



**BRITISH INTERNATIONAL
SCHOOL of TIMISOARA**

THE IB DIPLOMA PROGRAMME

We Provide the Foundation on Which Our Children Can Flourish

Preliminary Admissions Policy

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The Admission Procedure

BIST operates on an admission system designed to ensure that all applications throughout the year are given equal treatment regardless of the children's gender, ethnicity, sexual orientation, nationality, culture, or religious beliefs. However, our admission process is also meant to ensure that the education system we promote and deliver is the most suitable option for the family and the child. We want to ensure that all children benefit from the balanced and well-rounded education provisions that BIST offers and that all children will enjoy making a positive contribution towards the wider life of the school.

All applicants must follow the admission steps as described below and meet the necessary criteria before joining our school.

The usual points of entry for Primary School are at:

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| <ul style="list-style-type: none">• 4+ years old / ani – Reception• 5+ years old / ani – Year 1• 6+ years old / ani – Year 2• 7+ years old / ani – Year 3 | <ul style="list-style-type: none">• 8+ years old / ani – Year 4• 9+ years old / ani – Year 5• 10+ years old / ani – Year 6 |
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The usual points of entry for Secondary School are at:

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| <ul style="list-style-type: none">• 11+ years old – Year 7• 12+ years old – Year 8• 13+ years old – Year 9 | <ul style="list-style-type: none">• 14+ years old – Year 10 (iGCSE)• 15+ years old – Year 11 (iGCSE)• 16+ years old – Year 12 (IB DP) |
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Admission Procedure – Summary

Provided that parents have been given the **Admission Folder**, they have read the documentation available about the school and they have been given support from the school with any additional information needed, the following steps will follow:

- Parents fill in the **Enrolment Form**, return it to the school and pay the **registration fee** within the deadline determined by the school;
- Parents provide the school with all of the **documents** required within the deadline determined by the school;
- **Entry assessments** will take place in **English and Mathematics** for **Secondary School students** as part of the evaluation process;
- Provided the folder is complete, the school will assess the documentation within the announced deadline;
- The school will communicate to parents the **results of the evaluation process**, whether the application is eligible or not eligible, within the deadline determined by the school;
- Providing that the admission is eligible, the parents are invited to the school to sign the **School-Parent Contract** and pay the **enrolment deposit**, within the deadline determined by the school.

Preliminary Steps (prospective students)

1. Fill in the online pre-enrolment form to express an interest in the school;
2. Meeting with the Admission Officer for general information about the school and to receive the **Admission Folder**.
3. Meeting with the Head of School
 - a. For the family to clarify any aspects related to the school programmes and to understand the school vision and approach;

- b. For the Head of School to understand the background of the child (children) and find out vital information that could help the school ensure the best possible transition for each child.
4. Trial days will be available (after the opening of the school), where children spend a day in the school. We strongly advise all parents to take advantage of this opportunity. This will give your child and the family a much better view of the school and will give the school an opportunity to get to know your child, and observe his/her attitude to learning and social interaction with other children.

Documentation (prospective students)

1. From the school: An Admission Folder will be given to parents at the first meeting. This will contain: School Brochure, School-Parent Contract, Enrolment Form (Appendix 5), Appendices 1 – 4 and Appendix 6, meant to give parents important information about the school. It is the parents' responsibility to carefully read the documentation provided.
2. From the parents: Parents will have to provide the following documents in addition to filling in the enrolment form in the Admission Folder:
 - Original medical letter from the family doctor and a copy of the vaccination card;
 - Copy of the birth certificate of the child;
 - Copy of ID (passport) for parents / legal guardians;
 - Copy of the grade transcript from the previous school(s);
 - Copy of the academic background from the previous school(s), where applicable;
 - Most recent reports from the previous school;
 - Other diplomas, certificates or degrees earned by the child in the last two years;
 - Contact (email and phone) from the previous school(s), in order to obtain written reference (this will be done through the BIST school office);
 - 2 passport photos of the child;
 - Court decision for child custody to one of the parents / legal guardians (if applicable).

Evaluation of the Admission Folder

The aim of evaluating the Admission Folder is to identify the level of English, academic potential and attitude towards learning and development of your child. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond just the academic curriculum.

The documents provided by parents and received from the previous educational establishment will help us determine:

- Academic abilities and potential;
- Work ethic and attitude towards school;
- General behaviour and attitude towards a structured learning environment;
- Compatibility with the school ethos, philosophy and values.

Once the completed Application Folder is submitted, a decision about entry to the school will be communicated to the applicant within the deadline determined by the school.

Assessments Done by the School (before and after enrolment)

Reception – Year 2 Assessments (not a selection method and will take place after enrolment):

- The assessment is based on observing informal play (during school hours);
- Evaluation of their English language will be used to establish the level of English and ensure the best possible EAL (English as an Additional Language) support is given;

Year 3 – Year 6 Assessments (not a selection method and will take place after enrolment):

- Evaluation of their English language will be used to establish the level of English and ensure the best possible EAL support in school;

Year 7 – Year 12 Entrance Assessments (will take place as part of the admission process):

- Evaluation of their English language will be used since all of the formal Cambridge examinations starting from Year 9 (except for Modern Foreign Languages) will be in English. It is necessary that:
 - the level of English Language for children applying for Year 7 and 8 will be at least intermediate;
 - the level of English Language for children applying for Year 9 and above is advanced;
- Evaluation in Mathematics is used to establish your child's current level.

The assessments above, together with the analysis of all documents provided at admission are in place to determine the level of English Language and an initial general profile for your child. The school reserves the right to inform the parents if the outcome of the tests and/or the analysis of the documents shows that there may not be a compatibility with the school provision in terms of ethos, curriculum and the educational system provided. This may lead to a situation where a child will be put on an agreed probation period, or a situation where the admission will not be eligible.

Transition/Admission into the IB Diploma Programme (Continuation Policy)

This section clarifies what constitutes satisfactory requirements for the BIST students in order to continue study beyond IGCSE level. This policy is mandatory for all of the students and no exceptions will be made.

Students wishing to continue study beyond KS4 and into Year 12 must also satisfy the general school requirement of having obtained at least 5 IGCSE grades (A* - C) including English, Mathematics and Sciences. The transition of any student to an IB Diploma Programme Higher Level subject could be conditioned by the obtaining of a C grade in the IGCSE extended exam in that particular subject. If a student fails to achieve the minimum required grade in that particular IGCSE subject he/she might not be allowed to continue with the IB Diploma Programme HL option in the same subject.

Students who do not meet the minimum requirements can embark on the IB Certificate Programme.

Students wishing to study Higher Level Mathematics must pass the IGCSE Additional Mathematics exam with an adequate grade.

The ultimate decision regarding admission into the IB Diploma Programme belongs to the Head of School and IB Coordinator.

Securing a Place in the School

Prospective students will become BIST students if:

- All the steps in the admission procedure have been completed and the folder has been declared eligible;
- Both registration and deposit fee have been paid as stated in **School Fee**.

Failure to ensure payment of both registration and deposit fees within the deadline determined by the school can result in the loss of the place in the school.

Withdrawal

BIST reserves the right to refuse enrolment of a potential student if:

- It determines that the student will not benefit educationally;
- It determines, based on the Admission Folder and based on the evaluations during the admission process, that there is no compatibility between the student and the school;
- The special educational needs required by the student cannot be met;
- The level of English Language is not up to standards required (for Secondary School only);
- Both registration and deposit fee are not paid in due time;
- The student and the parents/legal guardians do not agree with the school rules and do not adhere to the school values;
- Any other reason considered valid by the school.

English as an Additional Language (EAL)

BIST will provide free additional support in English Language within the curriculum and the normal school timetable to help students integrate and access the full curriculum offered by the school. The support will be offered based on the child's level, which will be determined on assessment at the beginning of the school year.

This means that the respective children will be taken off timetable from some lessons (lessons where we believe students may not benefit due to their level of English) and will be offered extra lessons of English in small groups. The number of EAL lessons in a week can vary from 2 to 10, depending on the English level your child has.

Students on an EAL programme will be evaluated on regular basis and will be taken off the programme as soon as the EAL coordinator determines that the student has a level of English that will allow him/her to fully access the curriculum with no real difficulties because the student has achieved the required level of English to do so.

Special Educational Needs (SEN)

BIST is committed to support all children regardless of their passions, skills and academic level. Where specific educational needs are identified, the school SEN coordinator and Student Counsellor will put together an Individual Educational Plan (IEP) together with the parents and the class teacher. This will contain all the necessary information about your child, objectives and strategies to be used by the teachers in the classroom in order to support the child and ensure learning is supported. The IEP will be regularly reviewed and adjusted as needed.

In some exceptional cases the school may ask parents to provide outside support to better address the needs of the child.

In cases where the school does not have in place resources or programmes to support students with serious disabilities, we reserve the right not to admit that child due to the fact the school will not be able to meet the needs of the respective student.

Differentiation (Support and Challenge)

BIST is committed to providing an educational system that will meet the needs of all the children, as best as possible. We acknowledge the fact that children will come to us with different backgrounds, different prior experiences and will have different abilities and learning styles. For these reasons we will put in place policies and procedures to ensure the best possible support for students who may need additional help, but at the same time will offer continuous challenge to the more able students.

Special Review Meetings - Trial Period

Parents will have varied opportunities to discuss with the school the adjustment of their child and his/her progress in the school.

However, a special designated review meeting will take place at the end of the six weeks trial period with the parents of the children where the school may have concerns related to the child's adjustment in the school. By that time, the children will have been given enough time to adjust to the systems and the school environment and will have been evaluated academically and socially, both through observation and using the school evaluation and assessment procedures.

The purpose of this meeting is to discuss any possible problems and agree with the parents on a set of actions and targets which will be part of an individual support plan. The school, in partnership with the parents, will do their best to ensure the implementation of this plan to support the child. However, BIST has the right to terminate unilaterally this agreement when there is an incompatibility between the school vision, values, mission, BIST community and the child, by the end of the trial period.

The objectives and the individual support plan will be reviewed in another meeting at the **end of Term 1**. This meeting can result in the adjustment of the plan as per the school recommendations. If the outcome of any of the review meetings is suggesting that there is no compatibility between the school provision and the child's needs, the school contract can be cancelled on a mutual agreement.

Priority and Waiting List

Class group sizes will be limited to 22 students per class. Priority to the evaluation of the application within the admission process will be given to all parents who completed the online pre-enrolment form by the given deadline.

The evaluation of the Admission Folder will be done for all students applying to the school. When the number of applications for a certain year group surpasses the number of places available, the selection will be made based on the evaluation of the documentation provided by the parents and previous schools, and based on the level of English Language (for Secondary School only).

Where information is not provided within the deadline determined by the school, or it is not relevant, the school reserves the right to refuse enrolment. Where background information is not available due to the age of the child (the child has not yet attended any educational establishment), the school will run a "first-come-first-served" priority criteria.

The students applying after the places have been filled will be placed on a waiting list. Students on the waiting list will be admitted according to the order in which the application was received by the school and the evaluation criteria above. However, siblings of children already enrolled, and attending, will have priority for enrolment once a place has become available.

Students on the school roll will be given priority for re-enrolment in the next academic year, providing that they fill in the necessary documentation and pay the school fees as stated in the School-Parent Contract.

Parents are advised to read all the documents provided in the Admission Folder and on the school website, in order to better understand the school programmes and our educational concept and philosophy.

Acknowledgment

By signing the School-Parent Contract, parents acknowledge and accept that they have read and understood the school provisions and undertake to adhere to the school values, rules and policies. Consequently, the parents will support the school with ensuring that their children adhere to these policies, values and rules.

Policy Review

This policy will be collaboratively reviewed regularly by the School Leadership Team and DP teachers and will be adjusted as necessary based on all possible requirements and updates for this area.

Drafted, October 2021

Amended, November 2021

Next review date: June 2022.