

## 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. Open Apply** – New prospect profile is raised in Open Apply. 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 considered the equivalent to a C grade.

Students applying to enter into Y12 directly, coming from a school following another curriculum, without I/GCSE 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 a 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'. At this point, a student profile will be set up on Kinderpedia.
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 Kinderpedia account. IT will in turn share student login details with the relevant Head of School and Form Teacher. The office will share Kinderpedia 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. **Orientation Morning** – The parents and students join IBSB at the start of the new school year will be invited to attend a Parent/Student Orientation Morning the week prior to school starting to help prepare new families to start school in Week 1.
16. **Day 1** – All new students will be buddied with a student on Day 1 to help support them through their transition period.
17. **Probationary Period** – All students starting at IBSB will have a probationary period of 1 half term. This period is to regarded as a settling in period, to enable the school to assess the behaviour, values, attributes, attitudes of the pupil to ensure that IBSB in the right learning environment for them. Where there have been concerns raised, parents will be informed and invited in for a meeting to discuss the concerns and agree on an action plan to complete the end of the probationary period, prior to being admitted as a full-time permanently enrolled student. Where the student has failed to meet the targets agreed by the end of the probationary period, the school retains the right to extend the probationary period or to end registration, where this is deemed to be in the best interests of the pupils, the general pupil community, the progress and attainment of all pupils, and the reputation of the school as centre for excellence in learning.

## 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 – Comprehensible Aural Skills

**Years 10:** Upper-Intermediate Level- 55+ EPT Score - Comprehensible Aural Skills to be able to understand lessons as exam content is being conveyed from Week 1

**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 pupil attendance and attainment, a meeting will be held with parents to address and concerns raised, with targets agreed to enable the pupil 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 pupil not being re-enrolled at IBSB

#### 1. Attendance below 85%

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

#### 2. Poor Behaviour

In the situation that a pupil 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 pupil. 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 pupils 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*  
*Whole School Anti-bullying Policy*  
*Whole School Communication with Parents Pupils Policy*  
*Whole School Curriculum Policy*  
*Whole School Data Protection Policy*  
*Whole School Diversity, Equality, Equity, and Inclusion Policy*  
*Whole School Drug and Alcohol Policy*  
*Whole School Equal Opportunities Policy*  
*Whole School Exclusion Policy*  
*Whole School Medical Policy*  
*Whole School SEND and Inclusion Policy*  
*Whole School Uniform Policy*  
*Whole School Use of Digital Devices Policy*

Document Control	
<b>Draft Issued</b>	AUG 2025
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<b>Draft Approval</b>	Kendall Peet      Head Teacher
<b>Signed off by</b>	SLT
<b>Review Date</b>	AUG 2027
<b>Review cycle</b>	1 year



## 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

**Claudia Marta**

*Head of Admissions and Corporate Communication*



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

Dear .....,

Thank you for your e-mail and interest in enrolling your children at IBSB.

Following your visit/enquiry, in order for the admission file to be complete, we require the following documents to be completed in original, signed by the guardian/tutor, and returned to the school office.

Please find below a list of 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, our Head of Primary/ Mr Tansley, our Head of Secondary, following 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

**Claudia Marta**

*Head of Admissions and Corporate Communication*



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## Final letter to be sent after parents submit 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 2020-2021 it is attached
- The school uniform is available from Marks & Spenser. Information will be sent out to all parents prior to the start of the school year. The opening hours for our **Uniform Shop** (located in the Sixth Form College administration building) is Friday 14:00 – 15:30.
- You will need to inform us which **language** will be studied as part of our MFL program –Spanish, French, or German.
- The finance department will contact you with the contract and invoices for **lunch, events fund (this only for Primary)**, and **transport** if you would like these services.
- The office will send you information about the school **lunch menu** prior to school starting.
- School letters – if any is relevant to be shared
- **Timetable** – attached to this email
- **Snack and water bottle** – students will be required to bring a water bottle from home, ideally one that can be refilled every day and a snack (fruit, yoghurt).
- Another document that it is useful for new IBSB international members is the **New Parents Booklet** attached, which includes contact details for my colleagues.

### PRIMARY:

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

### SECONDARY:

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

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

Kind regards,

Claudia

**Claudia Marta**

*Head of Admissions and Corporate Communication*



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