

## I.1 - Admissions

**Updated: November 2018**

Review Date: November 2019



### Rationale

The British School, Alexandria is a selective school and admission is subject to assessment and interview.

Whilst the school would prefer assessments to take place in the spring term ready for entry in the new academic year, we understand that this is not always possible in an international setting and assessments are carried out throughout the year.

Assessments are subject to there being vacancies in specific classes. Copies of reports from the children's previous schools should be available before the children are assessed. For Foundation Stage admissions, the British School requires the latest copy of the child's nursery report, whilst in Primary and Secondary years' reports for the last three academic years in previous schools are mandatory and in some cases, a formal letter of recommendation from their form tutor.

### Key features

All students are assessed before admission to ensure that the school can meet their educational needs. Prospective students are normally offered places in classes which are in accordance with their age. It is unlikely that any student would be placed in a class above his/her chronological age.

If there are spaces within the class applied for, students will be invited to attend an assessment day in school. This will take place, whenever possible, on a normal school day.

If there are no spaces available in the appropriate class, parents may request that their child be added to the waiting list and they will be contacted if and when a space becomes available.

The Registrar will contact parents to inform them of the outcome of their child's assessment within a week of the day of their child's assessment. The parents are then invited to an interview with the Principal. It is essential that both parents of the pupil attend this meeting. The purpose of this meeting is to ensure that parents understand the curriculum that we teach, and for the school to feel confident that the parents' level of English is sufficient to support their children with their learning at home.

### Assessments

#### Foundation Stage I

The British school offers entry for children who are three years old or older on the first of September. Children are assessed for entry into our FSI class at the beginning of the spring term (January). Children are invited in small groups to attend short assessment sessions where they are observed and assessed by our teaching faculty on their readiness for the foundation stage of school. Families are invited to come in for an interview with the Principal. Both Parents are required to attend this meeting. The Registrar confirms offer of place within maximum two weeks of the date of the interview. If there are spaces available in the FSI class assessments may also take place at other times of the academic year.

## Foundation Stage 2

If there are spaces available in the FS 2 class assessments may take place at any time of the academic year. Children are invited to join the class for a morning session (Half Day) and are observed by teachers and assistants to assess their readiness for the education that we offer, including their English language ability, their behaviour and for their ability to get on with the other children and adults in the class.

## Pre-Prep and Prep Schools

If there are spaces available in the Pre-Prep and Prep classes, assessments may take place at any time of the academic year.

Prospective students are accepted from Year 1 (aged 5 or older on the first of September) to Year 6 (aged 10). Students are invited to join the class for the day and during the day will undergo a series of online assessment tasks relevant to their age and the expectations of our school. They will also be engaged in conversation by the teaching staff throughout the day to assess their level of spoken English. Observation of the students at work and at play will assess their behaviour and interactions with others in the school.

Generally, only fluent English speakers are admitted to school, however less able English speakers could be admitted if places permit. The British School offers learning support through the class room and through individual help.

## Senior School

If there are spaces available in the Senior School classes assessments may take place at any time of the academic year.

Current Egyptian regulations state that students at the end of Upper School must be entered for extended level IGCSE/GCSE and this is taken into account by us when assessing potential students. Subject options are discussed with pupils during the interview sessions. Only under exceptional circumstances will children be accepted into year 11. GCSE results, or equivalent, are the most important source of information for admission into Sixth form. Entry into year 13 is dependent upon the students' AS level results

Admission to the Senior School is highly selective. All prospective students are invited to undergo online entrance assessments which may vary accordingly. Students will also be interviewed by the Head of Senior School to appraise their spoken English ability and their general attitude towards their academic studies and school life.

## **Process**

Application packs are available at the registrar's office and can be purchased for LE 350 – non-refundable. An application request will not be processed unless all required documents are procured and submitted to the Registrar.

If there are spaces within the class applied for students will be invited to attend an assessment day at school. This will take place, whenever possible, on a normal school day. The cost of the assessment day is £100 which is non refundable.

If there are no spaces available in the class which the pupil wishes to enter parents may request that their child is added to the waiting list and they will then be contacted if and when a space becomes available.

The results of assessment tests and any additional information, comments and recommendations from teachers will be sent to the registrar following which parents will be contacted, usually by phone, to inform them about their interview date with the principal. It is essential that both parents attend this meeting. The purpose of this meeting is to ensure that parents understand the curriculum which we teach and for the school to feel confident that the parent's level of English is sufficient to support their children with their learning at home. If the Principal is confident that the curriculum that we offer is appropriate for the student, that the student will benefit from the education which The British School offers and that the acceptance of the student will not in any way have a detrimental effect on the education of the other students in the relevant class or the school as a whole, he/she will then make a formal offer of a place.

Students are normally offered places in classes which are in accordance with their age. Children who have studied in a different curriculum from English may be offered a place in the year below. There is an expectation that parents of students who will find it difficult to access the curriculum because of their lack of English language skills will avail themselves of the opportunity for ELDP (English Language Development Programme) organised by the school for which there is an additional charge. It is extremely unusual for any student to be placed in a class above their chronological age.

A registration fee of £2,000 and a deposit fee of £250 per student must be paid within two weeks of an invoice being issued. Tuition fees must be paid by the due date.

Unsuccessful candidates may apply for retesting after a period of time subject to their being vacancies in the relevant class (Ideally 3 to 6 months from the date of the assessment). The first time for assessment is payable, second attempt is free, while the third and final attempt is payable.

### **Precedence**

Applications for:

1. the children of overseas staff,
2. the children of British citizens,
3. other expatriate children who have been educated within an English curriculum school,
4. siblings of existing students,
5. siblings of past students,
6. children of past students.

are given precedence (in the above order) over other pupils subject to spaces being available in classes and a successful assessment day.

### **Multiple applications for limited places for admissions**

#### **For students/parents residing in Egypt**

The parents will pay for the registration form, complete it, and present it with the required documentation. The student will come on the stipulated date for assessment (payable in advance) and for interview by the Head of School, followed by parents' interview by the school Principal.

#### **For students/parents living abroad**

The parents will fill out the soft copy of the registration form (payable upon their return to Egypt), and send it with the required documentation. The student will undergo the assessment online if possible (payable in advance through bank transfer) or come to the school if required. In case of the online assessment of a previous student of the BSA, the class teacher assessment can be done by the BSA asking for his previous teacher/HoS looking at records if he was registered within the past academic year. If the online assessment is not applicable, the process cannot be completed unless they physically come to Egypt to be assessed in class by the class teacher. This applies for students coming from all countries. In exceptional circumstances; the school would get in contact with their current school for verbal reference from the form tutor/HoS, analyze thoroughly their past reports for academic and behavioural purposes, request a written report no older than 6 months, and the student would be interviewed over Skype by the Head of School and the parents by the school Principal.

If there are several applicants for very limited places, priority would be given to the following:

- 1- Families who have completed the application and admission process within 2 weeks of the start of term (First Batch).
- 2- Student has passed all the assessment procedures (Obtained an acceptable score in the assessment, Exhibited suitability in lessons as judged by class teacher, and Parents exhibited suitability in interviews and dealing with the registrar).
- 3- After qualifying through the above, the priority would be given according to the precedence list. Noting that having passed all the above, the registration fees and deposit are to be paid the soonest possible to not lose the place to another candidate.

If none of the applicants of the first batch passed Steps 1 and 2, a second batch would be considered (i.e. the ones who finished Steps 1 and 2 within the third week of the start of the term).

### **Supporting documents**

- Admission application
- Fee schedule

### **Related policies**

- 1.3 Uniform
- 5.4 Fees
- 5.5 Charging

**This policy has been discussed and agreed by The British School, Alexandria.**

Signed ..... Date .....  
**Principal CEO**

*Policy review date: November 2019*