



BISS Pre-School

Admissions Policy and Procedure



**BRITISH
INTERNATIONAL
SCHOOLS**
OF STAVANGER

Admissions Policy - BISS Pre-School



'Creating role models for the future'



1. Admissions Process

- Applications for BISS Pre-School 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

Places are allocated as follows:

1. To children with special needs (§13), subject to availability in the age group and the group's composition.
2. To staff requesting places for their children.
3. To siblings of children currently attending the Pre-School.
4. To children who have an international or bilingual family.
5. To children who have followed an IB curriculum.

If there are several applicants who meet all criteria equally, the Head of Pre-School will take a decision based on the individual class structure, for example the number of girls or boys in the class.

If there is still more than one applicant after this, places will be allocated by registration date.

The Pre-School is committed to following the criteria described above when considering applicants.

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.

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').

3. School Fees

School fees

These fees are set twice a year by Stavanger Kommune and are subject to change. The Pre-School tuition fee includes all school materials, but does not cover school clothing. Pre-School fees are invoiced in 11, monthly installments, from August.

Students who join the School mid-year will be invoiced from the first of the month in which they join, regardless of the actual start-date in the month.

If you wish to cancel your child's place at any point after accepting, you are required to give three (3) months' written notice. Notice must be given, at the latest, on the first day of the first month of the notice period. The notice period and corresponding fees will also apply if a place has been accepted and the child does not attend.

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.

