

BRITISH INTERNATIONAL SCHOOL OF STAVANGER



PRE-SCHOOL
LOWER PRIMARY

UPPER PRIMARY SCHOOL
SECONDARY SCHOOL
SCHOOL OFFICE



BISS Gausel & BISS Sentrum

Admissions Policy and Procedure



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OF STAVANGER

Admissions Policy - BISS Gausel and BISS Sentrum



'Creating role models for the future'



The 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 inter-cultural 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.

BISS Mission Statement

At the British International Schools of Stavanger, we take our responsibility to prepare children for life in the 21st century seriously. The acquisition of fundamental values lies at the heart of everything we do, and all areas of the curriculum are a vehicle for underpinning these values.

Introduction

The school is committed to providing a first-class international education in an English speaking school environment through the employment of experienced and inspirational teachers, the provision of first-class facilities, including electronic learning, so that all pupils achieve the highest possible levels of academic excellence and maximise their potential in terms of personal and social growth.

- BISS Gausel and BISS Sentrum are 'friskoler', governed by Norwegian 'friskole' law. A 'friskole' is an independent school, approved by the Norwegian Government to teach an alternative to the state curriculum.
- BISS Gausel and BISS Sentrum are open to anyone who satisfies the requirements for admission to Norwegian public schools. We refer to the "Friskoleloven" §3-1 og "Opplæringsloven" § 2-1.
- BISS Gausel and BISS Sentrum are approved to teach an international curriculum, in English, and they follow the IB (International Baccalaureate) Primary and Middle Years Programmes.
- Funding for 'friskoler' comes partly from the Government Directorate for Education and Training (UDIR), and partly from parents. Currently, the split is 85% state funding and 15% parent funding. All funding received by a 'friskole' must be used for education only and cannot be used for extra services, like buses, or for extra-curricular activities.
- The school's management and board determine how many seats are available for each school year. The number of places will be within the limits approved by the UDIR. The board shall make this decision before the application deadline.
- Decisions on allocation of school places are individual and complaints about a decision can be made to the Fylkesmannen in Rogaland. We refer to "jf. forvaltningsloven § 2".

Organisation:

Classes are organised in 2 departments - Primary Department and Middle Years Department. Children whose birthdays fall between January 1st and December 31st of the same calendar year will be placed in the same year group. The academic year runs from August to the following June.

1. Admissions Process

- Applications for BISS Gausel and BISS Sentrum are made online, through the school website www.biss.no. Places are offered throughout the school year, when available.
- Applications are not carried over from one academic year to the next and new applications are invited from December, each year.
- Applications are processed in admissions rounds. The first round of admissions processes all the applications received on or before 31st January, each year. Subsequent admissions rounds will include unsuccessful applicants from the first round, plus any new applicants. The admission rounds continue until all places are full.

Admissions Priority

BISS Gausel is approved for up to 400 pupils. BISS Sentrum is approved for up to 100 pupils. Should the number of applications exceed this, applicants will be considered using the following selection criteria:

1. Current students of BISS Gausel and BISS Sentrum applying for the following academic year. Priority 1
2. Siblings of students already enrolled BISS Gausel, BISS Sentrum or BISS Pre-School. Priority 2
3. BISS Pre-School students. Priority 3
For entry to classes after Primary 1 (student has left BISS), ex Pre-School students have priority 5 or 6.
4. Children of staff on permanent contracts and children of board members. Priority 4
5. Applicants with a demonstrable interest in the IB curriculum. Priority 5.
6. Applicants from schools or pre-schools offering an international curriculum, in Norway, and abroad. Priority 6.

If there is more than one applicant with the same priority, places will be allocated firstly by academic records, and if this is inconclusive, by lottery.

The admissions criteria may be changed at the discretion of the school boards and within the limits of 'friskole' law.

Complaints about the admissions procedure may be made directly to the school in the first instance, and ultimately to the 'Fylkesmann' in Rogaland.

Moving from BISS Pre-School to BISS Gausel or BISS Sentrum

BISS Pre-School, BISS Gausel and BISS Sentrum are separate schools. If you would like your child to move from BISS Pre-School to Primary 1 at BISS Gausel or BISS Sentrum you must make an application before 31st January of the academic year before they are due to start school.

Priority for places in Primary 1

Pre-School 5 children have third priority for places in Primary 1 at BISS Gausel and BISS Sentrum. Families may indicate their preferred school on application, but the Admissions Office reserves the right to allocate a place in either school. If there are more applicants than places for a school, the decision on which school a child is offered will be based on; existing siblings at BISS Gausel or BISS Sentrum, parent preference, geographical proximity, and finally, by lottery.

Re-registration

School will ask current families to renew their school contract for the coming academic year in February, each year.

2. Withdrawal

Withdrawal at the end of the academic year

A minimum of three months' notice is required for withdrawal. Notice begins on the 1st of the month following receipt of the schools' withdrawal form.

Withdrawal during the academic year

After a child has started school, three months' notice of withdrawal is required. Notice begins on the 1st of the month following receipt of the schools' withdrawal form.

Failure to give three months' notice will result in an invoice for the outstanding fees, (maximum three months').

Temporary Withdrawal

School can authorise a leave of absence for a maximum of 10 days. If a pupil is absent from school for longer than this, school reserves the right to withdraw their place and offer it to a child on the waiting list. Returning students will be required to submit a new application form and will be considered according to the schools' admissions criteria.

3. School Fees

School fees

School fees are set by the governing board of BISS Gausel and BISS Sentrum, based on rates set out by the UDIR (Norwegian Directorate for Education and Training). The updated school fees will be published to the website in December, each year. School fees cover students' educational instruction during the regular school day, including educational supplies, exercise books and the loan of textbooks. The school fee does not cover school clothing.

Billing

Fees will be invoiced in eleven, monthly instalments, starting in August or in the calendar month that your child joins the school. The whole month will be charged, regardless of the actual start date. Fees can also be paid in one payment for the whole academic year. Invoices are sent to parents/guardians, who are responsible for their payment - we no longer send invoices to employers. Please contact the school if you have any queries regarding invoicing - accounting@biss.no.

Payment due dates:

- Monthly invoice – 10 days
- Annual invoice – 30 days
- Late Fee – 35kr

Recovery of unpaid fees

Invoices which remain unpaid after 28 days are automatically transferred to our debt collection agency, Kravia.

3. Parent/School Co-operation

To foster a learning environment that reflects the IB Learner Profile it is essential that the entire school community model the Learner Profile through positive behaviour.

Should any stakeholder group, including parents, behave in a way that does not reflect the expectations set out in the parent and student handbooks, the School Board reserves the right to review the school contract with a family.

The IB Learner Profile

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success.

They imply a commitment to help all members of the school community learn to respect themselves, others, and the world around them.

Each of the IB's programmes is committed to the development of students according to the IB learner profile.

The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



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