



BUDAPEST BRITISH
INTERNATIONAL SCHOOL

Admissions Policy

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Introduction

At BBIS, we aim 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 (Nursery 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 11. From September 2022, we will also offer the IB Diploma in Year 12 and from 2023 Year 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. This enriches our community and is vital in preparing our pupils for today's world. All applicants for admission will be treated equally. BBIS welcomes students with special educational needs providing that our learning support department can offer them the support they require.

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 must 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. EAL classes incur an additional EAL fee (see school fees). At its own discretion, the school may waive the testing for applicants who have attended an English-speaking school for the previous two years.

Applicants entering Nursery, Reception and Year 1 will be informally screened for school readiness and English-language ability before formal acceptance.

Special Educational and Behavioural Needs

At BBIS we aim to promote inclusion and provide support for our students who may display a range of special educational needs so that they can achieve their full learning potential. 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 can provide. It is important to understand that some disabilities may prevent a student from benefiting from the facilities and education that BBIS provides.

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

BBIS will require complete documentation for specialist support evaluations, academic history, and educational evaluations for any emotional or educational issues. BBIS will also need permission to contact and obtain documents from any organisation necessary to thoroughly assess 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, 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 student does not support and uphold these values.

Summary

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

Entry assessments

All students from Year 2 and up will complete a trial day at BBIS and take a Cognitive Ability Test (CAT4). This test is designed to measure students' abilities in the following areas: Verbal, Quantitative, Nonverbal and Spatial. In order to thrive at BBIS, we would expect students to be at a level commensurate with national averages according to the National Curriculum and /or cognitive tests.

Pupils for whom English is a second language will take an EAL (English as an Additional Language) test to determine their level and make sure they can cope with the academic and social demands at BBIS.

Please note that all pupils applying for our Nursery and Reception year must be potty trained and exhibit a reasonable level of social skills and communication ability to be considered. We welcome children applying to Nursery and Reception the opportunity to spend a morning session at BBIS.

References

Character and academic references. If the student is transferring from another school, the reference will enquire about a student's academic ability, attitude and behaviour. It will also inquire about the student's other talents and interests.

Reports

Two previous school reports in English.

Interview

Where possible, our Heads of School will hold an informal interview with all prospective students from Year 1 and up.

Pupil Age

The British education system operates best on the premise that students thrive best in their correct class age groups. To better understand our school age requirements, please refer to the table below. 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.

3 years	<u>Nursery</u>	<u>Nursery</u>
4 years	<u>Pre-Kindergarten</u>	<u>Reception</u>
5 years	<u>Kindergarten</u>	<u>Year 1</u>
6 years	<u>Grade 1</u>	<u>Year 2</u>
7 years	<u>Grade 2</u>	<u>Year 3</u>
8 years	<u>Grade 3</u>	<u>Year 4</u>
9 years	<u>Grade 4</u>	<u>Year 5</u>
10 years	<u>Grade 5</u>	<u>Year 6</u>
11 years	<u>Grade 6</u>	<u>Year 7 (MYP1)</u>
12 years	<u>Grade 7</u>	<u>Year 8 (MYP2)</u>
13 years	<u>Grade 8</u>	<u>Year 9 (MYP3)</u>
14 years	<u>Grade 9</u>	<u>Year 10 (MYP4)</u>
15 years	<u>Grade 10</u>	<u>Year 11 (MYP5)</u>
16 years	<u>Grade 11</u>	<u>Year 12</u> IB Diploma 1 *
17 years	<u>Grade 12</u>	<u>Year 13</u> IB Diploma 2*

Please note that we reserve the right to exercise discretion on entry age criteria. An exception to the rule may include children born six weeks on either side of the August 31st cut-off date or students who were born prematurely.

BBIS is a candidate school for the International Baccalaureate (IB) Diploma Programme and pursuing authorization as an IB World School. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.** *Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the IB Career-related Certificate (IBCC). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit www.ibo.org*

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 for the vacancy; a formal acceptance letter will be issued to the prospective parents.
- Please note that students will not be selected on a first-come, first-served basis and will be chosen based on their suitability, including academic and language 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 candidate's 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 issue an invoice, payable as per our Terms and Conditions. Please note failure to make payment within the allocated time frame may result in a loss of placement, resulting in another candidate being chosen from the waiting list.

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.