



Budapest British International School

Admissions Policy

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. BBIS does not however, offer one to one support for children in school, should any additional needs become apparent during the assessment tests and trial day.

Procedures for Entry

Prior to the commencement of the Admissions Procedure, all applicants must be registered and pay the registration fee, which will cover the cost of the test administration and the trial day.

English Language Ability

All non native English speaking applicants from Year 3 up, are required to undergo screening or testing to determine their English levels. Results from the testing will be used to determine class placement and English as an Additional Language (EAL) class placement. The EAL program classes are required and will incur an additional EAL fee (see school fees). The school at its own discretion may waive the testing for those applicants who have attended an English speaking school for the previous two years.

Applicants entering Year 1 and Year 2 will be informally screened for school readiness and English-language ability prior to formal acceptance.

Special Educational and Behavioural Needs

BBIS does not offer one to one support or specially trained teachers or facilities to be able to accommodate students with significant learning differences or behavioural/emotional challenges. Parents are expected to disclose in the application process any and all information available regarding learning difficulties, disabilities or behavioural issues during the application process. BBIS may refuse admission (or continued enrollment) if it determines, at its sole discretion, that it cannot adequately serve the needs of the applicant.

Behavioural expectations are outlined in the BBIS Parent Handbook and BBIS students are expected to be respectful, learners, caring and safe. BBIS reserves the right to discontinue enrollment if it feels the applicant does not support these values.

Summary

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

1 Entry assessments – All pupils above Year 1, 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. Year 1 children will complete a trial day and 1 to 1 assessments with the teacher.

- 2 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.
- 3 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.
- 4 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. Similarly, in exceptional circumstances, when a child is highly gifted, and has successfully completed a trial day, a child may be offered a place in the year group above his/her year group according to age.

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 have been given, we may give preference to:

- * A native English speaker
- * 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 Terms of Enrollment and Sponsorship Agreement, together with the BBIS Home School Agreement and Acceptable use of ICT Policy.

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 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 be reserved for 2 weeks, pending receipt of payment and all the necessary documents and application forms.