



ADMISSION POLICY

➤ Introduction

- The admission policy of British International School is designed to ensure a transparent, fair, and equitable process for enrolling students. Our goal is to attract a diverse student body that reflects various backgrounds, cultures, and abilities, thereby enriching the educational experience for all. This policy outlines the criteria, procedures, and expectations involved in the admissions process, ensuring that we maintain the highest standards in selecting students who will thrive within the Cambridge curriculum. Our commitment to inclusivity and excellence is fundamental to our mission of extending access to high-quality education to people living in Ghana and across the globe.

➤ Admission Criteria

- To be eligible for admission, students must meet specific criteria aligned with the Cambridge curriculum's age requirements as entailed in the attached chat.
- Generally, students are placed in year groups according to their age as of a specified date. The school welcomes applications from students of all backgrounds, and we strive to create an inclusive environment that accommodates diverse learning needs.
- Academic readiness is assessed through the review of previous school records, which should demonstrate a consistent level of achievement appropriate for the prospective year group.
- Additionally, we consider the social and emotional readiness of students, as these factors play a crucial role in their overall success in a new educational environment. Our goal is to ensure that each student can adapt and thrive within the school community.

➤ **Application Process**

- The application process begins with an assessment following an initial inquiry. Both the student and parent will be invited to discuss the outcome of this assessment. If the student meets the required criteria, parents can then proceed to purchase an application form and formally start the admissions process.
- Parents are required to provide essential documentation, including previous school reports, a copy of the student's birth certificate or passport, and recent passport-sized photographs.
- Once the application is received, the admissions team will review the submitted materials to ensure all requirements are met.

➤ **Admission Decision**

- If an application is successful, parents will receive a formal offer of admission, outlining the next steps in the enrollment process.
- Acceptance of the offer requires parents to sign an enrollment contract and submit a non-refundable deposit by the specified deadline. This deposit secures the student's place at the school and is applied toward the tuition fees.
- If an application is unsuccessful, feedback will be provided to parents, highlighting areas for improvement and encouraging reapplication in the future.

➤ **Special Considerations**

- British International School is committed to inclusivity and diversity, and we welcome applications from students with special educational needs or disabilities.
- The admissions team will work closely with parents to understand the specific requirements of each applicant and determine how best to support their educational journey. This may include the provision of personalized learning plans.

➤ **Fees and Payment**

- Upon acceptance of the admission offer, parents will receive detailed information regarding tuition fees, payment schedules, and any additional costs associated with enrollment.
- The fee structure will be clearly outlined, including provisions for sibling discounts or financial aid options, if available.

- Parents should be aware that timely payment of fees is essential to secure a student's enrollment and maintain their place in the school.

➤ Policy Review and Amendments

- British International School is dedicated to continuous improvement, and this admission policy will be reviewed annually to ensure its relevance and effectiveness.
- The review process will involve gathering feedback from stakeholders, including parents, staff, and students, to identify areas for enhancement.
- Any amendments to the policy will be communicated to the school community, maintaining transparency and clarity in our admissions practices.
- In conclusion, the admission policy of British International School reflects our commitment to providing a high-quality educational environment that nurtures the potential of every student. By adhering to these guidelines, we aim to create an inclusive, supportive, and academically challenging atmosphere that prepares students for success in their educational journey and beyond. We look forward to welcoming new students and their families into our vibrant school community.

AGE CHART

<u>AGE OF PUPILS*</u>	<u>CLASS</u>	<u>KEY STAGE</u>
1 – 2 years	Creche	EARLY YEARS FOUNDATION STAGE
2 – 3 years	Playgroup	
3 – 4 years	Nursery	
4 – 5 years	Reception	
5 – 6 years	Year 1	KEY STAGE 1
6 – 7 years	Year 2	
7 – 8 years	Year 3	KEY STAGE 2
8 – 9 years	Year 4	
9 – 10 years	Year 5	
10 – 11 years	Year 6	
11- 12 years	Year 7	KEY STAGE 3
12 – 13 years	Year 8	
13 – 14 years	Year 9	
14 – 15 years	Year 10	KEY STAGE 4
15 – 16 years	Year 11	
16 – 17 years	Year 12	
17 – 18 years	Year 13	