



**BUDAPEST BRITISH
INTERNATIONAL SCHOOL**

*“enabling children to achieve more than they think they can, in a small caring school.
Nurturing creative and responsible global citizens with mindsets for success”*

Application Form

Please complete in BLOCK CAPITALS and use one application form for each child

NAME:

YEAR GROUP:

DATE:

COMMENTS:

AN INTRODUCTION

Here at BBIS we represent 28 nationalities formed into a caring and supportive community. Our Board of Trustees, our Principal, the teachers and all our staff guarantee that children enjoy an attentive, nurturing and high quality education.

We encourage all parents wishing to apply to the school to make an appointment with the office. This will give you the opportunity to meet with us and discuss the future educational needs of your children and how we can best meet those needs. It is helpful if children can accompany their parents on this first visit.

We reserve the right to exercise discretion on age entry criteria. Children joining us from another school must provide the most recent reports from their current school, and parents are requested to ensure that any special education requirements have been fully discussed before a place has been offered.

Although our school is inclusive, we must reserve the right not to admit children when we believe that we cannot meet their behavioural or educational needs.

ADMISSIONS POLICY

The Budapest British International School, is an independent co-educational day school for children. In keeping with our ethos as a multicultural, inclusive and caring community, we are proud to welcome students of all nationalities. As a non-selective school, we seek always to promote equal opportunity, applying our regulations on admissions fairly and without prejudice. The Admission Policy should be read in conjunction with our Application Process.

The British education system operates on the premise that students thrive best in their correct class age groups. Personalised teaching caters for individual needs and abilities; the most-able children are challenged, while children needing support or more time are cared for and encouraged to make good progress. We believe that it is important for children to be with peers at a similar stage in social maturity and experience tells us that changes made early on may have negative consequences later. If a student in year 7 or above, working in a second language, does not have a level of

English high enough to successfully follow the MYP or IB programmes at our school, provided there is evidence of academic ability and the student has a reasonable basic level of English, we will consider options which would allow the student time to focus on English skills and then join the appropriate programme.

CLASS ORGANISATION

The average class size is usually under 16 in Primary and 18 in Secondary. The school's general policy is to admit no more than sixteen students to any one class in Primary and 18 in Secondary. From time to time the numbers of students applying for places far exceeds this number and may result in a class being split into two parallel classes. Where the numbers of applicants are just above this it may not be financially, or socially justifiable to create two classes. In this case school will consider very carefully the merits of admitting additional children. In circumstances where it is clear other students will be departing BBIS during, or at the conclusion of the next academic year, school will admit more than sixteen students.

In managing the composition of classes within a year group, our policy is to achieve as close a balance as possible, considering the following factors: language experience, nationality, ability and gender. If it is felt it will be beneficial to the year group as a whole, existing class groups may be reorganised at the start of the academic year to ensure an appropriate balance and mix. The children are given many opportunities to work and socialise with all of their peers across the year group. In all issues of child placement, the Principal's decision is final.

ENGLISH ENTRY REQUIREMENTS

The English level required is dependent on the age of the child and the course to which entry is sought.

SPECIAL EDUCATION NEEDS

Our school has a Learning Support Policy. The acceptance of students with additional learning needs will only be confirmed by the Principal after discussion with parents. Upon application, it is important that parents share all of the information regarding their child's learning needs, including any professional assessments. Failure to do so might risk the

loss of the place once the child has joined our school if we discover that we are not equipped to best assist and support the child's development.

ADMISSIONS PROCEDURE

STEP 1 - INITIAL VISIT



STEP 2 - APPLICATION



STEP 3 - ASSESSMENT/TRIAL DAY



STEP 4: ONCE PLACE IS OFFERED



STEP 5: STARTING AT BBIS

STEP 1 - INITIAL VISIT

We encourage all interested families to visit BBIS. Prior to your visit to BBIS you will need to book an appointment with our admissions officer. During your school visit you will be given a school tour, have the opportunity to meet with the Principal, Ms. Fairs, and to discuss any questions you may have.

We recognise that your first visit to the Budapest British International School, may well be just one step in your introduction to a new life in Budapest. It is often the case that parents have only a few days to find a school for their children, to choose a home and to begin the induction process in an unfamiliar place of work. With this in mind, we aim to make the choice and the transition as smooth as possible.

It is helpful if your child is able to accompany you on your initial visit, but we recognise that this is not always possible. However, it is certainly the case that the more information we have, the easier it is for us to prepare for your child's first day at school. For this reason, we request that you bring with you on your initial visit, a copy of your child's latest school reports, preferably translated into English where possible, and any other relevant details such as examination results.

We understand that it may not be possible for you to visit the school at this stage, for this reason we are happy to provide information by phone or email

During your visit, we will explain to you:

- the formal admissions procedure
- the details of our curriculum and British education/values
- all payments due, stating refund and notice requirements
- whether or not there is a waiting list at your child's level (we generally place children in the correct chronological year group according to the British system).

We will happily answer any more detailed questions you may have.

You will be introduced to the Principal. It may also be helpful for you to meet other senior or specialist teachers, though this may not always be possible on your initial

visit. Admissions will be able to guide you through the application process and advise you on class placement. However, it must be clearly understood that such advice does not constitute part of the formal offer.

STEP 2 - APPLICATION

Once you have decided to begin the admissions process, we kindly request the following documents:

- a completed Application Form (signed by both parents)
- a Transfer Form (completed by your child's current school or kindergarten)
- the payment of the Registration Fee
- a copy of you and your child's passport or ID and visa
- a copy of address card (parents' and child's)
- a copy of health insurance or TAJ card
- a copy of child's birth certificate
- 2 copies of a recent passport size photograph of each applicant
- last two school reports and/or a letter from the Principal. If the reports are not in English then they need to be officially translated by a notary
- vaccination records

If at this stage you have a need to discuss your application further, we will be pleased to make an appointment for you. We will acknowledge your application as soon as we receive it, and, if there is a waiting list, will then contact you when a place becomes available. If you would like more information during the waiting period, please contact our Admissions.

A non-refundable Application Fee for Assessment and Trial Day of HUF 50,000 is required to be paid in full at the same time as you send / hand in your application.

STEP 3: ASSESSMENT / TRIAL DAY

In keeping with our small, family friendly ethos all children wishing to join BBIS must participate in a trial day. All students will spend a whole school day among pupils of her/his age. This day helps the teachers to assess your child's level of English and other knowledge and abilities as well as a chance to see how they fit socially into the school.

Children will be provided with breakfast, lunch and snack during the day. If your child has any

dietary requirements, please let us know in advance.

In addition, for students from **Years 2 and up** we ask the students to complete a CAT4 assessment. *The Cognitive Abilities Test: Fourth Edition (CAT4)* provides a robust, standardised measure of cognitive reasoning ability, without reference to curriculum-based material and regardless of previous achievements or first language. The test is essential for us to understand the learning profile of your child. What are their strengths? What areas need development? What's their natural way of learning?

Upon completion of the CAT4 test and the trial day, the Principal and the class teachers will review the assessment and make a decision whether a place will be offered.

A formal offer of a place will be made in writing for your child/children immediately should a place be available or alternatively when a place becomes available if there is a waiting list at your child's year level.

A non-refundable registration fee of 150,000HUF is required for all new starters once the admission is confirmed, and is payable within 5 days of receipt of the place offered.

STEP 4: ONCE PLACE IS OFFERED

When steps 1-4 have been completed, we are glad to offer you a place and confirm the date of starting in BBIS.

This is the time to pay the Deposit (refundable), the Sponsorship fee and to sign all the agreements that are required.

Should you have any further questions, please contact our Admissions Officer.

Prior to starting school all fees need to be paid and paperwork must be completed.

STEP 5: STARTING AT BBIS

Upon entry, we will continue assess all students in order to ascertain their level of English and to ascertain their level of achievement relative to our current students.

Although we are an inclusive school and do not impose academic entry criteria, the level of attainment at the Budapest British International School, is high and we need to be sure that your child will cope and settle happily with us. We have support staff who offer additional help where there are gaps to fill, or for younger children, where additional reading or maths support is required.

If you have any further queries or concerns, please do not hesitate to draw them to our attention.

We look forward to seeing you at the Budapest British International School, and to welcoming you and your family to our special community.

OUR FEES

Application Fee for Assessment and Trial Day

A non-refundable Application Assessment Fee of HUF 50,000 is required to be paid in full at the same time as you send / hand in your application.

Registration Fee

A non-refundable registration fee of **150,000 HUF** is required for all new starters once the admission is confirmed, and is payable within 5 days of receipt of the place offered.

Deposit

A refundable deposit of **200,000 HUF** is required for all new starters together with their school contribution fee. If the students is joining at the start of the year the contribution fee should be paid in accordance with the fee schedule. For students starting mid-year this should be paid before the first day of school.

The deposit is fully refundable when the student leaves the school without any interest on demand if all accounts have been settled in full, all school property returned without damage and required written notice has been submitted, as outlined in the application.

Contribution Fee

You can find details of our Sponsorship Fee in the Visitor Pack

All fees can be paid by cash or bank transfer.



Budapest British International School

EDUCATION AGREEMENT

In consideration of Budapest British International SCHOOL (the "School") accepting

.....
(Name of child 1)

.....
(Name of child 2)

.....
(Name of child 3)

(the "Pupil") as a Pupil at the School, I/ we being the Parent(s)/Guardian(s) of the Pupil do hereby jointly agree to undertake with the School as follows:

1. Attendance

Unless prevented by sickness or other reason satisfactory to the School, the Pupil will regularly attend the School and strictly comply with the rules and regulations of the School policies and any other internal documents provided by the School, as well as the dates and deadlines set forth in the School calendar of the School.

2. Parents obligations

That I/we will conform to the rules and regulations of the School. I will respect the School's mission statement and support my child in doing so. I will undertake to update myself on school policy updates through the school website, and understand that the school will send me notifications about these. My communication with staff, fellow parents and pupils of the School will be polite and respectful. I will use the established procedures to raise concerns.

3. Child safety

I agree to notify the School at the time of any illness, accident, medical condition, (whether under treatment or not), or any other circumstances (such as bereavement), which might affect the physical or mental performance of the Pupil. When driving and parking in the School grounds I will respect the rules of the School and requests of the supervisory staff. The school undertakes to follow all required health and safety requirements and safeguarding guidelines.

4. Pupil's health

4.1 That I/we have disclosed the relevant medical data about the Pupil in the Pupil Medical Form provided to me/us by the School and held on file by the School nurse and will keep the School informed of any changes to the information provided therein.

4.2 In the event of an accident to, or serious illness of the Pupil, and should the School be unable to contact me, I/ we authorise the Principal or their authorised representatives to seek medical

treatment for the Pupil, at his/her complete discretion, and I/we agree to pay all medical fees in this respect.

5. Participation in activities organised by the School

5.1 That I/ we agree to allow the Pupil to participate in all of the School's activities and competitions, trips and other forms of physical activities organised by the School. If any of these activities involves excursion outside of the School, I/we agree that prior notification by the School will be sufficient. I/we will take note of any equipment and / or clothing that the Pupil may need for excursions outside of the School, and the transport arrangements for the activity.

5.2 In consenting to the above, I/ we acknowledge that participation in sports activities and competitions, trips and other forms of activity have a natural risk element and I/we are aware of that risk.

5.3 During excursions outside of the School, I/we understand the need for the Pupil to behave responsibly and follow the normal school rules and adult supervision instructions.

5.4 I/give my/our permission for the Pupil to be taken on school trips to the local area as part of the curriculum during school hours.

5.5 If necessary whilst participating in any trip or excursion, I/we also consent to the Pupil receiving first aid care (including the administration of mild pain relieving medicine for things such as headaches e.g. ibuprofen), as considered necessary by the person responsible for first aid on the trip or excursion. In extreme circumstances I/we consent to the Student receiving any necessary emergency medical treatment as advised/administered by a medical professional. In such an event I understand that the School will notify the emergency contacts listed on the Pupil's Medical Form immediately.

5.6 I/we will inform the School in writing about any disabilities or illnesses of the Pupil regarding his/her ability to participate in sports activities and competitions, trips and other forms of physical activities organised by the School.

5.7 That I/we give permission for the Budapest British International School to use any photographs/filming material of the Pupil in marketing and communication and other relevant publicity materials related to the School, and its operations, including, but not limited to, websites, brochures and other marketing materials, annual reports and yearbooks. This permission can be withdrawn in writing at any point.

6. Care for the Student

6.1 The School shall be liable for the health and safety of the Student to the extent stipulated by the applicable laws of Hungary.

6.2 The following persons are authorised to collect the Pupil from the School/School Bus:

Name **Relationship to pupil**

Name **Relationship to pupil**

Name **Relationship to pupil**

6.3 Any change of my/our address should be immediately notified to the School in writing. Any change in the persons authorised to collect the Pupil should be immediately notified to the School in writing. In case of such notification failure, the School will not be liable for:

6.3.1. Consequences of the failure to inform you about accidents or the Pupil wilfully leaving the School;

6.3.2. Failure to deliver correspondence to Parents/Guardians; in such case correspondence shall be deemed to be delivered after it is sent to the address known to the School; or

6.3.3. Handing over a Pupil to a person not authorised to collect him/her.

6.4 Any changes to the Pupil's particulars shall be advised in writing as soon as possible to the School Office Manager

6.5 If any matter requires the approval of or notification to us, it will be sufficient for the School to notify or obtain approval from one of us.

7. Right to assign

The School may assign or transfer this Agreement or any or all of its rights and/or obligations under it to any associated company of the School.

I/we have read and fully understand this Agreement and agree to be bound by it and any documents referred to in it, as well as by any subsequent amendment as notified from time to time by the School.

8. Registration/Withdrawal

Seat reservation for the next academic year is required to be paid from the first day of Term 3.

9. Withdrawal

A period of one term's notice is required in writing for withdrawal of a pupil during the academic year. Failure to provide one term's notice will result in the forfeit of the deposit of 200,000HUF. Notice must be given in writing on the first day of the term prior to leaving.

.....
Parent signature

.....
Date



PERSONAL INFORMATION

Please complete in BLOCK CAPITALS. Please use one application form for each child. Applications can be accepted by the Admissions Office with a copy of the following documents:

- a completed Application Form (signed by both parents)
- a Transfer Form (completed by your child's current school or kindergarten)
- the payment of the Registration Fee
- a copy of you and your child's passport or ID and visa
- a copy of address card (parents' and child's)
- a copy of health insurance or TAJ card
- a copy of child's birth certificate
- 2 copies of a recent passport size photograph of each applicant
- last two school reports and/or a letter from the Principal. If the reports are not in English then they need to be officially translated by a notary.
- vaccination records

Name(s) (as in passport)		Preferred name	
Surname (as in passport)		Gender	
Date of birth	Current age	Current year level	
Nationalities	Place of birth (city)	Country	
Other languages spoken		Home language(s)	
Current home address _____ _____			
Emergency contact name and numbers (other than parent)			
Please list the names of other children (sibling) linked to this application			
Requested date of entry into school			
International medical insurance number or Hungarian medical insurance number (TAJ szam) is required			



ACADEMIC INFORMATION

Please add any further information which you think may be helpful on separate pages.

PREVIOUS SCHOOLS (STARTING FROM MOST RECENT)

1.	From	To
----	------	----

Contact name, phone number, address, and e-mail

2.	From	To
----	------	----

Contact name, phone number, address, and e-mail

Please tick the level of English proficiency which best describes your child

<input type="checkbox"/> Beginner	<input type="checkbox"/> Gaining confidence	<input type="checkbox"/> Confident	<input type="checkbox"/> Fluent	<input type="checkbox"/> Mother tongue
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Number of years tuition (if applicable)

How would you best describe your child in the following areas (please tick):

Independence and organisational skills

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs support
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Personal relationships and social interactions

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs support
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General academic standards

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs support
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DETAILS OF PARENT OR GUARDIAN

	Father	Mother	Legal guardian/other
Surname			
First name(s)			
Occupation			
Employer			
Mobile			
Work address			
Business telephone			
E-mail address			
Full maiden name			

Please tick e-mail for initial school correspondence

Father Mother Both

I agree to our phone and e-mail contact details being published to the school community in the school phone book or class list.

Is the person making the application the parent or legal guardian?

Yes

No

If no, why is the parent or legal guardian not making this application and what is the relationship?



SCHOOL CONTRIBUTION

Please complete / tick where relevant

CONTRIBUTION FEE

Responsible for contribution fee	Company (name)	Parent (name)
Duration of payment	▸ Yearly	▸ Termly

REGISTRATION FEE

Responsible for registration fee	Company (name)	Parent (name)
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DEPOSIT

Responsible for registration fee	Company (name)	Parent (name)
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BILLING INFORMATION

Organisation for billing	
Accounts/Invoices for the attention of Contact name and telephone, number, e-mail	
Address for billing	

BILLING INFORMATION FOR REGISTRATION FEE

Organisation for billing	
Accounts/Invoices for the attention of Contact name and telephone, number, e-mail	
Address for billing	



MEDICAL RECORD & AUTHORISATION

PRESENT HEALTH

DOES YOUR CHILDREN NEED/HAVE

Regular medical attention	▸ Yes	▸ No		▸ Yes	▸ No
Eyesight problems	▸ Yes	▸ No		▸ Yes	▸ No
Asthma/ respiratory problems	▸ Yes	▸ No		▸ Yes	▸ No
Epilepsy	▸ Yes	▸ No		▸ Yes	▸ No
Other	▸ Yes	▸ No		▸ Yes	▸ No

If yes to any of the above questions please provide details:

Known allergies – Please provide details if your child has any allergies:

Does your child have any special dietary requirements?

VACCINATIONS

PLEASE PROVIDE DETAILS IF YOUR CHILD HAS HAD ANY OF THE FOLLOWING VACCINATIONS:

Tuberculosis	▸ Year	Polio	▸ Year
Diphtheria/Tetanus/ Pertussis (DTP)	▸ Year	Chicken pox	▸ Year
Measles/Mumps/Rubella (MMR)	▸ Year	HiB	▸ Year
Meningitis	▸ Year	Hepatitis A & B	▸ Year



MEDICAL RECORD & AUTHORISATION

Please provide details if your child has had any surgical procedures.

AUTHORISATION

I/We understand that whilst the School will make all reasonable efforts to contact me/us in case of medical emergency, this is not always possible. Therefore, I/we authorise the School to seek medical advice and treatment for our child if the School believes there to be an emergency and I/we hereby undertake to pay all costs incurred by the School.

I/We also hereby authorise the School to give our child minor medications (e.g. paracetamol tablets) if deemed necessary by the School.

Parent Signature

Date

Child's name

Class

Start date

Privacy Notice

The information that you provide ensures the safeguarding of pupils, efficient communication with parents or legal guardians and delivering appropriate teaching. We may share your information with accredited GDPR compliant companies who are listed in the BBIS Data Protection Policy. COBIS states that the information you provide is essential and must be held by BBIS for health and safety and person and property protection. Your information will be held for a maximum of your date of birth + 25 Years as outlined in the data retention and destruction policy. To access data BBIS hold about you, you must place a Subject Access Request to the Data Protection Officer – Miss Helen Beedle.