



**BUDAPEST BRITISH  
INTERNATIONAL SCHOOL**

# 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 over 30 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 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 are cared for and encouraged to make good progress. In exceptional circumstances, where a child is coming from a different curriculum, has limited English or results of assessments taken at the trial day indicate, we may suggest the child enters BBIS in the year below their usual one.

## **CLASS ORGANISATION**

The school's general policy is to admit no more than eighteen 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. Additionally, having a student join for a short period of time or in case of the number of applicants being 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, Mr. Porritt, 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 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.

## STEP 3 - ASSESSMENT / TRIAL DAY

In keeping with our family friendly ethos, all children wishing to join BBIS must participate in a trial day. Students from Years 3 and up will spend a whole school day among pupils of her/his age, while students from the Early Years, Years 1 and 2 will spend a shorter period in their respective classes. 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 lunch and snacks during the day. If your child has any dietary requirements, please inform us.

In addition, for students from **Years 4 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.

#### **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](mailto: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.

## **YOUR CONTRIBUTIONS**

### **Application contribution for Assessment & Trial Day**

A non-refundable Application contribution of **HUF 63,500** 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 216,000** 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.

### **Seat Reservation**

A non-refundable, annual seat reservation of **HUF 500,000** is required to secure placement at BBIS, and must be paid within 5 working days after receipt of the Deposit and the Registration contribution. The seat reservation will be redeemed against the tuition contribution for term three of the current or following academic year, depending on date of joining.

### **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.***

# 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 child's current school / 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 in English
- 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

<b>First name(s) (as in passport)</b>	<b>Preferred name</b>
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<b>Surname (as in passport)</b>	<b>Gender</b>
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<b>Date of birth</b>	<b>Current age</b>	<b>Current year level</b>
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<b>Nationalities</b>	<b>Place of birth: City</b>	<b>Country</b>
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<b>Other languages spoken</b>	<b>Home language(s)</b>
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<b>Student's current home address</b>
_____
_____

<b>Who lives at this address?</b>			
<input type="checkbox"/> <b>Mother</b>	<input type="checkbox"/> <b>Father</b>	<input type="checkbox"/> <b>Both</b>	<input type="checkbox"/> <b>Guardian/Other:</b>

<b>Any other address of note (e.g. address moving to in Hungary, other parent's address, etc.)</b>
_____
_____

<b>Please list the names of other children (siblings) linked to this application</b>
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<b>Requested date of entry into school</b>
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## DETAILS OF PARENT OR GUARDIAN

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

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

<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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<b>Is the person making the application the parent or legal guardian?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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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;"/>
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<b>Emergency contact(s) name, relationship and phone numbers (other than parent)</b>
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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)

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

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

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

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

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

<b>Independence and organisational skills</b>			
<input type="checkbox"/> <b>Excellent</b>	<input type="checkbox"/> <b>Good</b>	<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Needs support</b>

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

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



## ACADEMIC INFORMATION

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

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Does your child have any areas of exceptional ability?

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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 the 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.

**For Secondary applicants, please complete the subject information as completely as possible**

Subject studied	Exam board/ syllabus	Number of years studied	Most recent grades	Predicted results of examination	Results of examination

<b>OM number (Oktatási azonosító):</b>
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<b>BBIS PFA email address consent:</b> I would like to be included in the class email group list for my child/children.	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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# 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:**

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

## 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:**

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

## 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.

### 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:

MFL Choice	Non-Hungarian Nationals			Hungarian Nationals		
	<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"/> iDEA			

## MYP 2 , 3, 4 and 5

In MYP 2, 3, 4, and 5 all students must choose either German or Spanish as their MFL choice, for two lessons per week.

Hungarian students may also choose Hungarian. If students do not take part in Hungarian lessons they will join the Young Enterprise lessons.

Please tick your choice below:

MFL Choice	Non-Hungarian Nationals			Hungarian Nationals		
	<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"/> Young Enterprise			

**PLEASE COMPLETE FOR ALL YEAR GROUPS (Except for Early Years and 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

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

## REGISTRATION CONTRIBUTION

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

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

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

## SPONSORSHIP INFORMATION FOR PARENT

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

# MEDICAL RECORD & AUTHORISATION

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

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<b>Weight of child/ren at birth</b>	
<b>Any unusual circumstances related to the birth of the child</b>	
<b>The name, address and telephone number of the student's paediatrician</b>	

## PRESENT HEALTH

**DOES YOUR CHILD/REN HAVE/HAD any of the following**

<b>Regular medical attention/Medication</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<b>Eyesight problems</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Asthma/ Respiratory problems</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<b>Epilepsy</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Hospitalisations /When? Why?</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<b>Serious injury</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Other serious illness:</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<b>Other:</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>

<b>If you answered Yes to any of the above questions, please provide details:</b>
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<b>Does your child have any known allergies? If yes, please provide details below and attach a medical note.</b>
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<b>Does your child have any special dietary requirements?</b>
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## VACCINATIONS

PLEASE PROVIDE DETAILS OF THE VACCINATIONS YOUR CHILD HAS HAD:

Tuberculosis	□ Date(s):	Polio	□ Date(s):
Diphtheria/Tetanus/Pertussis (DTP)	□ Date(s):	Chicken pox	□ Date(s):
Measles/Mumps/Rubella (MMR)	□ Date(s):	HiB	□ Date(s):
Meningitis	□ Date(s):	Hepatitis A & B	□ Date(s):
Other:	□ Date(s):	Other:	□ Date(s):

## MEDICAL RECORD & AUTHORISATION

### 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. The information you provide is essential and is 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.