



## **Admissions Policy**

Parents must agree to the British International School's Admissions Policy before enrolment. By signing your application for admission you agree to the terms and conditions stated below. The application forms, documents and fees need to be received by the Admissions Office before enrollment.

## **Whom do we serve?**

The British International School, (BISU) serves the educational needs of the international community in Ukraine who are on temporary assignment and for whom the local Ukrainian education system is not a viable option. We also welcome children from incoming and resident Ukrainian families committed to the ethos of an international education taught through the medium of English although recognising and offering a bilingual component if required. We are a non-sectarian, co-educational institution and welcome boys and girls of all races, religions and cultures.

## **Entry Requirements**

### **Language**

English is the language of instruction. The ability to successfully access the international component of the curriculum within a reasonable time framework and to thrive in our English-language learning environment are the guiding principles for admission to the school.

**Early Years (Nursery and Reception)** Immersion in the English language is usually sufficient for children to quickly develop proficient English language skills. On this basis, children may be admitted to our Early Years Section regardless of their level of English proficiency. BISU teachers are trained to support language acquisition and learning by non-native English speakers.

**Primary School (Years 1 to 6).** Immersion in the English Language is usually sufficient for children to quickly develop proficient English language skills. However, it is recognised that extra support may be needed for children entering the primary school with little or no English. In year groups 1 to 5 there is an assistant teacher working in each class with additional EAL support provided for Year 6 if deemed necessary.

**Secondary School (Years 7 – 9)** Students are expected to have sufficient competency in English in order to benefit from our academic programmes. Should we have some concern regarding an applicant's ability to access the curriculum, we test their level of English, and if necessary the school will consider options which would allow the child to receive additional EAL support within the school.



**Secondary School (Years 10 - 11)** We offer challenging academic programmes geared towards students who are planning to go on to college or university in Europe, North America and other areas of the world. At this level, students must have a fairly high degree of competency in English. All students applying to BISU Secondary School must provide school records for the previous two academic years and/or other documentation regarding their level of English language proficiency. They may also be asked to take an academic assessment test. Provided academic ability is evidenced, the school will consider options which would allow the child to receive additional EAL support within the school.

### **Sixth Form (Years 12-13)**

From August 2015 BISU hopes to offer the International Baccalaureate Diploma Programme (IBDP) subject to authorisation. To be able to enter this programme, students are expected to have achieved 5 IGCSEs at grades A\*-C. Entrance to the particular subjects within this programme will be on a per subject basis and, where possible, will be based on prior performance in IGCSEs. The table below gives these:

<b>Group</b>	<b>Subject</b>	<b>Higher Level</b>	<b>Standard Level</b>
1	English Literature	B	C
1	Ukrainian Literature	See Below	See Below
2	French	B	C
2	Russian	B	C
3	Business and Management	B	C
3	History	B	C
4	Biology	B Combined Sciences C Maths	C Combined Sciences C Maths
4	Chemistry	B Combined Sciences C Maths	C Combined Sciences C Maths
5	Mathematics	n/a	B
5	Mathematical Studies	n/a	C



6	Visual Arts	B	C
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Students must study one subject from each group with the exception of group 6 where they may study an additional subject from groups 1-5 in place of Visual Arts. Three of the six subjects selected by students must be taken at higher-level and the other three at standard-level.

A student will be permitted to sit Ukrainian Literature Language A based on their Atestat score. Students who have not sat the Ukrainian Atestat will be required to sit an entrance test to ensure their level of competency in the language.

If a student has not sat one of the subjects at IGCSE but wishes to study them at Diploma then his/her grades in similar subjects will be used to indicate their suitability e.g. for a student who has not studied History, Geography and English scores could be used.

For students who have not taken IGCCEs, BISU reserves the right to ask them to sit an entrance test.

## **Other Entry Requirements**

### **Special Needs**

Applicants with mild social/emotional issues, learning difficulties or other special needs are referred to our Special Educational Needs Coordinator (SENCO) for evaluation. The decision to admit the child will be made by the Principal based on the recommendation of the SENCO. If it is determined that the school is unable to accommodate a candidate's special needs, we will endeavour to direct parents to a more suitable option. However, parents should be aware that there are unfortunately very few English language-based resources to support children with special needs in Ukraine.

**Academic Achievement** – Although BISU offers a stimulating and challenging educational programme, we accommodate students with a range of academic abilities, provided they are able to adequately access and benefit from our curricula. We determine this primarily by reviewing applicants' school records. In Secondary School applicants also take tests in English and Mathematics.

**Residence** – BISU is a day school and does not have boarding facilities. Students must therefore reside with their parent(s) or other legal guardian in a location within commuting distance to the school.

**Parent Communication** – English, Ukrainian or Russian are the primary languages for communicating with parents. At least one parent or guardian should be able to



communicate comfortably with school personnel in the stated languages.

**Early Years (Nursery/Reception)** – All Early Years students must be toilet-trained.

**Wheelchair Users-** Unfortunately the school does not have the required facilities for wheelchair-users.

**Class organisation**

As a co-educational international school, we try our best to maintain a balance of genders, abilities and nationalities in each of our grade years and classes.

Our classes are limited to 25 pupils in Nursery and 21 pupils from Reception to Year 6. Classes from Years 7 to 11 are limited to 20 pupils per class. The maximum IB Diploma class size will be 15. When these numbers are reached a waiting list system will apply. However, the school reserves the right to allow one additional member in any class from reception upwards if the child seeking a place comes from a native English speaking and/or international family.



## **Age Placement**

Early Years (Nursery and Reception) – There are two levels within the Early Years. Nursery is for children who have turned 3 years of age by September 1st in the year of entry; Reception is for children who have turned 4 years of age by September 1st in the year of entry.

**Primary School** – Placement in all years is strictly determined by age as of September 1st in the academic year of entry as follows:

<b>Entering Year Group</b>	<b>Age by August 31<sup>st</sup></b>
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10

Students come to BISU from many different countries with varying school calendars and enrolment age practices. Our September 1st cut-off date and age placement policy reflects what we believe to be the most appropriate classification for the social, emotional and academic well-being of children attending the school. Therefore, while we recognize that some parents may wish to have their children placed in classes reflecting their home country systems, to ensure the most appropriate learning environment for all students in the Primary School, we do not allow exceptions to the above age placement policy.

Secondary School – Age placement for Years 7 – 13 is likewise made according to the September 1st cut-off date. The age and grade placement categories are as follows:

<b>Entering Year Group</b>	<b>Age by August 31<sup>st</sup></b>
Year 7	11
Year 8	12
Year 9	13
Year 10	14



Year 11	15
Year 12	16
Year 13	17

For the same reasons mentioned above, age placement for Secondary School is almost always according to the above protocol. At the discretion of the Principal, exceptions may be made if a student is already established in an equivalent class in another school system (for example, students transferring from schools in the Southern Hemisphere) and is considered able to access the relevant BISU curriculum for the year group.

### **Application Timeline**

Most students enroll at the beginning of the school year or at the start of the second term in early January. A student may be admitted to the school at any time during the school year (if places are available). However, new students are admitted to the school each Monday or the first day of the week after Monday if a holiday prevents this.

### **Screening and Interviews**

**Early Years Foundation Stage** – All children applying for admission are asked to come into the school for an informal trial day and interview before formal acceptance can be offered. (If application for admission is during the summer months, the first day in the school will be considered a trial session and interview. The formal acceptance will be offered accordingly.) The trial day/interview, which enables applicants and teachers to meet and interact with each other in the actual school environment, helps to identify any issues that may affect the applicant's ability to comfortably access the programme, while also serving as an informal orientation for the children who are accepted to the Early Years Unit.

**Primary School Years 1-6**– Children applying for admission to Years 1-6 are required to have a meeting -with the Principal and/or the Head of School. In reviewing an applicant's eligibility we look at current/prior school records. If the pupil cannot provide previous school records a formal interview is required which may include the child attending school for a day on a trial basis to assess their ability to access the curriculum.

**Secondary School Years 7-9** – Children applying for admission to Year 7-9 are required to have a formal interview, which should be done with at least one of the the child's parents/guardians. As part of the interview process the applicant will be required to take a formal test in both English and mathematics. In reviewing an



applicant's eligibility we look at his/her school records In instances in which we have some question regarding the applicant's ability to access the curriculum. Further to this we may also require the applicant to attend school for a day or longer on a trial basis.

**Secondary School Years 10-13** – Children applying for admission to Year 10-13 are required to have a formal interview, which should be done with at least one of the child's parents/guardians. As part of the interview process the applicant will be required to take a formal test in both English and Mathematics. In reviewing an applicant's eligibility we look at his/her school records In instances in which we have some questions regarding the applicant's ability to access the curriculum. Further to this we may also require the applicant to attend school for a day or longer on a trial basis. With the advance level of the education programme it may be deemed that the child may not enter the school if it is felt that their English language skills will make it impossible to access the exams that would follow.

The School requires that international students coming from outside the borders of Ukraine that is not from a Russian speaking country have the student records written in English or translated into English from the applicant's previous school before any student is accepted. These records may include reports, transcripts, and results of standardised tests, any reports by a counsellor or psychologist and recommendations. The School reserves the right to contact the applicant's previous school prior to acceptance.

### **Testing for Years 7 to 13.**

The school has a full time Exam Officer who oversees all testing with the school. Tests will be carried out following the timetable set out below.

**Monday and Wednesday**           Pechersk Campus  
**Tuesday and Thursday**        Nivki Campus

Tests will be administered at the Dnepropetrovsk campus as required.

All tests should be marked within 24 hours to help inform the admissions process.

### **Final admissions procedures.**

Once the Principal has agreed to admit the child the following administrative procedures will be followed.

- 1       The parents will then complete an application form. After this the parents will be asked to supply the following documents.
  - a       Copy of the birth certificate.
  - b       Copy of passport if applicable (International children only.)
  - c       Copies of parents passports.



- d Original or a notarised copy of the child's vaccination card.
  - e Form Number 26. (International parents may give a letter stating that their child is fit and free from any infectious disease whilst they are applying for this card.)
- 2 Once the fees have been paid the parent/s will then sign the school contract which will include the school rules.
  - 3 The parent/s will then visit the accounts office to receive instruction on payment method..

**February 2015 KAJ.**