

I.1 - Admissions

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 as well as 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 although the school does also offer assessment if required in the last week of August.

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 and child are required to attend this meeting. The Registrar confirms offer of place within 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 year.

Foundation Stage 2

If there are spaces available in the FS 2 class assessments may take place at any time of the year. Children are invited to join the class for a morning session 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 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 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 join the appropriate class for the day and during this day students will 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 200 – 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 (or ½ day for Foundation Stage) at school. This will take place, whenever possible, on a normal school day although the school does also offer assessment days during the summer holidays if required. The cost of the assessment day is £110 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 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.

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.

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: January 2015