



**BUDAPEST BRITISH
INTERNATIONAL SCHOOL**

Admissions Policy

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Introduction

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. In the Primary school (Year 1 to Year 6) we offer the UK National Curriculum. In the Secondary school, we offer the MYP (Middle Years Programme) from the IB (International Baccalaureate) in Year 7 to Year 9. With each academic year, the MYP will grow through to Year 11, after which we will also offer the IB Diploma in Years 12 and 13. 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 application contribution, which will cover the cost of the test administration and the trial day.

English Language Ability

All applicants from Year 2 up, are required to undergo screening or testing to determine their English/reading 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 and English speaking school for the previous two years.

Applicants entering Year 1 and CAT - Level X will be informally screened for school readiness and English-language ability prior to formal acceptance. Applicants entering Year 1 will also take a baseline assessment.

Special Educational and Behavioural Needs

At BBIS it is our aim to promote inclusion and provide support for our students who may display a range of special educational needs, so they can achieve their full potential for learning. We recognise that some students may, either temporarily or permanently, exhibit greater learning difficulties than other students from a similar age or background.

There are however limitations to the amount of support we are able to provide and it is important to understand that some disabilities may prevent a student from benefiting from the facilities and education that BBIS provides.

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. We are unfortunately unable to provide appropriate support for the following students profiles:

- Diagnosed learning development disorders
- Diagnosed Memory Problems
- Displaying behaviours which are dangerous to their own and others safety
- Exhibiting extreme behavioural traits
- Physically unable to look after themselves
- Unwilling to attend BBIS
- Requiring specialist medical care and treatment

We will treat each child's case with sensitivity and respect, and on a case by case basis, to ensure BBIS are able to meet the learning and development needs that a child deserves.

For any issues regarding emotional or educational issues, BBIS will require full documentation for specialist support evaluations, academic history and educational evaluations. BBIS will also need permission to contact and obtain documents from any organisation needed in order to make a thorough assessment of a child's suitability for placement.

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 enrolment) if it determines, at its sole discretion, that it cannot adequately serve the needs of the applicant.

If upon enrolment, after a maximum period of one and a half months, we feel unable to meet the academic, physical and social/emotional needs of a child, we reserve the right to recommend a transfer to a more suitable establishment, who will be better suited to meet these needs.

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 enrolment 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 from year 2 and up will complete a trial day and 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 one to one Baseline assessment with the teacher.

2. 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.

3. Two previous school reports.

Please note all pupils applying for our Reception year must be potty trained and exhibit a reasonable level of social skills and communication ability in order to be considered.

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.

Waiting List

BBIS will inform parents which year groups will have a waiting list:

- The waiting list will follow an application procedure. Successful applicants will be placed on our waiting list
- When an official notice of withdrawal is provided to BBIS from a parent, our waiting list candidates will then be considered for placement
- Once a suitable candidate has been selected as appropriate for the vacancy, a formal acceptance letter will then be issued to the prospective parents.
- Please note students will not be selected on a first come first served basis, and will instead be chosen on their suitability including academic, language and behaviour abilities. If a new waiting list candidate has a higher ranking under the BBIS admissions criteria, they will have a higher priority than those students who may have been on the list for a longer period. Because of this it may be possible that a candidates ranking position on the waiting list changes over time.
- Please note the decision of BBIS on the suitability of waiting list candidates is final and all offers may also be subject to further assessment.
- Once we have received confirmation of the acceptance letter, BBIS will then issue an invoice, payable as per our T+C's agreement. Please note failure to make payment within the allocated timeframe may result in a loss of placement, resulting in another candidate being chosen from the waiting list.

- BBIS will regularly review the waiting list for assessment update and to ensure candidates circumstances have not changed.

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 Enrolment 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.