



# Budapest British International School

## Admissions Policy

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## **Introduction**

At BBIS, we aim to identify and admit children who will benefit from an International Education and who will contribute to and learn within the ethos of an Internationally British school.

In the Primary school (Early Years and Foundation Stage (EYFS) to Year 6 (3-11 years of age), BBIS currently holds candidate status as we work towards becoming an International Baccalaureate (IB) Authorised Primary Years Programme (PYP) School.

In the Secondary school, we offer two IB Authorised programmes: the Middle Years Programme (MYP) for students from 11 to 16 and the prestigious IB Diploma Programme (DP) for students between 16 and 18. BBIS is the only school in Budapest to offer the full IB programme for all secondary school years.

Meeting, testing and interviewing children, coupled with meeting you as their parents or guardians, helps BBIS work out if there is a good match with our school.

Our overriding aim is to ensure the happiness and well-being of every young person within the teaching and learning environment on offer. Places are offered or declined from this perspective.

## **Equal Treatment**

We welcome children from different ethnic groups, backgrounds and creeds. This enriches our community and is vital in preparing our students for the world of today and tomorrow. All applicants for admission are treated equally. BBIS welcomes students with moderate special educational needs, provided that our learning support department can offer them the specific interventions they require. An additional charge may be levied if the school determines that the student requires interventions over and above what is normally included within the main contribution. One-to-one support is an example of this. Additional fees are included in the attached contribution chart.

## **Procedures for Entry**

Before 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, test writing and trial day.

## **English Language Ability**

All applicants from Year 1 and above must undergo screening or testing to determine their command, understanding and fluency in English, speaking, listening and reading. Results from the testing are used to determine class placement and help us identify whether the child requires English as an Additional Language (EAL) interventions. EAL classes incur an additional EAL fee. Additional fees are included in the attached contribution chart.

Before acceptance, applicants entering EYFS will be informally screened for school readiness and English-language ability. All children entering EYFS must be fully toilet trained. Without this, children cannot start school.

**Further Details: Our admission procedure has four possible elements depending on the student's age and circumstances:**

## **1. ASSESSMENTS**

### **Primary School Assessment**

In keeping with our small, family-friendly ethos, all children wishing to join BBIS must participate in a trial day. Students from Year 1 will spend a whole day at school, while EYFS students enjoy playing together for a half day with students of their age. This helps the teaching team assess the child's English, social skills, knowledge, and abilities and allows us to see how they cope with a new and dynamic classroom environment.

A specific EAL Assessment is taken as part of the trial day for students for whom English is an Additional Language (EAL). This assessment, coupled with teacher observations, helps to determine the student's command of English. This is a vital element of the correct placement in the school for every child.

We ask parents to inform us of any allergies or specific dietary requirements before the trial day because all students in the Primary School are provided with lunch, and those in EYFS, Year 1 and Year 2, are also offered a morning and afternoon snack.

All children applying for our Early Years provision in either Foundation Stage 1 or 2 must be toilet-trained and exhibit reasonable social skills and communication abilities to be considered for a place. Children applying to Foundation Stage 1 or 2 are welcome to spend a morning session at BBIS.

Students in Year 3 and upwards will take the 'New Group Reading Test' (NGRT), which is a standardised assessment to measure reading skills. Students from Year 1 upwards will take Arithmetic and Reasoning Problem-Solving Assessments from White Rose Maths. Students from EYFS to Year 3 will also undergo Read Write Inc. screening. This is an informal process for checking phonics knowledge.

Upon completion of the trial day and any assessments, the Admissions Panel will review all of the data and feedback from teachers to make an informed decision concerning whether a place can be offered. If more information is needed, parents may be asked to complete an additional questionnaire that provides BBIS with more information on the child's social and emotional development. Students may be invited back for a second trial day when more observation and assessments are needed.

All offers of places at BBIS are made formally in writing. If a space is available, students can start as soon as possible by mutual agreement. If there is no space, students can join the waiting list. When a space becomes available, BBIS contacts the family to explain that there is a space.

If a student aims to join BBIS in Year 6 for the summer term, they must complete the GL CAT 4 and EAL assessments normally used in the Secondary School before a place in Y6 can be considered.

**Online Assessments** - In Primary, we normally like to arrange a 20 minute video call with our Head of Primary and the child. A parent must be present. In this video call, the Head of Primary asks questions about the child's favourite activities, and depending on their age, some questions which help us understand their command of English and their Mathematical agility.

For children applying in Year 2 and above, one of our class teachers or someone from our learning support team will join the video call and talk with the children along with the Head of Primary.

**EYFS and Year 1** - For children applying to EYFS and Year 1, we invite parents to send a 2 minute video of their child in a social setting. We specify a few important criteria for parents to note. When we receive the video we are able to understand much more about the readiness for school for each child.

## **Secondary School Assessment**

All students who aim to join BBIS secondary school must take a Cognitive Ability Assessment. BBIS uses the assessment world standard developed by GL Education and known as CAT4. This assessment measures students' verbal, quantitative, nonverbal, and spatial skills. To both access the curriculum and thrive as learners, BBIS expects the students to score in the above-average range. The specific levels of cognitive ability are progressive in secondary school, given the increasingly complex demands of the curriculum as children become teenagers, older teenagers, and young adults.

Normally, students cannot join BBIS in the final year of the DP programme unless, in exceptional circumstances, they join from another IB World School and there is exact subject compatibility with the courses offered at BBIS.

Joining BBIS in MYP5 is extremely rare and is only considered under exceptional circumstances. The Admissions Panel will determine whether the student's personal circumstances warrant consideration for admission in MYP5. Unless the student joins from another MYP school, should they be offered a place, they may not be entered for the end-of-year all external E-Assessments (Examinations), E-Portfolios or Personal Project components of the course. Each student's assessment route will be considered on a case-by-case basis.

Students for whom English is a second language will also take an EAL (English as an Additional Language) test to determine their level and ensure they can cope with the academic and social demands at BBIS. This assessment must be taken under examination conditions. If the student takes the assessment overseas, their current school must host the assessment and verify it has been undertaken under examination conditions. Assessments taken without this verification are not considered.

Minimum English level requirements and CAT4 scores are set out in the table below.

<b>YEAR</b>	<b>Minimum EAL Level</b>	<b>Minimum CAT4 SAS Scores</b>
MYP1	B1 (41 and above)	90 or greater
MYP2	B1 (51 and above)	90 or greater
MYP3	B2 (61 and above)	95 or greater
MYP4	B2 (71 and above)	95 or greater
MYP5 (Exceptional)	B2 (75 and above)	100 or greater
DP1	C1 (91 and above)	100 or greater

Upon completion of the assessment, should the student meet or beat the requirements, a trial day is arranged. Feedback is gathered from teachers, and afterwards, the Admissions Panel reviews the assessment data and feedback to decide whether a place will be offered. All offers of places at BBIS are made formally in writing. If a space is available, students can start as soon as possible by mutual agreement. If there is no space, students can join the waiting list. When a space becomes available, BBIS contacts the family to explain that there is a space.

## **2. REFERENCES**

### **Character and academic references.**

When students transfer from another school, a reference is required and enquires about a student's academic ability, attitude and behaviour, talents and interests. A reference from the school Principal is required. BBIS always contacts the sending school to investigate whether or not there have been any safeguarding matters about which the school should know.

## **3. REPORTS**

Two previous school reports in English, verified by the school with their official stamp signed and dated by an official at the school, are required before the admission process can begin.

## **4. INTERVIEW**

Where needed, our Heads of School or their designated replacements will hold an informal interview with all prospective students. In some cases, students may be asked to submit some recent examples of class work and be invited to discuss their learning with the Head of School.

## **Placing students according to Age Guidelines**

The British education system operates 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 based on the student's date of birth. BBIS expects students to join the correct year group according to their age.

<b>AGE BY AUG. 31</b>	<b>YEAR GROUP (UK)</b>	<b>YEAR GROUP (US)</b>
3 years	Foundation Stage 1	Nursery
4 years	Foundation Stage 2	Pre-Kindergarten
5 years	Year 1	Kindergarten
6 years	Year 2	Grade 1
7 years	Year 3	Grade 2
8 years	Year 4	Grade 3
9 years	Year 5	Grade 4
10 years	Year 6	Grade 5
11 years	Year 7 (MYP1)	Grade 6
12 years	Year 8 (MYP2)	Grade 7
13 years	Year 9 (MYP3)	Grade 8
14 years	Year 10 (MYP4)	Grade 9
15 years	Year 11 (MYP5)	Grade 10
16 years	Year 12 IB Diploma 1	Grade 11

BBIS reserves the right to exercise discretion on entry age criteria. An exception to the rule may include children born up to four weeks on either side of the 31 August cut-off date or students born prematurely. The Admissions Panel reviews the case and determines the outcome. The decision of the Admissions Panel is final.

### **Special Educational and Behavioural Needs**

At BBIS, we aim to promote inclusion and support our students who may display a range of special educational needs to achieve their full learning potential. We recognise that some students may, 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 on a case-by-case basis to

ensure BBIS can meet the learning and development needs every 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 assess a child's suitability for placement thoroughly.

Parents are expected to disclose in the application process any and all information available regarding learning difficulties, disabilities or behavioural issues. BBIS may refuse admission (or continued enrolment) if it determines, at its sole discretion, that it cannot adequately serve the needs of the applicant and if it is found that parents did not fully disclose information to which they knew but withheld during the admission process.

If, upon enrolment, BBIS is 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.

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.

## **5. WAITING LIST & WAITING POOL**

Our waiting list policy is designed to accommodate students when capacity in age-appropriate classes has been reached. Below, we outline our waiting list and waiting pool procedures:

### **Waiting List**

- I. **Eligibility for the Waiting List:** Students who have completed the full application process, which includes submitting all required documents, paying the application fee, and participating in a trial day/assessment, will be eligible for placement on our waiting list. The decision of BBIS on the suitability of waiting list candidates is final, and all offers of a place may be subject to further assessment.
- II. **Notification of Waiting List Placement:** Eligible students will be placed on our waiting list if we do not have available spaces in the age-appropriate classes. Families will be promptly notified of their placement on the 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.
- III. **Priority:** Please note that students are not 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.
- IV. **Movement on the Waiting List:** As spaces become available, movement on the waiting list will occur. This can happen due to withdrawals, rejections of offers, or adjustments in grade-level capacities. As suitable openings arise, we will contact families in the order of their position on the waiting list.

- V. **Notification of Admission from the Waiting List:** When a place becomes available for a student on the waiting list, our Admissions Office will promptly contact the family. Families will be given 48 hours to respond and complete the enrollment process before offering the place to the next student on the list.
- VI. **Payment:** Once we have received confirmation of the acceptance letter, BBIS will issue an invoice, payable per the Education Agreement's Terms and Conditions. Failure to make payment within the allocated time frame will result in a loss of placement. Consequently, the place will be offered to the next student on the list.
- VII. **Appeals:** Applicants placed on the waiting list may not appeal their position on the list. Appeals can only be made if there is reason to believe an error occurred in the application or admissions process.

### **Waiting Pool**

- I. **Eligibility for the Waiting Pool:** If a student prefers not to apply directly to our waiting list but would like to be informed about potential openings, they may join the BBIS waiting pool.
- II. **Notification from the Waiting Pool:** Families in the waiting pool will be contacted if a space becomes available in the age-appropriate year group. At that point, BBIS informs the family about the available space and explains the necessary steps to apply for admission.

### **Additional Factors**

Factors used by BBIS to determine which student should be offered a place, who meet our admission requirements after all appropriate allowances and special considerations have been given, are:-

1. A child who already has a brother/sister in the school
2. A native English speaker
3. A child with a particular skill, talent or aptitude

### **Review and Updates**

This Admissions Policy is subject to periodic review and updates as necessary to ensure it remains equitable, transparent, and aligned with BBIS's mission and values. At BBIS, we are committed to providing a high-quality education and maintaining a fair and equitable admissions process.

We appreciate parental interest in our school and look forward to the opportunity to serve your child's educational needs.

By applying to BBIS, families acknowledge that they understand and accept the application process and the decisions made by the school regarding the success of their application.

For further information and inquiries, please contact our Admissions Office at [admissions@bbis.hu](mailto:admissions@bbis.hu).