

# Admissions Policy

## Introduction

The British International School of Stockholm is a non-profit making international school that was established to provide a high quality education in English, primarily for expatriate and other internationally minded families. We use globally recognised, age appropriate international curricula which provide outstanding learning within an international context and assist students to adjust, without difficulty, to any English speaking school worldwide. We do not, therefore, follow the Swedish Curriculum in any subject apart from Swedish for mother tongue level speakers. We are also not adapted to the Swedish school system, so entry to Swedish (non-IB) gymnasium would be through their quota system.

In order to fulfil our prime objective, the school gives priority to students who, by virtue of their previous experience, have no choice but to attend an English speaking international school, or who are expected to transfer to an English speaking school environment in the future. In assessing priority, applications are subject to a set of criteria, laid out below.

## 1. Admissions Categories

According to Swedish School Law, all students should come under one of the following categories:

1. The student is living in Sweden for a limited time
2. The student has attended school for an extended period abroad and would like to finish their education in Sweden
3. There is a founded reason to believe that the student will leave Sweden for an extended period
4. The student has the school's instructional language as a daily language with one or both of its guardians and has enough knowledge in that language to follow the teaching

## 2. General Criteria for Admission

2.1. The British International School of Stockholm is a non-selective school and does not require students to take an entrance test. In order, however, to ensure that the school's educational programme is appropriate for individual students, parents are required to provide full and detailed information with their application, particularly if the student currently receives support in school, or is new to English language. Copies of recent school reports and a confidential reference from the student's current school are also required at the time of application. Where a student has not previously been enrolled in an educational setting, or where more information is needed to assess suitability, the school reserves the right to ask parents to arrange a visit with their student.

2.2. Students are placed in year groups according to their date of birth, with an annual cut-off date of 31st August (see diagram below), unless there are clear educational reasons for an exception to be made. To support an exception, evidence from a registered educational psychologist and/or reports from the student's previous school will normally be required. Where necessary, placement of a student may be decided after a personal interview to determine that we can offer a place in an appropriate year group. The Principal has the final decision on exceptions.

Year Group	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	
Age on 31 <sup>st</sup> August	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					

2.3. Applicants for Nursery who are born after 31st August may be admitted from their 3rd birthday. These students will continue in Nursery during the next academic year. Confirmation of a place for students who have birthdays after 31st August will not normally be given until shortly before the student's 3rd birthday and is dependent on a

readiness assessment by the Nursery team and availability of places, given the priority system as set out in section 5 below. Before entry to the Nursery class, all students must be out of nappies, fully toilet-trained and usually dry throughout the day. For students starting mid-year, a school visit with the Nursery teacher must be arranged, before the student's first day, in order to develop an appropriate induction schedule for the student.

2.4. As IGCSE examinations are two year courses starting in Year 10, applicants joining in Year 11 may not be able to sit all IGCSE subjects at the end of the year. IGCSE options, in relation to the student's previous schooling and curriculum, should, therefore, be discussed with the Head of Secondary School at the time of application.

2.5. Those applying for Year 12 will be encouraged to sit for the Full IB Diploma, unless there is a clear reason not to in terms of academic ability. This could apply to students with low IGCSE scores moving from Year 11 into Year 12, or from other schools based on their report cards or entrance testing. All students new to the school will sit a CAT 4 test to see if they are capable of coping with the IB curriculum in Years 12 and 13. Acceptance to the program will be based on academic performance and those students not meeting the set criteria may not be able to follow the full IB Diploma programme.

Specific criteria are as follows:

- IGCSE students must gain a minimum of 5 A\* to C Grades including English, mathematics and a science. Courses to be studied at HL should have a minimum of a B grade. All subject selections and levels must be discussed with the IBDP Coordinator.
- Students applying from other school must achieve a minimum of 100 in their CAT 4 test to start on the IB Diploma path.
- Students not achieving these scores can sit for IB Courses in their stronger subjects. SL and HL pathways can be decided upon, based on achievement throughout the courses. All subject selections must be discussed and agreed with the IBDP coordinator.

### **3. Students with Individual Needs**

#### **Learning Support**

The school has an Individual Needs department staffed by qualified teachers who work with students requiring support with specific aspects of learning. Support may be given individually, in small groups or within the main classroom environment.

Whilst the school is able to support students who experience mild learning difficulties, it does not have the facilities to cater for the needs of those who require intensive or extended programmes of educational support.

Parents of students who currently receive or who may need extra support must inform the School of the nature and level of their student's special needs, be it behavioural, emotional, educational or physical. They must also provide all the relevant information and specialist reports about their student to enable the school to make an objective judgement about their needs. This information will help the Head of Individual Needs to ensure that the school is able to offer an appropriate programme of learning for the student.

In any case where information regarding individual needs has not been disclosed, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school, based on our capacity to address their needs.

On occasion, if it is agreeable to both the school and the family, a trial period may be offered with full details stating requirements and timeframe for review, discussed and put in writing.

#### **English as an Additional Language**

The Individual Needs department also supports students with English as an Additional Language (EAL), who are at an early stage of acquiring English language skills. If it is likely that a student will require learning or English language support, it is useful for the parents and the student to meet with the Head of Individual Needs, during the school visit. Occasionally, the school may recommend additional language support outside of school, for which the parents will be responsible.

### **4. Offer Letters**

Once all documentation has been processed, a formal Offer Letter, stating the fees payable and the terms and conditions of the offer, will be sent immediately should a place be available, or when a place becomes available, should there be a waiting list in the student's year group.

Acceptance of the offer and payment on indicated fees must be made prior to the student starting school, and before the lapse date shown on the letter.

## **5. Our Priority System – Waiting Lists**

In the event that a year group is oversubscribed, places will be offered according to the following priority system, provided applicants meet the criteria set out in Sections 1 and 2 above:

1. Siblings of current students (who have been in the school for at least one full term at time of application)
2. Returnees - Re-enrolment of previous students within 2 years of leaving
3. Students of expatriate families, living in Sweden for a limited time
4. All other applicants according to Section 1

### **Notes**

- BISS teachers' students gain automatic entry and are not waitlisted (subject to spaces being available).
- In addition to the above list, priority for places in the Nursery will be given to students who are 3 years of age before 31st August in the year before entering Nursery, i.e. those students who will progress to the Reception class the following year.
- Placement on a waiting list does not guarantee entry to the school
- The position of a student on the waitlist identified at one point in time is subject to change under certain circumstances, such as when a higher priority student (in accordance with the categories outlined in Section 5) has been placed on the waitlist.
- If a student is offered a place and the offer is declined twice within an academic year, their name will be removed from the waiting list. Parents would have to inform the school if they would like to join the waiting list for the next academic year.
- Whilst the school makes every effort to keep parents of applicants fully informed about the status of waiting lists, and the chances of the student's admission, it cannot be held responsible should a student, whilst waiting, decline a place at another school.
- Early registration is advisable because the date of receipt of the application form and required documentation will be decisive where there is more than one applicant in the same priority group and only one place available. Final confirmation of a place will be given as soon as possible.