

## Admission Policy

### Purpose

The purpose of this is to provide a clear guideline with the stages and requirements for pupil admission into IBSB.

### Overview

IBSB operates on an open admissions system, accepting children into the school throughout the year. All applications for admission are given equal status by the school and no child is excluded on the basis of nationality, culture, or religious beliefs.

#### The admission process includes the following steps:

- 1. Meeting with the Head of Admissions** – parents will receive general information about the school and a Parent Information Pack. A brief tour of the school campus can also be arranged at this time if requested during which the Parent/s should have the opportunity to meet with the Head of Primary/Secondary.
- 2. Online Apply Form** – parents are asked to fill in the online apply form
- 3. Schoolbase** – new prospect profile is raised in Schoolbase in Prospective area. All documents received are uploaded in checklist area.
- 4. A trial day** in school for pupils may be offered if requested by the parents. During this trial day in school, pupils will complete the standard admission assessments.
- 5. Admission Assessment** will be set in **English** (with an additional English Proficiency Test), **Mathematics** across the school, with the addition of **Science** in the Secondary School – in order to establish the general entry level of a student. Although students are placed into year groups according to their age on September 1st, in exceptional circumstances academic level may be used in order to ensure the best possible placement. In these cases the SLT will have the final say.
- 6. An interview** with the Student Counsellor (Educational Psychologist) will be scheduled to establish a psychological profile of the child and to detect any possible Special Educational Needs.
- 7. School reports** - all paperwork shall be submitted along with previous academic reports (Three required- if possible) and any other useful information regarding the student (from previous schools) will be required. This includes records in regard to any Special Educational Needs or Medical issues for their children.
- 8. References** from the previous school will be sought, where possible, before an official offer is made.
- 9. Documents review** - once all paperwork has been received and processed, the SLT will analyse each individual case (check all the documents) and will give the final approval.
- 10. Checks** - IBSB will check that the parent applying for admission has paid all outstanding fees at the current international school, if in Romania, before offering the student a place at IBSB.
- 11. Payment** - parents pay the required deposit- at this time your child will be offered a confirmed place at IBSB.
- 12. Information sharing** - following the processing of a new admission, the Heads of School will be supplied with all the relevant information. The Head of Primary and Secondary will in turn inform the staff as required prior to the first day of the respective student.
- 13. Registration** – once pupil is registered, all documents and file is done, and payment confirmed, the status of the student is moved from Prospective to Enrolled.
- 14. Orientation Day** – prior to school starting, the Admissions Team organises a day to present to the new families the campus, the school team, the teachers.

## Minimum Level of English Requirement

Parents must understand before enrolling their children that IBSB is an International British School offering the entire English learning experience from Nursery to Year 13. It is not part of the ethos of this school to act solely as English Language Centre. The school will provide additional English support within the normal curriculum to help students to integrate quickly into the programme. In some situations, however, parents may also need to organise additional English lessons outside school hours, especially if the student is entering the secondary school with a low level of English.

Owing to the fact that all exams, with the exception of MFL subjects, are in English, it is necessary for students to have attained a minimum level of English at the start of both IGCSE and A Level Programmes.

**EYFS –Year 8:** No minimum level of English required

**Years 9:** Intermediate Level- 40+ EPT Score/Intermediate Level Writing Skills

**Years 10-11:** Upper-Intermediate Level- 55+ EPT Score/ Pre-advanced Level Writing Skills

**Years 12-13:** Pre-advanced Level- 70+ EPT Score/Advanced Level Writing Skills (As required)

Any student in years 9-12 who does not have the minimum level of English required for admission will be required to pay an additional EAL support supplement of up to 2000 euros.

## Special Educational Needs

IBSB seeks to meet the needs of all its pupils. Where specific needs are identified, the school's SEN Coordinator and Student Counsellor will work with the class teacher and parents to provide an Individual Educational Plan (IEP). This will contain objectives appropriate to the individual child and progress will be monitored closely.

In some exceptional cases, parents may be asked to provide one-to-one special educational needs support in the form of an additional assistant with fees for these services to be paid privately by the pupil's family.

In situations where IBSB does not have the resources or programmes in place to support students with serious learning disabilities or physical challenges, the school reserves the right to refuse admission where the student's needs cannot be met adequately by the school.

## Payment

Parents will be required to pay the registration fee and all the necessary fee payments on time; failure to do so will result in the loss of their place.

## Trial Period

Each child will be admitted into the school on a six week trial period, during which time their ability and behaviour will be assessed to ensure we are able to supply their educational needs adequately.

At the end of this trial period a meeting with the head of Primary/Secondary will be arranged to review the initial period of integration, with feedback offered as appropriate.

## Re-enrolment Policy

Preference will be given to current students re-enrolling. Once the re-enrolment period has passed (February), places will be offered to new admissions.












## Order of Priority for New Admissions

1. Children of international teachers at IBSB
2. Brothers and sisters of students currently enrolled at IBSB
3. Brothers and sisters of students previously enrolled at IBSB
4. In order of students on the waiting list
5. In order of students applying

## Admissions Documents and Support Information

Information relating to the admission process can be found at the following link:

<\\NEWSERVER\Office\Admissions>

-  Admission Entrance Exams
-  Admission Pack, Documents and Brochures
-  Admissions Enquiries
-  Current and Past student Reference forms
-  Exit Questionnaires
-  Nationalities
-  New Student Assessment Information
-  New Student Induction Day
-  Reply letters to enquiries and post visits
-  Student Classes
-  Student Infographics

## Related Policies

*WS Equal Opportunities Policy*  
*WS Behaviour for Learning Policy*  
*WS Exclusion Policy*

*Updated January 2018, KP and CM*



## ONLINE APPLY FORM:

### Student Details

1. Application History
2. Proposed date of entry
3. First Name of Student
4. Last Name of Student
5. Other Middle Name
6. Date of Birth
7. Gender
8. Student Home Address:

### Parent Guardian Details

1. Does the student have a mother / guardian?
2. Last Name of Mother/ Guardian
3. Nationality
4. Email for school communication:
5. Mobile Number:
6. Daytime Phone Number (only if different from home or mobile):
7. Home Address (only if different from student):
8. Does the student have a father / guardian?
9. Relationship
10. First Name of Mother/ Guardian
10. First Name of Father / Guardian
11. Last Name of Father / Guardian
12. Nationality
13. Email for school communication
14. Mobile Number
15. Daytime Phone Number (only if different from home or mobile):
16. Home Address (only if different from student):

### Student Medical Details

1. Please indicate if your child has any problems with the following that could impact on their education
2. Is your child under hospital/ medical supervision?
3. Has your child had any serious illness or operations?
4. Does your child require medical treatment or medication during the school day?
5. If you have answered yes to any of the above please give the name, address and telephone number of your present doctor:

### Special Educational Needs

1. Has any aspect of your children development or behaviour ever given you or your children teacher(s) any cause for concern?
2. Please indicate if your child has ever been assessed by or received treatment from:
3. Please indicate if any of the following have been diagnosed:
4. Have any of the following specific educational recommendations been made?
5. Has your child recently received any of the following support?

### Languages

1. Is your child a native English speaker?
2. Is your child learning to read or write for the first time in a language other than English?

### English as an Additional Language

1. Please describe your children current level of English:
2. How many hours per week are spent on learning English in present school (If applicable)?



3. Does your child currently attend a school where all lessons are in English?

## Educational History

1. How many schools has your child attended since the age of 3?
2. Name of current school
3. Attended from:
4. City:
5. Nationality
6. If your child has any particular interests, for example sports or musical instruments they play or hobbies they have, please tell us about them below:

## Special Interest & Hobbies



## Letter to be sent after online apply form is received:

Dear ... ,

Thank you for submitting your online application form expressing an interest in enrolling .... at IBSB. According to .... date of birth he would be placed into the Year .. class, for which we currently have / no places available for the next academic year. If you would like to place ... on the waiting list please let us know. Please see below a link to our Parent's Handbook that might answer some questions you might have in regard to the school and the enrolment process.

[http://issuu.com/fibsb/docs/handbook\\_ibsb\\_web](http://issuu.com/fibsb/docs/handbook_ibsb_web)

I would also recommend that you visit the school website, if you have not done so already, as there is a wealth of information available, including the school magazine, which I hope will help you to develop a clearer picture of the school and the learning environment we offer students here at IBSB:

<http://www.ibsb.ro/School-Magazine/>

Our Admissions procedure and process involves an interview with our Head of Admissions and a day visit in school. If you shall like a meeting I can schedule one for you. Please let me know of a day and time suitable for you.

If I can help you with any more information please feel free to contact me, looking forward to your reply.

Best Regards,

Claudia Marta

**Claudia Marta**

*Head of Admissions and Corporate Communication*



INTERNATIONAL  
BRITISH SCHOOL OF BUCHAREST  
EDUCATION WITHOUT FRONTIERS

21 Agricultori Street, District 2, Bucharest

Phone: +40 21 253 1698, Fax: +40 21 253 1697

Mobile: +40 757 071 416

[www.ibsb.ro](http://www.ibsb.ro)

**The IBSB Vision: "Building a community of passionate, lifelong learners"**



## Letter to be sent after expressing interest to enrol:

Dear ....,

Thank you for your e-mail and interest in enrolling your children in our school.

Following your visit/enquiry, in order for the admission file to be complete, we require a few documents to be completed in original, signed by the guardian/tutor, and returned to the school office. Please see below the forms that must be completed:

- Registration File
- Medical Form
- Two passport size photographs
- Copies of the Parents' passport or CI and Student's passport or birth certificate
- School records from the past three years (English translation where applicable)
- Student Reference Form – *to be completed by previous school*

I propose that we schedule an appointment for you to visit the school on ... at .... I will also arrange you to meet with Mr. Cornish// Mr. Kendall, our Head of Secondary, as well, after our meeting.

Please let me know if this time is convenient for you.

For any other questions; please feel free to contact me directly.

Kind regards,

Claudia

*Head of Admissions and Corporate Communication*



INTERNATIONAL  
BRITISH SCHOOL OF BUCHAREST  
EDUCATION WITHOUT FRONTIERS

21 Agricultori Street, District 2, Bucharest

Phone: +40 21 253 1698, Fax: +40 21 253 1697

Mobile: +40 757 071 416

[www.ibsb.ro](http://www.ibsb.ro)

**The IBSB Vision: "Building a community of passionate, lifelong learners"**



## Final letter to be sent after parents came with documents for enrolment:

Dear .....,

Thank you for enrolling ..... in our school and for your today visit.

Please find below few important information for you to consider:

- The **school calendar** for 2018-2019 it is attached
- The opening hours for our **Uniform shop** it is Tuesday and Friday 14:30 – 16:30. I am also attaching the uniforms form.
- We would need to let us know which **language** will be studied by each of them as part of our MFL program – one of Spanish, French and German.
- My colleague Cristina Ciofiac will come back separately to you with the contract and invoices for **lunch, events fund (this only for Primary)** and **transport** if you would like these services.
- My colleague Ana Maria Stere will send before school start the **lunch menu**.
- **School letters** – if any is relevant to be shared
- **Timetable** – it is attached to this email
- **Snack and water bottle** – students should bring from home a water bother, ideally one that can be refilled every day and a snack (fruit, youghurt).
- Another document that it is useful for new IBSB international members is the **New Parents Booklet**, which you can find attached, including contact details for my colleagues, which you can find useful.

### SECONDARY:

As regarding to **social media**, you can follow **IBSB Facebook** page <https://www.facebook.com/fibsb/> and the **PTF Facebook** page <https://www.facebook.com/ibsbptf/> , both being updated with our last events. On **Twitter** you can follow the secondary school @ IBSB\_Secondary [https://twitter.com/ibsb\\_secondary](https://twitter.com/ibsb_secondary)

### PRIMARY:

As regarding to **social media**, you can follow **IBSB Facebook** page <https://www.facebook.com/fibsb/> and the **PTF Facebook** page <https://www.facebook.com/ibsbptf/> , both being updated with our last events. On **Twitter** you can follow the primary school IBSB4 <https://twitter.com/IBSB4> & @IBSBPRIMARY <https://twitter.com/IBSBPRIMARY>

If you have any other questions please do not hesitate to reach out to me.

Kind regards,

**Claudia Marta**

*Head of Admissions and Corporate Communication*



INTERNATIONAL  
BRITISH SCHOOL OF BUCHAREST  
EDUCATION WITHOUT FRONTIERS

21 Agricultori Street, District 2, Bucharest

Phone: +40 21 253 1698, Fax: +40 21 253 1697

Mobile: +40 757 071 416

[www.ibsb.ro](http://www.ibsb.ro)

**The IBSB Vision: “Building a community of passionate, lifelong learners”**