



BIS Admission Policy



ADMISSION POLICY

The British International School and Montessori Education, Freetown is committed to a policy of equal opportunity, offering an academically challenging, holistic educational program based on the Montessori Approach to education for learners aged 16 months-5 years and the Cambridge Assessment International Education for learners aged 6-16 years. This is non-selective school, where the curriculum is delivered in English, and we expect all students from the primary school level and above to be able to demonstrate reasonable age-appropriate fluency in both speaking and writing. At least one parent/guardian must also be able to communicate effectively in English.

BIS does not offer specialist support program for learners with specific learning difficulties but offers learning support for those who are at a very early stage of acquiring English. Admission may, however, be granted to EAL (English as an additional language) or SEN (special educational needs) learners whose individual learning requirements can be met within the mainstream classroom without significant additional intervention (Note: See below—learners requiring additional support—for further information). Where it is practical to do so given the constraints of our facilities, BIS will do all that it can to support applicants with physical difficulties.

Enrolment into the Primary School

Learners may join the Primary School at any time during the year, provided there is a place available within the learner number capacity. As an academically non-selective school, we do not have an entrance examination. However, age-appropriate Language, Literacy and Math skills may be assessed for those with EAL needs, or for children with an educational background outside the Cambridge Assessment International Education system. Out of year group placements will only be considered in exceptional circumstances after consultation with and assessment by the Head of the Primary School.

Enrolment into the Secondary School

Years 7 - 9

Learners may join Years 7-9 at any time during the year, provided there is a place available within the learner number capacity. We request copies of recent school reports and, from the current (or previous) school, a confidential reference. As an academically non-selective school, we do not have an entrance examination (see below for exceptions); however, learners whose first language is not English will be asked to complete an English test and an oral assessment, either in person or via Skype. Those who are not able to access the curriculum sufficiently well because of their limited English proficiency (or other specific issues) will not be accepted into the school.

Years 10 & 11 (IGCSE)

Due to the nature of subject choices and timetabling, enrolment onto IGCSE courses, and transfers from other GCSE or IGCSE courses, can be complex and need to be considered on an individual basis. Beginning this two-year course more than six months after it starts (March of Year 10) is often impractical as catch-up can be very difficult.

Years 12 & 13 (AS & A Levels)

Cambridge International AS and A Levels are internationally benchmarked qualifications providing excellent preparation for university education. It is a two-year course which requires diligence and unwavering focus, thus students are advised not to enrol in this course if 6 months have elapsed after it starts (March of Year 12), because of its complexity, late enrolment may affect the student's ability to cope and excel.

Students requiring additional support

BIS has limited resources to cater for learners whose learning needs can only be met with significant support outside of the mainstream classroom, or additional adult support within the class. It is in the interests of all concerned, but particularly those of the learners, that once they are admitted to the school, they are able to thrive within our high achieving environment. If, in exceptional circumstances, the school agrees to accept a student requiring significant

support, parents may be asked to pay for additional costs incurred.

Parents of children who have a history of requiring educational support that falls outside of the mainstream classroom are required to declare detailed information regarding their child's specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous Individual Education Plans (IEPs) and/or reports from educational psychologists. Failure at the point of application to declare accurately

and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs. This is a situation that we are keen to avoid, particularly as it may impact adversely on the child's self-esteem and future learning. If in any doubt, please arrange to speak in confidence with the principal.

Residence

There are no boarding facilities at BIS. For these reasons we expect that applicants will live with their family in reasonable proximity to the school.

REVIEW DATES

This policy is effective from: 1st September 2023 and supersedes all previous policies regarding Admissions.

This policy is due for review and republication on: 1st September 2024.