

# INTERNATIONAL BRITISH SCHOOL OF BUCHAREST

## Admission policy

**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 and no child is excluded on the basis of nationality, culture, religious beliefs or academic ability.

Parents meet the Executive Director and the School Principal or the Head of the Junior School prior to admission. This meeting is to ensure:

1. That all due forms are given to the parents and are completed by them. These include the admission form, the medical form and the Parent's handbook.
2. That the parents have the opportunity of sharing information about their child with the Principal/Head of Junior School.
3. That all parties are clear as to the obligations and the expectations of others.

*During the admission process and the induction period parents are obliged to provide the office with the academic history from previous schools and also where necessary, (records of Special Educational Needs) or medical records of their children.*

*Parents must understand before enrolling their children in this school that IBSB is an International British School and it offers the entire English learning experience from Reception/Year 1 to Year 13. It is not part of the ethos of this school to act as a solely English Language centre.*

*Parents must pay the registration fee promptly and all the necessary fee payments on time; failure to do so will result in the loss of place.*

Children are admitted to the school into the class appropriate to their age. Parents are required to produce evidence of age when submitting the application form. The academic year is from the beginning of September of one year to the end of August of the next and this constitutes the cut off point when making decisions as to the appropriate year group.

When admitting a student in the Senior School, an admission test will be administered to determine the student's ability level in English, Mathematics and Science. When admitting a child in the Junior School the Head Teacher will use assessment tasks in order to determine the child's ability in English and Mathematics. It may be necessary to then refer the parents to the school's Special Needs, with regard to services which may be appropriate for their child.

Children are not necessarily excluded on the grounds of behavior or educational ability. Any educational, emotional or physical needs must be noted in detail in the admission application.

The school seeks to meet the needs of all its pupils. Each child will be admitted into the school on a six week trial period, during which time their needs and talents will be assessed. Where specific needs are identified, the school's SEN and the Educational Psychologist will work with the class teacher and

parents to provide an Individual Educational Plan (IEP). This will contain objectives appropriate to the individual child and their progress will be monitored closely.

In some exceptional cases, parents may be asked to provide one-to-one special educational needs support from an additional assistant and fees for these services are paid privately by the student's family.

**IBSB** does not have the resources or programs to support students with major learning disabilities or physical challenges and reserve the rights to deny admission to any child whose needs are unable to be met by the school.

### **Re-enrolment Policy**

We give preference to our students to re-enroll. After we know the parent's option (re-enrolment or withdrawn) – end of February, we give the possibility of enrolment to students from the waiting lists.

### **Waiting list Policy**

*The official policy of the school is that JS classes should rise to a ceiling of 20 only. The reception class total must rest on the number of assistant teachers allocated. SS classes will not exceed 20 per year group.*

### **Order of Priority – loyalty clause**

- 1. Children of teachers at FIBSB will be given preference.*
- 2. Brothers and sisters of student's current in school will be given preference.*
- 3. Children from "Acorns" will be given preference – the dead line for their registration is 1<sup>st</sup> of March for the next year starting in September.*
- 4. The last criteria will be "First come, first served".*

Updated 12<sup>th</sup> February 2009