



ADMISSIONS POLICY

The School's mission is:

“To inspire learning within a caring, creative and international community, to pursue excellence, and to challenge students as they prepare for the world beyond.”

Introduction

The British School of Milan (BSM) exists to provide a British education in terms of curriculum, ethos and method, for pupils from the international and local communities resident in Milan and its surrounding area. The BSM looks to admit the children of parents who share its mission and vision, and who will contribute in a positive way to the development of the School community. A successful pupil will embrace and participate fully in the educational programme, both academic and co-curricular.

The BSM is open to all children who can benefit from and contribute to our international education irrespective of race, ethnicity, culture, nationality, gender or religion.

All pupils entering the School aged five years and over are expected to have a reasonable and age-appropriate level of literacy and oral fluency in the English language to be able to access the curriculum on offer and to be able to participate fully and actively in the wider co-curricular programme. A programme of support lessons in English as an Additional Language (EAL) is provided, according to the individual needs of the child (additional fees apply).

Pupils will generally be accepted into Nursery and Reception classes with lower levels of proficiency in the English language. Subsequent transfer into Year 1 classes however, will be dependent upon the achievement of a suitable level of English for the curriculum at this stage.

It is an expectation of the School that at least one parent has proficiency in the English language, both spoken and written. Pupils will require significant support in and exposure to this language at home. All communications between the School and home will be in English. This includes regular reporting on progress and communication about the academic and personal welfare of the pupil.

In making an application for a place at the BSM parents confirm that:

1. They have read and understood all information provided to them as part of the application process and that they accept the terms on which the place at the School is offered.
2. They embrace full participation in all aspects of the British curriculum including physical education and sport.



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Criteria for Admissions

In addition to assessment results, references and reports, the following criteria may be taken into consideration:

- Native English language
- Citizen of the UK or an English-speaking country
- International expatriate or Italian expatriate returning to Italy where previous schooling has been in a similar school or exclusively in English
- Sibling of a current pupil
- Child of an alumnus of the School
- Family circumstances

It is not the policy of the School to admit a child to a year group above his/her age. In determining the appropriate age group the British academic year will be used (1 September to 31 August).

Criteria for Admissions to the Sixth Form

In addition to the criteria above, there are some academic measures considered for entry to the Sixth Form:

Current BSM Students need at least 6s or B grades for their Higher Level subjects and 5s or C grades for their Standard Level subjects at IB (in IGCSE or equivalent). Students not meeting the 666555 criteria but whose CEM IBE test predicts a Diploma pass, in terms of HL/SL expected outcomes and total points, may be offered a three-year Diploma programme. Parents would sign an agreement stating that they are signing up to a three-year course. This could be shortened to two years at any time, up to June of Year 12, on the basis of progress.

For **External Students/New Applicants** the level required to be invited to sit the CEM IBE would be a minimum average of 7.5 (Italian pagella) in the relevant academic subjects, in their latest report card, or a minimum of 666 + 555 in their (I)GCSEs or equivalent. They would then be assessed for the two-year Diploma through CEM IBE and, in the absence of (I)GCSE data, an additional Maths and English paper.



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Admissions Procedure

1. Application: Parents are asked to formally apply by completing the Admissions Enquiry Form online. They are also asked to send a copy of the most recent school report in order for the application to be processed. A reference from the current school of the child may also be requested.

2. School visit: On receipt of this information, parents will be invited to visit the School with their child/children. During this visit, families will be given a tour and offered meetings/interviews with appropriate staff, including the Principal and/or the relevant Head or Deputy Head of School Section and/or the Head of Key Stage. These meetings/interviews can be conducted through Skype in special circumstances, although a visit to the school is strongly recommended.

3. Assessment: Assessments are age-specific and designed to take into account the varied prior educational experience of applicants. In general, each applicant of the Senior School will be assessed in English Language and Mathematics, with additional subject specific assessments for entry to Year 12. Alternatively, CEM online testing may be used. There is a charge for the assessment of each child, which includes extra EAL testing if deemed necessary. This fee is offset against school fees if the place at the School is offered and taken up, but is otherwise not refundable. There are no formal written assessments for entry to the Primary School, but extra EAL testing will be charged. A written assessment for pupils applying for Primary School may be requested if the school report does not provide sufficient information.

A child may also be assessed by the School's Special Educational Needs (SEN) staff if this is found to be necessary by the School. A second charge is payable for this service and this fee will be offset against school fees in the event that a place is offered and taken up.

4. Offer of a place: Following receipt of the assessment results, school reports and the school reference (if relevant), the School will decide whether a place is to be offered. Parents will receive a letter informing them of the outcome and making clear any specific conditions attached to any offer of a place (e.g. the need for additional English language study before entry to the school.)

5. Acceptance of a place at the school: Parents will need to complete and sign the Acceptance Form and return it at their earliest convenience to secure the place. The offer of a place will remain in force for ten days from the date of the offer letter and may be withdrawn after that period with the place being offered to another family. No child may enter the school until all fees due have been paid, including Registration and Admissions Fees, and the main legal forms have been returned.



THE BRITISH SCHOOL OF MILAN
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Special Educational Needs and Physical/Mental Health Issues

The BSM will accept pupils with special educational needs if the School feels that it can support them and provide a meaningful education for them. This will ultimately mean the ability to access the IGCSE and International Baccalaureate successfully. Admission is on a case-by-case basis and the final decision rests with the Principal.

Parents are required to inform the School, when making an application, of any known and pre-existing Special Educational Need or physical or other health issue which may affect the School's ability to provide a safe and appropriate educational experience for the child. Failure to provide such information may result in any offer of a place at the school being withdrawn before entry. If such issues come to light after entry to the School, it may result in the immediate termination of the contract between the School and the family, and the exclusion of the child concerned.

Please see the Home-School Agreement for further information.