

## Whole School Admission & Re-enrolment Policy

### Purpose

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

### Overview

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

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

1. **Online Application Form** – Parents are required to complete the online application form.
2. **SchoolBase** – New prospect profile is raised in the school **MIS**. All documents received are uploaded into the checklist area.
3. **Meeting with the Head of Admissions** – Parents receive general information about the school and a Parent Information Pack. A brief tour of the school campus can also be arranged if requested, during which time the Parent/s may 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.*
4. **Trial Day** – A trial day in school for pupils will be offered to children of prospective parents. *In times of a pandemic, when trial days are still possible, an antigen test/PCR test may be requested.*
5. **Admission Assessment** – During the trial day, or otherwise prior to confirmation of Admission, Admission Assessment must be completed by the prospective student. Internal school assessment tools will be used for children entering EYFS-Y3. The GL CAT4 (Cognitive Abilities Test) will be used for students applying to enter Y4-12. GL CAT4 assessment includes a suite of four tests, including Verbal reasoning, Quantitative reasoning, Non-verbal reasoning, and Spatial awareness, and is intended to identify a child's learning potential, as well as areas that may require additional support. A minimum SAS score of 100 is required. This is to ensure students are able to cope with the demands of the curriculum at IBSB. In addition to CAT4 assessment, students applying to enter Y11 may be asked to complete **additional IGCSE assessment in English, Mathematics, and Science** to ensure they are able to enter directly into the second year of the IGCSE programme.

Students applying to enter Y12 from a school following an IGCSE/GCSE programme will be expected to have achieved 5 C grades or above to enter the A Level programme, with B grades in the subjects they are wishing to study at A Level, in line with the expectations set for students moving from Y11 at IBSB. In this situation, the numerical GCSE grade of 5 is the equivalent to a C grade.

Students applying to enter into Y12 directly, coming from a school following another curriculum, without IGCSE passing grades of C in English, Maths, and Science, will be required to complete IGCSE assessment in Maths or Science, if they intend to take A Level Maths or Science and an IGCSE English writing assessment to check their writing skills are adequate to cope with the demands of Y12.

Any student applying to enter Y7-12, who has learned English as a Second Language, will also be required to take the **IBSB EPT**.

A fee of **250 RON** will be charge for the trial day, including CAT4 Assessment, a school lunch, and all materials used during the course of the day. Parents will be invoiced, with confirmation of payment required prior to the trial day taking place. A detailed CAT4 learner profile report will be provided to the parents by the Head of Primary/Secondary at a post visit parent feedback meeting.

6. **Student Counsellor Interview** – During the day visit, an interview with the Student Counsellor (Educational Psychologist) will be scheduled to help establish a psychological profile of the child, including possible Special Educational Needs.
7. **Parent Feedback Meeting** – Following the trial day, at a mutually agreed time, parents will be provided with general feedback on the trial day and a copy of a detailed CAT4 learner profile report by the Head of Primary/Secondary, as appropriate.
8. **School Reports** – All paperwork shall be submitted, including previous academic reports (Three required - if possible- to cover a minimum of one full academic year) and any other useful information regarding the student (from previous schools). This includes records about any Special Educational Needs or Medical Issues relating to the prospective student.
9. **References** – References from the previous school will be sought directly, where possible, before an official offer is made. If a reference is not available, information regarding behaviour provided in school reports will be used to determine if a prospective student is a good fit for the IBSB community. Where there is a possible cause for concern identified, the relevant Head of School may contact the previous school directly for an oral reference.
10. **Documents Review** – Once all paperwork has been received and processed, SLT will analyse each case individually (check all the documents) and make a final decision.
11. **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 a student admission to IBSB.
12. **Payment** – At this point in the process, parents will be required to pay the required deposit. It is at this time, and only at this time, that your child will have a confirmed place at IBSB.
13. **Registration** – Once a student is officially registered, all documentation has been submitted, the student file is complete, and payment has been confirmed, the status of the student is changed from 'Prospective' to 'Enrolled'.
14. **Information Sharing** – Following a new admission has been processed, the Admission Office will share relevant information with:
  - The relevant Head of School
  - IT to set up a student account with access to online resources, and a parent MIS account. IT will in turn share student login details with the relevant Head of School and Form Teacher. The office will share MIS parent login details with the parent.
  - All relevant staff will be informed about the start date of the new admission the week prior to the first school day of the respective student, to enable staff adequate time to prepare.
15. **Day 1** – All students are required to present a medical/certificate note (AVIZ) from their doctor 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.**

### Minimum Level of English Requirement

Parents must understand when enrolling their children, that IBSB is an International British School delivering the curriculum in English from Nursery to Year 13 (ages 3-18). IBSB is not an English Language Centre. New admissions will, therefore, join the mainstream programme from the first day of school, with additional English support provided as needed, within the context of delivering the standard curriculum in English, to help students to integrate quickly into the programme. In some situations, however, especially if the student is entering the Secondary School with a low level of English, parents may be advised to organise additional English lessons outside school hours. Please refer to the *Whole School English Language Support Policy*, in regard to the English Language Support offered.

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. The verbal reasoning SAS from CAT4 is used as an initial guide. A score below 100 may indicate a requirement for EAL support. **An additional EAL assessment will be carried out for students in Year 9 and above, including an extended writing assessment.**

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

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

**Years 10:** Upper-Intermediate Level- 55+ EPT Score

**Year 11:** Pre-advanced - 70+ EPT Score and Advanced Level Writing Skills

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

## 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.

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

In situations where IBSB does not have the resources or programmes in place to adequately support students with given special learning needs or access requirements, the school reserves the right to refuse admission. A CAT4 SAS Mean Score above 100 is required for direct admission into the Secondary School.

## Payment

Parents are required to pay the registration fee and all the necessary fee payments on time to secure a place for their child.

## Trial Period

Each child is admitted 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, and that their behaviour does not pose a health risk to themselves or others, or adversely affect the learning of others.

At the end of the 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. Where expectations have not been met to a satisfactory standard, the trial period may be extended, or where it is determined insufficient student progress has been made in partnership with the parents, registration may be ended.

## Order of Priority for New Admissions

1. Children of international teachers and admin management staff 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

## Re-enrolment Policy

Preference will be given to current students re-enrolling. Once the re-enrolment period has passed (**October 15-November 15**), places will be offered to new admissions.

Students from the EYFS (Early Years Programme) will progress automatically to Year 11, providing attendance is maintained at a minimum of 85% with sufficient work completed to ensure curriculum content has been covered to a satisfactory level. Where there is a concern relating to student attendance and attainment, a meeting will be held with parents to address and concerns raised, with targets agreed

to enable the student to progress on to the next academic year. In the situation that a target or set of targets has not been met, the school retains the right to require the given student to repeat a given year, or may invoke the right to withhold re-registration.

## Admission to the A Level Programme

The A Level programme is a two-year programme (Years 12 & 13) that enables students to gain the qualifications needed to matriculate into university. The programme is academically rigorous, with clear guidelines for entry to maximise the ability of the students to successfully complete the programme.

Students at IBSB must **pass a minimum of 5 IGCSE subjects, including 3 IGCSE subjects with a B-A\* grade**, to automatically qualify to continue on to the first year of the A Level programme. Students who pass a minimum of 5 IGCSE subjects, but do not pass a minimum of 3 IGCSE subjects with a B-A\* grade, may only be admitted to the A Level programme for any subject with a C passing grade on probation. In this situation, a parent meeting will be held to agree on the targets for the probationary period to allow the student to continue on to complete the A Level programme.

Any student not passing 5 IGCSE subjects with a C-A\* grade will be required to repeat Year 11.

## Non re-enrolment

There are several grounds that can lead to a student not being re-enrolled at IBSB

### 1. Attendance below 85%

Before student re-enrolment is processed, student attendance, behaviour, and attainment will be reviewed. In the situation where student attendance drops below 85%, parents will be contacted and informed of the requirement for re-enrolment.

### 2. Poor Behaviour

In the situation that a student has received an internal or external exclusion, the school holds the right to review re-enrolment and may on the basis of poor behaviour elect not to re-enrol a student. A parent meeting will be held following any return from exclusion, with clear targets set to enable re-enrolment. Where the student fails to meet the agreed targets, the school reserves the right to withhold re-enrolment. In cases where extreme breaches of the Behaviour for Learning Policy occur, the school may in accordance with the policy end enrolment immediately or inform parents that re-enrolment will be withheld to enable the parent as much time as possible to select a new school for the following academic year.

### 3. Poor Progress

There is an expectation that students will work appropriately in school during lessons and complete homework set by teachers. Failure to work appropriately in class, to complete homework set on a regular basis, to achieve passing grades in classroom assessment will lead to a parent meeting, where clear targets will be agreed. Failure to meet the agreed targets shall be deemed reasonable grounds to withhold re-enrolment.

## 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/SS Behaviour for Learning Policy*  
*WS Anti-bullying Policy*  
*WS Communication with Parents Pupils Policy*  
*WS Curriculum 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*

Document Control		
Draft Issued	August 2022	
Author	Kendall Peet	
Draft Approval	Kendall Peet	Head Teacher
Signed off by	SLT	
Review Date	August 2023	
Review cycle	1 year	