



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 if transferring within Hungary)
- the payment of the Application Contribution
- a copy of you and your child's passport or ID, and visa if applicable
- 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
- the 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 Officer.

A non-refundable Application contribution 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 3 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. At this point it may be requested to fill out a questionnaire that would provide us with more information on your child's social and emotional interactions.

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.

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 at BBIS.

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

Should you have any further questions, please contact our Admissions Officer on the following email address: admissions@bbis.hu

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

STEP 5 - STARTING AT BBIS

Upon entry, we will continue to assess all students in order to ascertain their level of English and then 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.

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

OUR CONTRIBUTIONS

Application contribution for Assessment & Trial Day

A non-refundable Application contribution of **HUF 50,000** is required to be paid in full at the same time as you send or hand in your application. You will receive a letter after booking a trial day with details of our accepted methods of payment.

Registration Contribution

A non-refundable registration contribution of **HUF 150,000** is required for all new starters once the admission is confirmed, and is payable within 3 working days of the acceptance of the offered place.

Deposit

A refundable deposit of **HUF 200,000** is required for all new starters together with their school tuition contribution. If the student is joining at the start of the next academic year, the tuition contribution should be paid in accordance with the contribution 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 has been returned without damage and the required written notice has been submitted, as outlined in the application.

Tuition Contributions

You can find details of our Tuition Contributions in the Visitor Pack.

All contributions can be paid by bank transfer and credit card (which has a 1% surcharge). Cash is also acceptable for contributions with the exception of the Application contribution.

PERSONAL INFORMATION

Application contribution must be paid within 3 days from confirmation of trial day

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 if transferring within Hungary)
- the payment of the Application Contribution
- a copy of you and your child's passport or ID, and visa if applicable
- a copy of address card (parents' and child's)
- a copy of health insurance or TAJ card
- a copy of the child's birth certificate
- 2 copies of a recent passport size photograph of each applicant
- the 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

First 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)	
Student's current home address _____ _____		
Who lives at this address?		
<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both <input type="checkbox"/> Guardian/Other:
Any other address of note (e.g. address moving to in Hungary, other parent's address, etc.) _____ _____		
Please list the names of other children (siblings) linked to this application		
Requested date of entry into school		

DETAILS OF PARENT OR GUARDIAN

	Mother	Father	Legal Guardian/Other
Surname			
First name(s)			
Occupation			
Job title			
Employer			
Work address			
Business telephone			
Mobile			
Email address			
Full maiden name			

Please tick whom we should email for initial school correspondence			
<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both	<input type="checkbox"/> Guardian/Other:

<input type="checkbox"/>	I agree to our phone and email contact details being published to the school community in the school phone book and class list.
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Is the person making the application the parent or legal guardian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, why is the parent or legal guardian not making this application and what is your relationship to the student? <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Emergency contact(s) name, relationship and phone numbers (other than parent)
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ACADEMIC INFORMATION

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

PREVIOUS SCHOOLS (STARTING FROM MOST RECENT)

1.	From (M/Y)	To (M/Y)
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Contact name, phone number, address and email

2.	From (M/Y)	To (M/Y)
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Contact name, phone number, address and email

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 of 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

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

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

ACADEMIC INFORMATION

In what activities has your child has shown special interest or talent?

Does your child have any areas of exceptional ability?

Does your child have additional learning support needs?

Yes *

No

Does your child have any physical and/or mental disabilities?

Yes *

No

* If yes, please provide most recent medical/psychological report.

Has your child ever been classed as having any of the below?

Learning disability

Yes

No

Attention deficit disorder

Yes

No

Behavioural problem

Yes

No

Physical problem

Yes

No

Has your child ever been seen or assessed by an educational specialist or received any developmental therapy?

(e.g. Special Needs Teacher, Ed. Psych., Speech/Language Therapist, Behaviour Therapist, Fejlesztő etc.)

*If yes, please give details below and provide reports.

LANGUAGE CHOICE

YEAR 1

In Year 1, we encourage students to focus on English and with the large proportion of phonics work being done in this year, to create a full immersion in English, neither Hungarian nor MFL classes are offered.

YEARS 2 to 4

In Years 2 to 4, all students must choose either German or Spanish as their MFL choice, for two lessons per week.

Hungarian students may also choose Hungarian.

Please tick your language choice below:

	Non-Hungarian Nationals			Hungarian Nationals		
MFL Choice	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish
Hungarian Choice	N/A		N/A	<input type="checkbox"/> Hungarian	OR	<input type="checkbox"/> Art, Music & Topic

Those students who wish to learn Hungarian but are not Hungarian nationals have the option to participate in the Hungarian as a Foreign Language after-school club, up to five times per week.

YEARS 5 and 6

In Years 5 and 6, all students must choose either German or Spanish as their MFL choice, for two lessons per week.

Hungarian students may also choose Hungarian.

Please tick your choice below:

	Non-Hungarian Nationals			Hungarian Nationals		
MFL Choice	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish
Hungarian Choice	N/A		N/A	<input type="checkbox"/> Hungarian	OR	<input type="checkbox"/> Computing, PE & Drama

Those students who wish to learn Hungarian but are not Hungarian nationals have the option to participate in the Hungarian as a Foreign Language after-school club, up to five times per week.

MYP 1

In MYP 1, all students must choose either German or Spanish as their MFL choice, for two lessons per week.

Hungarian students may also choose Hungarian.

Those students who wish to learn Hungarian but are not Hungarian nationals have the option to participate in the Hungarian as a Foreign Language after-school club, up to five times per week.

Please see below for information about Genius Hour and iDEA:

Genius Hour

“Genius hour is a movement that allows students to explore their own passions and encourages creativity in the classroom. It provides students a choice in what they learn during a set period of time during school.”

<https://geniushour.com/what-is-genius-hour/>

iDEA (For MYP1 only)

“iDEA is an international programme that helps you develop digital, enterprise and employability skills for free. Through our series of online challenges, you can win career-enhancing badges, unlock new opportunities and, ultimately, gain industry recognised awards that help you stand out from the crowd.”

<https://idea.org.uk/about>

Please tick your choice below:

	Non-Hungarian Nationals			Hungarian Nationals		
MFL Choice	<input type="checkbox"/>	German	OR	<input type="checkbox"/>	Spanish	
Hungarian Choice	N/A			N/A		
	<input type="checkbox"/>	German	OR	<input type="checkbox"/>	Spanish	
	<input type="checkbox"/>	Hungarian	OR	<input type="checkbox"/>	Genius Hour & iDEA	

MYP 2 and 3

In MYP 2 and 3, all students must choose either German or Spanish as their MFL choice, for two lessons per week.

Hungarian students may also choose Hungarian.

Those students who wish to learn Hungarian but are not Hungarian nationals have the option to participate in the Hungarian as a Foreign Language after-school club, up to five times per week.

Please see below for information about Genius Hour and iDEA:

Genius Hour

“Genius hour is a movement that allows students to explore their own passions and encourages creativity in the classroom. It provides students a choice in what they learn during a set period of time during school.”

<https://geniushour.com/what-is-genius-hour/>

Please tick your choice below:

	Non-Hungarian Nationals			Hungarian Nationals		
MFL Choice	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish	<input type="checkbox"/> German	OR	<input type="checkbox"/> Spanish
Hungarian Choice	N/A		N/A	<input type="checkbox"/> Hungarian	OR	<input type="checkbox"/> Genius Hour

PLEASE COMPLETE FOR ALL YEAR GROUPS (Except Year 1)

Does your child have any experience studying the chosen language?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
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* If yes, please tick the level of proficiency of the chosen language 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 of tuition (if applicable)
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SCHOOL CONTRIBUTIONS

Please complete and/or tick where relevant.

TUITION CONTRIBUTIONS

Responsible for payment	<input type="checkbox"/> Company	<input type="checkbox"/> Parent(s)
Frequency of payment	<input type="checkbox"/> Yearly	<input type="checkbox"/> Termly

REGISTRATION CONTRIBUTION

Responsible for payment	<input type="checkbox"/> Company	<input type="checkbox"/> Parent(s)
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DEPOSIT

Responsible for payment	<input type="checkbox"/> Company	<input type="checkbox"/> Parent(s)
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SPONSORSHIP INFORMATION FOR COMPANY

Name of organisation for sponsorship agreement		
Sponsorship agreement for the attention of Contact name, telephone number and email		
Address for sponsorship agreement		
Tax number		
Is a certificate of payment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SPONSORSHIP INFORMATION FOR PARENT

Name of parent		
Address for sponsorship agreement		
Tax number		
Is a certificate of payment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MEDICAL RECORD & AUTHORISATION

INTERNATIONAL MEDICAL INSURANCE NUMBER OR HUNGARIAN MEDICAL INSURANCE NUMBER (TAJ SZAM) IS REQUIRED:

--

PRESENT HEALTH

DOES YOUR CHILDREN NEED/HAVE

Regular medical attention	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Eyesight problems	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Asthma/ Respiratory problems	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Epilepsy	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you answered Yes to any of the above questions, please provide details:

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Does your child have any known allergies? If yes, please provide details below and attach a medical note.

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Does your child have any special dietary requirements?

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VACCINATIONS

PLEASE PROVIDE DETAILS OF THE VACCINATIONS YOUR CHILD HAS HAD:

Tuberculosis	<input type="checkbox"/> Date(s):	Polio	<input type="checkbox"/> Date(s):
Diphtheria/Tetanus/Pertussis (DTP)	<input type="checkbox"/> Date(s):	Chicken pox	<input type="checkbox"/> Date(s):
Measles/Mumps/Rubella (MMR)	<input type="checkbox"/> Date(s):	HiB	<input type="checkbox"/> Date(s):
Meningitis	<input type="checkbox"/> Date(s):	Hepatitis A & B	<input type="checkbox"/> Date(s):
Other:	<input type="checkbox"/> Date(s):	Other:	<input type="checkbox"/> Date(s):

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 my/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's name	_____ Parent's signature	_____ Date
_____ Parent's name	_____ Parent's signature	_____ Date
_____ Child's name	_____ Year group applying for	_____ 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 holds about you, you must place a Subject Access Request to the Data Protection Officer - Mr Gabor Kocsor.