



## **British International School of Timisoara**

*We Provide the Foundation on Which Our Children Can Flourish*

### **School Policies**

#### **Admission Policy**

Approved by:	Head of School	January 2022
Last reviewed on:	School Board	February 2022
Next reviewed by:	School Board	January 2023

### General

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curricula and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and the International Baccalaureate Organisation. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

Deciding on the right school for your child is very important, and we believe that a meeting with the admission team and the relevant Head of School is invaluable. Details about our school are published on our website. In the meantime, we very much hope that you and your child will visit us for a discussion about BIST and the provisions we will be offering.

To arrange a visit, please contact our Admissions Officer at: [admissions@britishschool-timisoara.ro](mailto:admissions@britishschool-timisoara.ro)

### 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*

It is fundamentally important for us to underline our vision and mission, and state that these are the values that we will promote within our school programmes. These are the values that will be embedded within the routine of our school, in and outside the classroom. It is equally important for all the members of our community to understand that we are all accountable for our own actions and we must do our best to follow these values which are in place to ensure a safe, friendly and happy environment for all the members of the BIST community.

### Health, Safety and Behaviour

BIST has policies in place that will cover all areas related to Safeguarding, Child Protection and Health and Safety, as the safety and wellbeing of all our children is at the heart of our school's mission statement.

We are committed to supporting children and young adults with their holistic development and embrace any challenges that they may face. We have a duty of care and the responsibility to ensure all our children are given equal opportunities to develop and learn. However, we will also take immediate action, according to our school policies if we consider the safety, or the emotional or physical wellbeing of a child is in danger. Your child's place at BIST is dependent on him/her being a full member of our community and adhering to our school values and policies.

### School – Parents’ Partnership

Education starts at home in the family. The involvement of parents and a positive, constructive parent – school partnership is vital for a child’s education and development. It is fundamentally important that the school, and that parents work together and have similar approaches when it comes to implementing our values and educational programmes.

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

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• 11+ years old – Year 7</li><li>• 12+ years old – Year 8</li><li>• 13+ years old – Year 9</li></ul> | <ul style="list-style-type: none"><li>• 14+ years old – Year 10</li><li>• 15+ years old – Year 11</li><li>• 16+ years old – Year 12</li><li>• 17+ years old – Year 13</li></ul> |
|--|---|

### Admission Procedure

#### Step 1 – Find out about the school

Parents interested in potentially joining our school will be given opportunities to find out about the school using the following sources: school website, meeting with the Admissions Officer, visiting the school and meetings with the relevant Head of School. It is very important for parents to carefully read the policies on the website and ask questions for clarifications, during the visit and meetings with BSIT staff involved in this stage.

#### Step 2 – Documentation and enrolment fee

For year groups where places are available, if parents decide they want to join the school, they will be asked to **sign the enrolment form** and **pay the Enrolment Fee** within the deadline set by the school. Also, the following documents need to be provided by the parents in the same deadline:

- Original medical letter from the family doctor and a copy of the vaccination card;
- Copy of the birth certificate of the child (copy of child ID or passport where relevant);
- 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;

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- 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).

If places are not available, parents will be informed and will be placed on a waiting list (based on their written request) if they wish to be contacted by the school as soon as there are places available.

### Step 3 – Enrolment process

The enrolment process will take place provided the folder is complete by the deadline indicated by the school. The school commits to complete the evaluation of the admission folder and invite the child and parents for the next stages in the enrolment process within the announced deadline. The timeline for the enrolment process will be determined based on the number of requests at the respective time, and it can take up to 4 weeks.

### Reception and Year 1 and 2

- Discussion with the School Counsellor
- Interview with parents and children (meetings with relevant Head of School)
- Trail day

### Year 3 to Year 12

- Discussion with the School Counsellor
- Interview with parents and children (meetings with relevant Head of School)
- Trail day
- **Entry assessments** will take place in **English and Mathematics**;
- **Entry assessment** for students applying to join our school in Year 12 (The IB Diploma Programme) will be in English, Mathematics and other relevant subjects, as decided by the school and in line with the subject choice for the respective student;
- **Admission in Year 13** is only possible in the form of transfer from another authorised IB world school, under certain conditions decided by the school, including an identical subject option;

The aim of the enrolment process is to identify **the level of English, academic potential and attitude towards learning** and development of the 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. More specifically the enrolment process will consider the following criteria's:

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

### Year 3 to Year 6 entry assessments:

- Evaluation of the English language will be used to establish the level of English and ensure suitability with the school provision and to be in line with the existing class level;
- Evaluation in Mathematics is used to establish the child's current level.

### Year 7 to Year 12 entry assessments:

- Evaluation of the 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. Ideally the level of English language:
  - for children applying for Year 7 is at least lower intermediate

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- for children applying for Year 8 is at least intermediate;
- for children applying for Year 9 is at least upper intermediate;
- for children applying for Year 10 and 11 is advanced;
- for children applying for Year 12 is advanced;
- Evaluation in Mathematics is used to establish your child's current level.

**Year 12 entry assessments** for students applying to join our school in the IB Diploma Programme, will be in English, Mathematics and other relevant subjects, as decided by the school and in line with the subject choice for the respective student;

**The trial day**, offered at the school's will give the child and the family a much better view of the school and will give the school an opportunity to get to know the child a bit better, evaluate his/her level of English Language (spoken and listening) and observe his/her attitude to learning and social interaction with other children.

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

- It determines that the student will not benefit educationally;
- It determines, during the enrolment 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;
- 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.

In case more students apply on a limited number of places available in the respective year group, BIST will use the steps in the enrolment process as a method of selection, based on the criteria's outlined above.

BIST decision regarding the admission or rejection of a student is final and cannot be contested.

### Step 4

The school will communicate to parents the results of the enrolment process, whether the application is eligible or not eligible, within the deadline determined by the school.

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.

In cases where the enrolment is not eligible, the Enrolment Fee will be returned to the parents in no more than 10 business days.

### Step 5

Providing that the admission is eligible, the parents are invited to the school to sign the **School-Parent Contract** and pay the **deposit**, within the deadline determined by the school (usually 5 business days).

If the documents are not signed in the given time, the school reserves the right to offer the place to another student and the Enrolment Fee will not be returned.

**The child will only be considered enrolled in the school when the contract is signed by both parties and the Enrolment Deposit has reached the bank account of the school.**

### **English as an Additional Language (EAL)**

BIST does not operate as a centre of English Language only and cannot offer a full programme of English lessons during the normal school programme. BIST will provide some 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 5, 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 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.

### **Trial Period (6 weeks)**

An important condition for the student's admission and his or her participation in the BIST educational programmes is his or her compatibility with the vision, mission and values promoted, his or her integration into the group and his or her appropriate behaviour. For this reason, upon initial enrolment, the student will go through the standard 6-week trial period. The student's evaluation during the trial period is done by the academic staff directly involved in the student's educational activity. At the end of the trial period or at any time during it, BIST may unilaterally terminate this Agreement. The immediate Termination Notification of this Agreement will be sent by e-mail or registered letter to the Parents / Legal guardians without any delay. School fees and other expenses paid during the trial period shall not be refunded if they were used for services actually rendered. In the event of termination of this Agreement at the end or during the trial period, BIST shall refund to the Parents/Legal guardians the amounts paid in advance as fee within 30 calendar days from the date of issue of the termination notification.

### **Re-enrolment procedure**

- Existing BIST students have priority for enrolment for the next academic year;
- Each family will be invited to start the re-enrolment process at the beginning of term 2 (exact date to be announced)
- There is no evaluation needed for the re-enrolment;
- The school reserves the right to approach certain parents where a discussion might be needed before re-enrolment; this will be in cases where during the school year there have been recorded behaviour challenges and these have not been solved to a satisfactory level;

**Places are reserved only by a signed contract and the paid Deposit. Priority is ensured only within the timeline announced by the school. In situations where the contract is not signed, or the Deposit is not paid within the given deadline, the respective place is considered available and the school has to right to offer it to other applicants.**

### Enrolment of siblings

- After the re-enrolment deadline, any available places will be offered to siblings of students enrolled for current academic year;
- Families with enrolled students that intent to enrol a sibling will indicate that by filling in and signing an Enrolment Form and will pay the Enrolment Fee in the same time with signing the contract for the already enrolled student;
- The admission policy for new students will apply and the school reserves the right to refuse enrolment in certain cases as defined in the admission policy;
- In case more siblings are applying for a limited number of places, the school will use the enrolment process as a selection method, as outlined in the Admission Policy.

After the re-enrolment of current BIST students and enrolment of siblings, all available places will then be offered to students expressing an interest. The admission policy for new students will apply.

**Places are reserved only by a signed contract and the paid deposit. Priority for siblings is ensured only within the timeline announced by the school. In situations where contract is not signed, or the Deposit is not paid within the given deadline, the respective place is considered available and the school has to right to offer it to other applicants.**

### Acknowledgment

By signing this the Enrolment form, parents acknowledge and accept that they have read the Admission policy and that they understand the decision of the school, based on that procedure, is final and cannot be contested.

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.