



British International School and Montessori Education

Admission Policy

Approved by: Advisory Board **Date:** 04/03/2024

Last reviewed on: 04/03/2024

Next review due by: 04/03/2025

Statement of Intent

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, the Cambridge International Education Program for learners aged 6 -15 years and the International Baccalaureate Diploma Program (IBDP) for learners aged 16 -19 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.

The educational programs offered at BIS are open to all learners, regardless of their previous educational experience, and is an extension of BIS's mission to promote the development of world citizens. We value learners' that bring an array of individual talents and needs. We respect different opinions, cultures, and traditions; show empathy and compassion. BIS is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirement.

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 learning 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 learners with physical difficulties. We do not withdraw children from lessons to receive EAL support. The class teacher and/or classroom assistant supports the individual child through adapting the curriculum and resources.

Our Mission Statement

Our mission as a school is to “follow the child to greater heights”. We prepare learners to become global citizens and to succeed in an ever-changing world. We will ensure that our learners understand the impact of being able to contribute positively to society through the provision of a quality and sound education. We will also ensure that our learners develop practical skills and theoretical knowledge that are essential for leadership and support them in understanding shifts in our global economy and our world.

Enrolment into the Early Years Program

The British International School and Montessori Education accepts young learners aged 16 months to 5 years in the Montessori Early Years Program. Learners can join the Early Years program at any time provided that there is a place available in the requested year group learner number capacity.

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 International Education system. Out of year group placements will only be considered in exceptional circumstances after consultation with and assessment by the Primary School Coordinator.

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 be accepted into the school but placed under special arrangements.

Enrolment into Secondary School Years 10 & 11 (IGCSE) / Years 12 & 13 (AS/A Levels)

Due to the nature of subject choices and timetabling, enrolment onto IGCSE and A Level course, and transfers from other IGCSE and A levels courses, can be complex and needs to be considered on an individual basis. The IGCSE and A Levels courses are a two-year program. Beginning this two-year course more than six months after it starts (March of Year 10 or 12) is often impractical as catch-up can be very difficult.

Entrance Assessments

The school may carry out a formal/informal assessment of the learner in order to decide on appropriate learning or behavioral support. The school may also require further educational or psychological evaluations if there is a need for further information to support individual learners.

IB Diploma Program

The IB Diploma Program is open to all learners, regardless of their previous educational experience, and is an extension of BIS's mission to promote the development of world citizens. We value learners' that bring an array of individual talents and needs. We respect different opinions, cultures, and traditions; show empathy and compassion.

The British International school and Montessori Education is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirements.

IB Mission Statement

The International Baccalaureate aims to develop **inquiring, knowledgeable and caring** young people who help to create a better and more **peaceful world** through **intercultural understanding** and **respect**.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become **active, compassionate and lifelong learners** who understand that other people, with their differences, can also be right.

Enrolment into the IBDP

Enrolment into the International Baccalaureate Diploma Programme (IBDP) at BIS is based on:

- The learner's prior educational and linguistic background
- The potential of the learner to benefit from the course(s) offered.
- Face to Face interview
- Reports from previous school

Learners wishing to enrol in the IBDP program will be evaluated through an assessment process. Learners opting for Higher Level Mathematics are required to take a Diagnostic Test after enrolment. They only qualify for the subject if they can achieve a 70% on this test.

Learners seeking admission in the middle of the term are required to be currently enrolled in another IBDP programme. In the admission process the school will look at each learner's application individually. To enter the IBDP programme, learners are expected to have a high proficiency in English and a solid foundation in Math, but also to possess personal qualities that demonstrate a willingness to work dedicatedly with schoolwork.

All learners must submit their IGCSE/GCE/O Levels Certificate or a copy of their two-year transcript from MYP IV and V. New admissions must also submit at least one learner recommendation from their previous school. This recommendation must be signed and stamped.

IBDP Interview

The Principal and IBDP Coordinator will interview the learner to derive the following information and record it on the Interview Sheet:

- Life goals
- Particular language background and needs

Appropriate subject choices:

- This will examine university prerequisites.
- This will examine Mathematical capacity.
- This will examine group 2 language capacity and experience.
- This will examine potential timetable clashes.
- The time commitment and study skills required.
- Any special needs that may impact on completing the IBDP SEN Forms.

Learners requiring Additional Learning 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.

Where a learner's SEND is identified, or develops, after the child has started at BIS, we will endeavour to continue to support the child as long as it has the appropriate resources and facilities to provide them with the support they require, we believe it is in the best interest of the child and of the BIS community for them to remain at BIS. Where, in our judgement, any of these conditions no longer apply, we reserve the right to

withdraw a learner's place at BIS.

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.

Offer of Admission

Upon meeting the requirements of the school and all documents have been verified, a decision to offer admission to the learner will be made by the principal. The learner and his/her parents will be notified by the school within a period of 2 weeks.

Admission Confirmation

Upon acceptance of the school's offer, parents are required to follow the school's registration guidelines (*see parents terms and conditions of entry to BIS*).

Contract

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission into the British International School and Montessori Education.

Name of the Learner:

Name of the Parent:

Signature of the Parent: Date:

