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British School  
of Bucharest

# ADMISSIONS POLICY

Reviewed & Approved by

Senior Leadership Team

Last reviewed on

January 2019

Next review due by

January 2020

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## AIM

This policy reflects the school's vision and mission statement as an educational foundation when recruiting international and local students to the school.

Entry to the British School of Bucharest is open to any member of the community from anywhere in the world. From time to time however, prospective students may find themselves on a waiting list. We are always pleased to meet parents and discuss the admission of children to BSB. It is important that parents can see our facilities and ask questions about the education that is available. After initial contact with the school, an appointment is often made to tour the school and to meet with the Headmaster or relevant member of the Senior Leadership team, whenever possible.

## ENROLLING A NEW PUPIL AT THE BEGINNING OF AN ACADEMIC YEAR

Proof of the child's date of birth, such as a birth certificate, passport or visa, is required for full enrolment. Priority is given to families with siblings already in school. Each year a deadline date is set for the reregistration of current pupils. Once this has passed, children from our waiting lists will be enrolled.

Students enrolled later are often able to gain a place, although this cannot necessarily be guaranteed at the popular entry points. It is always preferable for a new student to start at the beginning of an academic year, however, we understand that this is not always possible, and in these instances an appropriate assessment will take place.

Pre-nursery: Children must be two years old by the 31<sup>st</sup> August of the year of entry.

Nursery & Reception: For Nursery, children must be three years old by the 31<sup>st</sup> August of the year of entry. Reception children must be four years old by the 31<sup>st</sup> August of the year of entry.

Year 1 and above: To be enrolled in Year 1 in September, children must be five years old by 31<sup>st</sup> August of the year of entry. We seek to follow this rule as appropriate for our other Year Groups, in most instances, though we also take into account the year group which will have been completed in a previous school.

Secondary: Students are eligible to enter the first year of secondary school, Year 7, after completing at least five years of primary education. Students must be 11 years old by the 31<sup>st</sup> August of the year of entry.

For students who have not come directly from a British School, IGCSE examinations can only be taken, in the majority of cases, if the complete course is followed at the British School of Bucharest. Year 10 entry is open to students aged 14 by the 31<sup>st</sup> August of the year of entry.

## CONSIDERATIONS WHEN ENROLLING NEW STUDENTS

The British School of Bucharest has a range of policies which have been adopted for the benefit of all students in the School. Two of these policies have a direct bearing on enrolment availability. In almost all cases, class sizes at BSB are restricted to 20 in primary and secondary classes. This places a restriction on the availability of places, particularly in the popular entry points to the school. The School is concerned that large nationality imbalances do not occur to the detriment of the smaller groups. Part of the academic success of BSB can be attributed to the happy balance of nationalities throughout the School and the steps taken to reduce the potential for one nationality to dominate others. Our academic performance indicates that this policy is important in maintaining a good educational outcome in an international school. At any time, no nationality will have more than 49% within the school body.

BSB has a Special Educational Needs department. There may though be certain cases where we feel that we cannot provide appropriately for a child.

## TRANSFERRING FROM ANOTHER SCHOOL

A transfer certificate detailing the child's attendance should be obtained if a student transfers to BSB.

References will be sought from previous schools, if appropriate.

Any additional information, such as school reports or samples of written work, can help staff assign the student to the most appropriate class or determine likely levels of support required.



Independent  
Schools Inspectorate  
British Schools Overseas Inspection  
14 - 17.05.2015  
isi.net/schools/7480/

British School of Bucharest  
Early Years Foundation Stage / Primary / Secondary  
42 Erou Iancu Nicolae Street,  
077190, Voluntari, Ilfov County, Romania

The School is operated by Crawford House Foundation  
Registered 3/25.01.2016 Fiscal Code 24879960  
Telephone: +40 21 267 89 19, +40 728 133 432, +40 728 133 433  
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## ACADEMIC YEAR 2019-20

### 1. INITIAL VISIT

Parent(s)/guardian should fill in the online book a visit form accessible via the “Admissions” section. On receipt of the form, the Admissions office will make contact in order to arrange a convenient time for a visit.

During the visit, the parent(s)/guardian will be advised of the registration process, which needs to be completed in full, with all supporting documentation attached, in order to begin the registration process.

### 2. REGISTRATION FILE & ACCEPTANCE

Documentation requested when applying for the first time to BSB:

- Two completed Registration Files
- Student’s proof of age (copy of passport/birth certificate)
- Two passport sized photographs of the student
- Copy of parents’ or legal tutor’s passports/ID card
- Copy of previous school report - if applicable
- BSB Medical Form – this will be sent to the parents/guardian by email
- Copy of the vaccination file
- Assessment Tests - For applicants for Years 3 to 13
- Modern Foreign Language Form - For applicants for Years 3 to 11. - this will be sent to the parents/guardian by email
- KS4/KS5 Form - For applicants for Years 10 to 12.- this will be sent to the parents/guardian by email
- Copy of divorce and custody documents - if applicable
- Confirmation of any child protection/safeguarding issues from previous school

#### 2.1. REGISTRATION FEE

Parents wishing to formally begin the registration procedure must at this stage pay the Registration Fee (a one-off, non-refundable payment) via the School Fees section of the BSB website, prior to completing the online Registration Files. Registration Files received without this payment will not be processed.

#### 2.2. ASSESSMENT

Applicants for Years 3 to 13 (age 7 upwards) will be asked to complete an assessment test in English and Mathematics, which may take the form of a CAT test for entry to Years 4 & 6, plus any other subjects deemed necessary. This would normally take place in the school but for families who are unable to visit, it can be completed at the children’s current school.

Assessment tests are taken to assist the school in appropriate provision for each new entrant.

#### 2.3. INTERNAL REVIEW

On receipt of the completed files, documentation and after completion of the assessment, the Admissions Office, Head of School and Headmaster will review all of the information. If everything is in order, the parent/guardian will be contacted by the Admissions Office for further instructions.

#### 2.4. RESERVATION DEPOSIT & SCHOOL FEES

Once the file is approved, the school will open the parental access to the online payment portal, via which online payment of the Reservation Deposit and the School Fees can be made by bank transfer.

Alternatively, a pro-forma invoice can be downloaded and printed, for presentation to a bank or company.

Payment of the Reservation Deposit of 4.000 Euro reserves a place until 15<sup>th</sup> April 2019, at which point the balance of the full year’s fees must be paid in order to finally secure the place.



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## 2.5. FINAL ACCEPTANCE

The place is finally confirmed once all academic fees have been paid.



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