- If English is not the pupil's first language.

If any of these factors apply, then they will be taken into account when making a decision,

### **Additional Factors**

BBIS might be oversubscribed. If we have to decide between two or more pupils who meet our admission requirements, after all appropriate allowances and special considerations has been given, we may give preference to:

- A child who already has a brother/sister in the school.
- A child with a particular skill, talent or aptitude.

### **Places Offered**

Places are offered and a standard form of acceptance must be completed, which is the BBIS Educational Agreement and Sponsorship Agreement, together with a BBIS Home School

### **Agreement**

For a pupil to be formally offered a place, the following criteria need to be met:

- All information supplied must be true and accurate, according to the information requested on the BBIS Application Form.
- If currently attending a fee-paying school, the school must be informed and any financial obligations met.

A place will held for 2 weeks, pending receipt of payment and all the necessary documents and application forms.