



British International School
of Ljubljana
an Orbital Education School



Admissions Policy



Rationale

At BISL, the Mission Statement defines the school's ethos, priorities and way of working, and guides all the school's policies and operations. Anyone who intends to join the school community agrees to this:

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

Excellence - We strive for excellence in everything we do.

Respect - We learn at school by showing respect to everyone in the community

Responsibility - We are engaged, promoting actions and behaviours that support a sustainable future.

Integrity - We are transparent, honest and ethical in all our relationships.

Compassion - We are kind and caring, encouraging everyone to succeed.

As such, BISL is a diverse and non-selective school, admitting students irrespective of:

- ability;
- race or nationality;
- appearance;
- cultural, social or family background;
- mother tongue or accent;
- religious beliefs;
- gender or sexual orientation.

All students have equal access to the full range of educational opportunities provided by the school.

Aims

This Policy lays out the procedures for the application for a place at BISL, ensuring:

- equal and fair opportunity for all potential applicants;
- an efficient and effective process from initial enquiry to enrolment;
- consistent application of school policies and those of Orbital Education.



This Policy should be considered in conjunction with, and with reference to:

- BISEL Terms & Conditions;
- BISEL Policies, including Equal opportunities, SEN and EAL;
- BISEL Student and Staff Handbooks;
- Orbital Education policies and procedures;
- International Education Programmes Act (ZIMPVI, RS 46/2016).

Admissions Requirements

BISEL is not a selective school, and admission is open to students aged between 2 and 18 from all nationalities, religious and ethnic backgrounds. Certain criteria, however, are considered for all applications:

- there must be a reasonable prospect that the student will benefit from the learning programmes on offer;
- there must be good prospects of meeting the student's needs without unduly prejudicing the education and/or welfare of other students;
- the school will maintain its commitment to international education through a balance of nationalities and language groups, but the language of instruction is English;
- prospective parents and students understand and accept the school's Vision, Mission and Values, Terms & Conditions and expectations with regard to curriculum and community life;
- there is adequate information from parents and previous schools to support an informed decision.

1. English Language Requirements

The language of instruction at BISEL is English. For students who do not have appropriate mastery of English upon entry, we provide additional EAL support, which incurs an additional fee. For full details, see the EAL Policy.

Younger children soon gain fluency in English (with extra help in the initial stages), so there are no English language requirements for students entering up to and including Year 9, though parents are made aware that the higher up the school a student joins, the more difficulty they may face with effectively accessing the curriculum once they join the examination years (Years 10 onwards).

There may be language requirements for successfully accessing the curriculum content and demonstrating understanding in the external IGCSE and GCE examinations as all courses are delivered in English.

2. Children with Special Educational Needs and Disabilities

For students with mild or transient special needs, whether these are identified upon application or if they become apparent during the student's schooling at BISEL, we may be able to provide additional SEN support, which may incur an additional fee. For full details, see the SEN Policy.

Such special needs may include mild general learning disabilities (such as below average general intellectual functioning and slower rate of maturation or social adjustment) or specific conditions including dyslexia, dyscalculia, difficulties with



working memory and processing, speech and language disorders, sensory impairments such as hearing difficulties/disabilities, dyspraxia (coordination or verbal), dysgraphia, milder forms of Autistic Spectrum disorders (e.g. Asperger's syndrome), ADHD and some emotional and behavioural problems.

BISL is prepared to consider applications from students with mild special educational or physical needs under the following circumstances:

- the nature of the special need is clearly established prior to admission;
- the scope of the special need does not exceed the competencies and provisions available within the school, or through agencies known to the school and with which it can work.

It must be recognised that we may not be able to meet the specific needs of a child and enrolment at BISL may not be appropriate; we cannot enrol children whose needs cannot be met within the school's existing resources. Staff who are involved in the assessment of potential students must be robust and thorough when assessing the strengths and abilities of applicants with special needs, to ensure that the school is able to effectively meet these needs within the levels of current provision.

3. Entry into the Sixth Form

In addition to the required level of English language ability, the acceptance of students into Year 12 will also depend on their IGCSE exam results (at the end of the Key Stage 4 programme) or equivalent.

Admissions Process

Whilst it is always best to start and finish a school year, we understand that this may not be possible for a number of reasons. We will accept admission, subject to available places, at any time of the year. Students leaving the school must give at least one term's notice, otherwise deposits and other charges will be forfeit, as per the Terms & Conditions.

Admission is at the discretion of the Principal. S/he will take into account documentation and references from the applicant's current school, feedback from meetings and interviews with the applicant and/or the applicant's parents, English language ability (for entry into Years 10 and 12) and if the school can meet any specific learning needs as appropriate.

1. Initial Meeting

All potential applicants are strongly encouraged to visit the school, both to permit an Initial Meeting with the Principal or Head of Primary/Secondary to take place and to enable the family to familiarise themselves with the school, its philosophy and its facilities.

The Initial Meeting is arranged through the Admissions Manager for both sides to ask questions to assess whether the student is likely to succeed at BISL. Relevant documentation (the "Joining Pack") will be shared and discussed. The family will be given a tour of the school including, where possible, meeting relevant teachers.

Under exceptional circumstances, such as the family not being in Slovenia or particular time constraints, the School may consider a candidate for admission without an Initial Meeting.



2. Joining Pack

The Joining Pack contains *BISL Vision, Mission and Values, Curriculum Pathways, Cambridge Assessment International Education overview, Class Allocation Chart, EAL Information, latest Examination Results, University destinations, the Schedule of Fees & Charges, an Application Form, Personal Information Form, Fees Form, Acceptance Form, the Terms and Conditions, and the Equal Opportunities Policy and Concerns & Complaints Policy*. Parents state that they agree to these documents when they sign the *Acceptance Form*. Additionally, the Joining Pack contains a copy of the school calendar and, when a family attends the Initial Meeting, exemplar timetable information. The Joining Pack documents are also available on the school's website.

3. Taster Day

To help with the decision-making process, we encourage families to take advantage of a Taster Day, when the student joins the school for a full day. The Taster Day also gives an opportunity for teachers to assess English levels and suggest the level of EAL support that may be required if necessary. In addition to the EAL assessment, the School will conduct a CAT4 test which provides further information on the learner's profile.

A *Personal Information Form*, also included in the Joining Pack, should be completed and submitted to the Admissions Manager before the Taster Day.

4. Follow-Up

The Admissions Manager will send a follow-up e-mail, with another, electronic, copy of the Joining Pack, requesting a decision about whether or not the family will apply for a place at BISL.

5. Application

The family submits the completed *Application Form* with the supporting documents (student's photo, passport or ID copy, and two most-recent end-of-term reports), *Payment of Fees Form* and two copies of the *Acceptance Form* to the Admissions Manager.

6. Review

The Principal examines the *Application Form* and may contact the student's current and/or previous school(s) for additional information if appropriate.

7. Offer

If the Principal is satisfied that BISL is the right school for the student, an *Offer Letter* will be sent to the Parents (which may specify certain special conditions), together with an invoice for Initial Charges (Registration Fee and Enrolment Deposit).

8. Acceptance and Confirmation

Parents are required to confirm the student's place by payment of the Initial Charges within eight (8) days of receiving the invoice. Upon notification by the Finance Office of receipt of the payment, the Admissions Manager sends a *Confirmation Letter* and one copy of the *Acceptance Form*, countersigned by the Principal, to the parents and the student's place is now formally reserved.

Failure to settle the Initial Charges within eight days may result in the applicant's place being forfeited.

Tuition fees and any further charges must be paid according to the Terms & Conditions and the Schedule of Fees & Charges.



9. Further Information

Before the student joins the school, the Admissions Manager will send, by e-mail, a Welcome Pack, including the *Student Handbook* (Primary/Secondary as appropriate), timetable information, uniform information and a welcome letter from the PTA. Further information, particularly for students joining the Early Years, may also be included, as required.

Student Placement

Students applying to BISL will be placed into the correct year group by their age, development and previous school performance. Decisions about placement will be made by the Admissions Officer together with the Principal and Head of Primary/Secondary. Where appropriate, input will be sought from the EAL Coordinator, SENCo or other staff who may help to evaluate a candidate's suitability.

The School reserves the right to decide about year group placements of new students, which are made according to the following criteria:

- **Age** according to UK schools' criteria (*Appendix 1* gives a guide to which class a child is most likely to enter);
- **Academic background**, such as having already completed a specific Year in the British system at a previous school);
- **Special circumstances** based on observations and for specific social/emotional (not academic) reasons.

Each applicant is considered individually and with reference to previous educational experience but, based on best practice, we do not generally advocate putting children in classes in advance of their chronological peers.

If, in our professional judgement, the student is not optimally placed, we may wish to change a student's class and/or year group soon after admission and will explain the reasons for suggesting such changes to the parents, who are key participants in the decision-making for this.

Waiting Lists

Children who have successfully completed the application procedure, but are unable to join the school due to no place being available, will be offered a place on the Waiting List with priority given to:

- 1) siblings of current students
- 2) returning students
- 3) children coming from other Orbital Education schools
- 4) children of staff members
- 5) native English speakers
- 6) others prioritised by date of completion of the Admissions process.



APPENDIX 1: Class Allocation Chart

Placing your child in the right class is very important in their development.

Here at the British International School of Ljubljana, we allocate students to a class based on the following criteria:

1. Age according to UK schools' criteria.

Date of Birth	AY 2020-2021	AY 2021-2022	AY 2022-2023
01.09.2018 to 31.08.2019	-	-	Nursery
01.09.2017 to 31.08.2018	-	Nursery	Reception
01.09.2016 to 31.08.2017	Nursery	Reception	Year 1
01.09.2015 to 31.08.2016	Reception	Year 1	Year 2
01.09.2014 to 31.08.2015	Year 1	Year 2	Year 3
01.09.2013 to 31.08.2014	Year 2	Year 3	Year 4
01.09.2012 to 31.08.2013	Year 3	Year 4	Year 5
01.09.2011 to 31.08.2012	Year 4	Year 5	Year 6
01.09.2010 to 31.08.2011	Year 5	Year 6	Year 7
01.09.2009 to 31.08.2010	Year 6	Year 7	Year 8
01.09.2008 to 31.08.2009	Year 7	Year 8	Year 9
01.09.2007 to 31.08.2008	Year 8	Year 9	Year 10
01.09.2006 to 31.08.2007	Year 9	Year 10	Year 11
01.09.2005 to 31.08.2006	Year 10	Year 11	Year 12
01.09.2004 to 31.08.2005	Year 11	Year 12	Year 13
01.09.2003 to 31.08.2004	Year 12	Year 13	-
01.09.2002 to 31.08.2003	Year 13	-	-

2. Academic background (having already completed a specific year in the British system at a previous school for example).

3. Special circumstances based on observations or for specific social/emotional (non-academic) reasons.

Please note that whilst each applicant is considered individually with reference to their educational background, based on best practice we do not generally advocate putting children in classes ahead of their age group.

We also reserve the right, based on professional judgement, to move a student to another class and/or year group following careful consideration and clear communication with the parents should we feel the student is not optimally placed.



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PREPARED/UPDATED BY: Paul Walton

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APPROVED BY: Principal -

08/07/2021

Revised by Michael W Clack RHoS

08/07/2021

This Policy is to be reviewed **every two years** and updated as and when changes occur.