

# B.I.S. Admissions Policy

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Policy Author: Gloria Harrison, Head of Admissions & Marketing



The aim of this document is to present and explain the conditions necessary for enrolment of a student in our school. The BIS admissions team aims to make the transition to a new school as easy as possible, for both students and families.

## The Philosophy of BIS

Bogaerts International School (“the School”) holds these values above all others:

- Respect: recognizing the importance of all parts of a community equally and valuing ourselves, others and our surroundings;
- Integrity: possessing the qualities of honesty and fairness and applying those qualities to the learning community to improve it;
- Collaboration: engaging members of the learning community to enhance motivation and the quality of learning;
- Family: fostering a sense of safety and trust within the learning community;
- Innovation: instilling knowledge and skills within the learning community that prepare students for their futures in a changing and increasingly digitized world.

## 1. GENERAL

All school-age children are bound by legal educational obligations and therefore all school students and their families are required to observe the official start and end dates for school holidays as displayed on the school’s website. With this in mind, no absences prior to the start or following the end of these official holiday dates will be authorized.

## 2. ADMISSIONS

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the School website to learn more on both Primary or Secondary sections.

## 3. ADMISSIONS DEPARTMENT AND DECISION-MAKING PROCESS

The Admissions department comprises the Head of School, the Head of Admissions and the Programme Coordinators.

Application files are reviewed by each member. From the time an application is completed, the Admissions department aims to return a decision within ten working days, pending any further follow-up that may be required.

The Admissions department has no obligation to admit a student who applies for a first enrollment and reserves the right to decline any application. Enquiries concerning the reasons for the declining of an application may be directed towards the Admissions department.

#### 4. REQUIRED APPLICATION MATERIALS

Before a student may be admitted to the School, all of the following documents must be submitted to the Admissions department:

- Online Student Application Form. This should be completed and signed by the parent or legal guardian.
- Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable. School reports/transcripts must be in English or in French, with official translations provided when originals are written in another language.
- A photocopy of the candidate's passport. Parents are responsible for ensuring that their children have the appropriate visas to allow them to study at the School.

#### 5. INTERVIEWS AND SCHOOL VISITS

While it is not always possible for overseas families to arrange a visit to the School, it is always preferable to organize an interview with the candidate and his parents and a visit to the School. A compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

#### 6. CRITERIA FOR ADMISSION

Each candidate's application materials are carefully studied for admission. The school looks for candidates:

- who are motivated/determined, and committed to the School vision, mission and philosophy
- who are internationally-minded
- whose qualities would enrich the School community and be a positive contribution to it.

If a candidate broadly corresponds to the School's admissions criteria, but is currently having difficulty reaching his or her full potential, the candidate may be admitted, in certain cases, depending his or her (and his or her parents') agreement to engage in a programme of additional support. Such decisions remain, however, entirely at the discretion of the Admissions department.

The Admissions department has the right to accept or refuse any candidate based on their assessment of the candidate's suitability.

#### 7. GRADE PLACEMENT

In general, students will be placed, according to their age, on the 1st of September of their year of entry. Where it is considered by the Admissions department to be of benefit to the student, he/she may be placed in a lower grade than requested. Under exceptional circumstances a student could be placed in a higher grade than his/her age group. Such decisions remain entirely at the discretion of the Admissions department.

## 8. CANDIDATES WITH SPECIAL EDUCATIONAL NEEDS

The School has a deep commitment to offering an equal education to all learners. To that end, the School has a qualified and dedicated SEN (Special Educational Needs) Team that accommodates students with both learning and physical disabilities. The overarching goal of such accommodation efforts is a full inclusion educational experience in mainstream education classes for all students, whenever possible.

Additionally, BIS is one of the only schools in Europe with a SEN policy that is specifically linked to EU and UN recommended approaches for properly educating SEN students.

Should a student require specialised accommodation or individual care (diagnosis, therapy, counseling, individual assistance or tutoring, etc.), these costs will be defrayed by the student's family. The School maintains contacts with specialists and tutors and will readily make recommendations for the parents and families on a case-by-case basis. *Please refer to our Financial Regulations for the costs of these services.*

The school unfortunately cannot accept students who are deemed unable to function in a mainstream classroom environment even with professionally prescribed educational accommodations.

## 9. LEARNING SUPPORT

The policy of the School is to meet the student's needs that cannot be met solely by subject teachers through Learning Support sessions. If a student's needs cannot be adequately met, professional counselling is made available to the student. The School coordinators and counsellors will decide on the action needed to help students progress.

This may include:

language support; individual academic support; introduction to differentiated learning; different learning materials or special equipment. Our support programme is available to all students.

Attendance will especially be encouraged for students, who are not meeting the objectives during the academic year, in order to accelerate their progress. Support classes may take place in lieu of extracurricular activities. Our support classes cost €750 per semester, although this amount may vary depending on the support needed.

## 10. THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The International Baccalaureate Diploma Programme (DP) is a two-year programme taking place over the course of Year 11 and Year 12 and is based on six courses studied at either higher or standard level in addition to three core requirements (Extended Essay, Community Activity Service, and Theory Of Knowledge).

This programme is open to all students, regardless of previous educational experience, and is an extension of the School's mission to develop students who are internationally minded, independent, and enthusiastic about life and learning. The course is recognised internationally as a qualification for university entrance. As well as all required application materials, students applying to the Diploma Programme must submit a personal statement explaining why they wish to enroll in the programme. Students applying from other schools must submit two years of school reports. Following the submission of the transcripts, if considered necessary, the student will attend an interview with a member of the Admissions Committee.

### Academic requirements:

We require two full years' of school transcripts or reports, which are assessed by our admissions committee. Once approved, your child is offered the possibility of a one or two-day trial, if requested by the parents.

Students should bear in mind that there is no guarantee that they will be able to follow selected courses. While the School will try to meet the needs of all students, it may be necessary, for timetabling reasons, to ask some students to choose a different subject. Admission to the Diploma Programme may be denied based on insufficient academic achievements or if a candidate's command of English is considered insufficient to fully cope with the requirements of the programme.

## 11. POST-REVIEW PROCEDURE

From the time an application is completed, the Admissions department aims to return a decision within ten working days, pending any further follow up that may be required.

Acceptance: If a candidate is accepted, an acceptance email will be sent. An official confirmation must be returned within 10 days of receipt, along with the Admission fee for each child, in order to officially reserve the space(s). If the offer of a place has not been accepted by the 10-day deadline, it can be offered to another candidate.

Denial: If a candidate is denied a place, an official confirmation of the denial will be sent by mail.

Waiting lists: If a candidate is accepted but no space is available in the appropriate year, he/she will be placed on a waiting list and the parents will be sent an official communication when space becomes available. When a place does become available in the appropriate year, it will be offered to a candidate on the waiting list.

## 12. FOR NEW STUDENTS ARRIVING DURING THE COURSE OF THE YEAR

- General

The Admissions department informs primary or secondary staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date, and any relevant background details.

- Secondary school students

New students who arrive during the year will be given an orientation by the Head of School, the MYP coordinator, or one of the Admissions Coordinators.

- Primary School students

Each classroom teacher ensures a smooth transition for all new children.