



British School
of Bucharest

Admission Policy

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 will be made to tour the school and to meet with the Headmaster, if requested.

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. Parents considering BSB for their child can reduce their chances of being placed on a waiting list after April by acting early. 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.

Crèche: Children must be two years old by the 31st August of the year of entry. (Except in the instance of a staff child, when appropriate).

Preschool & Reception: For Preschool children must be three years old by the 31st August of the year of entry. Reception children must be four years old by the 31st 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 31st August of the year of entry. We seek to follow this rule as appropriate for our other Year Groups, in all but the most exceptional instances.

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 31st 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 31st 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.

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.

Academic Year 2017-18

1. Initial visit

Parent(s)/guardian should fill in the online form accessible via the "Contact 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 receive the Registration



Independent
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14 - 17.05.2015
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British School of Bucharest Nursery / Primary / Secondary
The School is operated by Crawford House Foundation
Registered 3/25.01.2016. Fiscal Code 24879960

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Files, which need to be completed in full, with all supporting documentation, in order to begin the registration process.

2. Registration File & Acceptance

2.1 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 parent(s)/guardian by email
- Copy of the vaccination file
- Assessment Tests - For applicants for Years 3 to 12
- Modern Foreign Language Form - For applicants for Years 3 to 11. This will be sent to the parent(s)/guardian by email
- KS4/KS5 Form - For applicants for Years 10 to 12. This will be sent to the parent(s)/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 1500 Euro Registration Fee (a one-off, non-refundable payment) via the School Fees section of the BSB website, prior to sending in the completed Registration Files. Registration Files received without this payment will not be processed.

2.2. Assessment

Applicants for Years 3 to 12 (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 home or at the children's current school.

2.3. Internal Review

On receipt of the completed files, documentation and after completion of the assessment, the Admissions Office 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 credit card or 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 3500 Euro reserves a place until 30th June 2017, at which point the balance of the full year's fees must be paid in order to finally secure the place.

2.5. Final acceptance

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

Reviewed by Senior Leadership Team

January 2017

To be reviewed: January 2018



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