

Whole School 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 with child 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. *Please be informed that a campus tour may not be possible in times of a pandemic.*
- 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. In order to attend a trial day, students must present an AVIZ completed within 48 hours of the trial day confirming the student is healthy, able to enter the school environment safely.
- 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 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) required. This includes records in regard to any Special Educational Needs or Medical issues relating to their children.
- 8. References** from the previous school will be sought directly, 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 make a final decision.
- 10. Checks** - a check will be made to confirm a parent applying for admission has paid all outstanding fees at their current international school, if in Romania, before offering student admission to IBSB.
- 11. Payment** - parents pay the required deposit- at this time, and only this time will your child 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 relevant information. The Head of Primary and Secondary will in turn inform the staff as required prior to the first school day of the respective student.
- 13. Registration** – once a student is registered, all documentation has been submitted and the student file is complete, and payment has been confirmed, the status of the student is moved from 'Prospective' to 'Enrolled'.
- 14. Orientation Day** – prior to school starting, the Admissions Team will organise a day to present to all new families to the campus, the school team, and the teachers.
- 15. Day 1** – All students are required to present a medical/certificate note from their doctor (AVIZ) on the first day of school confirming they are in good health, able to enter the school environment. Students are also required to present a medical note confirming their children are able to participate in physical education lessons. Students will be buddied with a student on Day 1 to help support them through their transition period.

Any new admission confirmed COVID 19 positive, or from a family with a member confirmed COVID-19 positive, will be required to complete a 14 day self-isolation period and to produce a negative COVID-19 test from each member of their immediate family (people they co-habit with) prior to entering school.

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

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 SEND Coordinator and Student Counsellor will work with the class teacher and parents to provide an Individual Educational Plan (IEP). This will contain clear objectives appropriate to the individual child and progress will be monitored closely, with parents informed on a regular basis.



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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 (**January 11-23, 2021**), places will be offered to new admissions from **January 25, 2021**.












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 the students on the class waiting list
5. In order of the 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

PS Behaviour for Learning Policy

SS Behaviour for Learning Policy

WS Anti-bullying Policy

WS Communication with Parents Pupils Policy

WS Data Protection Policy

WS Drug and Alcohol Policy

WS Equal Opportunities Policy

WS Exclusion Policy

WS Medical Policy

WS SEND Policy

WS Uniform Policy

WS Use of Digital Devices Policy