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QUALITY BRITISH EDUCATION IN MILAN

BSM ADMISSIONS A SIMPLE GUIDE



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Schools



BSM ADMISSIONS

A SIMPLE GUIDE

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BSM ADMISSIONS

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About this Booklet

The Admissions department at the BSM has created this booklet to help prospective families with an overview of the Admissions process at the BSM. Navigating the admissions process for an international school can feel like a challenge, when a family is also planning a move, maybe from a different continent, finding a new place to live, and handling sometimes complex immigration and visa procedures.

We are here to support you as you consider your options and prepare to make a decision about your children's future educational route.

School Vision

The British School of Milan (BSM) endeavours to inspire learning within a caring, creative and international community, to pursue excellence, and to challenge students to think critically as they prepare for the world beyond.

Policy Statement

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 programmes, 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.



ENGLISH NATIONAL CURRICULUM & IB AT THE BSM

In the British system, children start at age 3 in Nursery, go into Reception at age 4 and start Year 1 at age 5. The English National Curriculum starts in Nursery and ends with the (I)GCSE programme in Years 10&11.

After that, children study the International Baccalaureate Diploma Programme (IBDP) for two years, in Years 12&13, graduating at age 18.

Overview of Key Stages

- **Early Years** education comprises Nursery and Reception.
- **Primary School** education begins in the UK at age 5 and continues until age 10-11, comprising **Key Stages 1 and 2** under the UK educational system. All students study English, Maths, Sciences, Geography and History, Art, Music, Drama, Physical Education and Informatics. In Year 2 students start with Italian.
- **Senior School** education begins in the UK at age 11 and continues until age 17-18, comprising **Key Stages 3 and 4, and the Sixth form.**
- **Key Stage 3** comprises Year 7, 8 and 9. Under the UK school system, all students study English, Maths, Sciences, Geography and History, and Italian, French and Spanish. Besides these subjects, the BSM teaches Art, Music, Drama, Physical Education and Informatics. In Year 7 students start with French, and Spanish is offered from Year 8. Year 9 is a very important year in the British school system, as it is the foundation for the (I)GCSE programme.
- **Key Stage 4** comprises the last two years of the English National Curriculum, Years 10 & 11. The BSM teaches the IGCSEs, the international version of the GCSE programme. Students study between 8 and 10 subjects and take exams in each studied subject and receive the IGCSE Certificates at the end of Year 11. The programme prepares international students for the IB Diploma programme.
- Years 12 & 13 are called the **Sixth form** and prepare the children for university. In the UK most schools teach A-levels, while the BSM, as an international British school, offers the IB Diploma Programme. Children study 6 different subjects, 3 at Higher Level (HL) and 3 at Standard Level (SL). The IBDP also includes a compulsory Core programme consisting of Theory of Knowledge (TOK), Extended Essay (EE) and Creativity, Activity, Service (CAS). For more information about the IB at the BSM please visit our website at [IB Diploma Programme](#).

English Proficiency - All Year Groups

Immersion in the English language is usually sufficient to quickly develop proficient English language skills. On this basis, children may be admitted to **Nursery and Reception** regardless of their level of English proficiency. Our teachers are trained to support language acquisition and learning by non-native speakers.

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.



ENGLISH NATIONAL CURRICULUM & IB AT THE BSM

All pupils entering the School **from Year 1** should have a reasonable level of literacy and oral fluency in the English language. When this is not the case, we will assess the child's English level and offer a programme of support lessons in **English as an Additional Language (EAL)**, according to the individual needs of the child (additional fees apply).

Year 7-9 students are expected to have sufficient competency in English in order to access our academic programmes. Should we have some concern regarding an applicant's ability to access the curriculum, we test their level of English and will if needed offer a place comprising English as an Additional Language support (additional fees apply).

During the IGCSEs in **Years 10-11**, we offer challenging academic programmes geared towards students who are planning to go on to university or college in Europe, North America and other areas of the world. At this level, students must have a high degree of competency in English. A limited number of students can be offered the Cambridge ESL course (English as a secondary language), preparing the student for the English A course in the IB diploma programme.

During the IB Diploma (IBDP) in **Years 12&13**, all students study the English A course, on a native speaker level. English proficiency must be strong.

All year groups: 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.

Compatibility of the BSM

Additional Italian. The British School of Milan offers the Italian Primary and Middle School programmes as afternoon clubs for an additional fee. Our students can then choose to do the Quinta Elementare exams in Year 6 and the Prima and Seconda Media exams in Year 8, and the Terza Media exams in Year 9. We have a 100% pass rate and high scores. Please find more information about the Additional Italian programme [here](#).

Italian university access. The IB Diploma programme at the BSM is recognized by the Italian Ministry of Education (MIUR) by ministerial decree: Decreto del Presidente della Repubblica 30 ottobre 1986, n. 738. This recognition has been further updated with art. 2 legge n.738/86 D.M. 18 ottobre 2010 applicativo del D.P.R. 2 agosto 2010 n. 164.

The International Baccalaureate Diploma Programme allows access to higher education in Italy if the final qualification meets the following general requirements:

- at least 24 points in six elective subjects, 12 of which must be obtained at "Higher Level"
- pass grade in the three compulsory subjects: Theory of Knowledge (TOK), Creativity, Action, Service (CAS) and Extended Essay (EE).
- For the complete texts, see [Allegato 1](#) and [Allegato 2](#).

Italian universities like the Bocconi, the Politecnico of Milan, Humanitas and the San Raffaele do not have specific subject requirements, but will accept students following entrance exams.



ENGLISH NATIONAL CURRICULUM & IB AT THE BSM

Year Group Placement Comparison

AGE	UK - BSM		Italy		USA	
3 - 4	Nursery	Early Years	Asilo	Scuola dell'infanzia	EC1	Pre-school
4 - 5	Reception	Early Years	Asilo	Scuola dell'infanzia	EC2	Pre-school
5 - 6	Year 1	Key stage 1	Asilo	Scuola dell'infanzia	Kindergarten	Pre-school
6 - 7	Year 2	Key stage 1	1 ^a elementare	Scuola Primaria	Grade 1	Elementary School
7 - 8	Year 3	Key Stage 2	2 ^a elementare	Scuola Primaria	Grade 2	Elementary School
8 - 9	Year 4	Key Stage 2	3 ^a elementare	Scuola Primaria	Grade 3	Elementary School
9 - 10	Year 5	Key Stage 2	4 ^a elementare	Scuola Primaria	Grade 4	Elementary School
10 - 11	Year 6	Key Stage 2	5 ^a elementare	Scuola Primaria	Grade 5	Elementary School
11 - 12	Year 7	Key Stage 3	1 ^a media	Scuola Secondaria	Grade 6	Middle School
12 - 13	Year 8	Key Stage 3	2 ^a media	Scuola Secondaria	Grade 7	Middle School
13 - 14	Year 9	Key Stage 3	3 ^a media	Scuola Secondaria	Grade 8	Middle School
14 - 15	Year 10	Key Stage 4 - IGCSE	1 ^a liceo	Scuola secondaria	Grade 9	High School
15 - 16	Year 11	Key Stage 4 - IGCSE	2 ^a liceo	Scuola secondaria	Grade 10	High School
16 - 17	Year 12	Sixth Form - IBDP	3 ^a liceo	Scuola secondaria	Grade 11	High School
17 - 18	Year 13	Sixth Form - IBDP	4 ^a liceo	Scuola secondaria	Grade 12	High School
18 - 19			5 ^a liceo	Scuola secondaria		

EARLY YEARS BSM ADMISSIONS

AGE REQUIREMENT

There are two levels within the Early Years. Nursery is for children who have turned 3 years of age by 31 August in the year of entry. Reception is for children who have turned 4 years of age by 31 August in the year of entry.

APPLYING FOR EARLY YEARS

All children applying for admission to Early Years are asked to come to school for an interview with either a Head teacher or Admissions staff before the school can make a formal offer of a place. The interview, which enables applicants and school staff to meet and interact, helps to identify any issues that may affect the applicant's ability to comfortably access the programme.

The interview can if necessary be done over Zoom whenever a family cannot travel to Milan. All Early Years students must be independent in using the bathroom (potty trained), before taking up their place in school. Reviewing an applicant's eligibility, we would also ask to look at the latest school report (for Reception applicants). If your child does not yet have a regular school report, we would ask for a letter from the teacher with a few paragraphs on your child's general development in a few key areas: Communication and Language - Personal Social and Emotional Development - Literacy - Mathematics - Understanding the World - Physical Development - Expressive Arts and Design.

OTHER ENTRY REQUIREMENTS

Class organisation: Our classes are usually limited to 15 pupils in Nursery and Reception. In addition to a class teacher, a teaching assistant will be available to the class.

Special needs: Applicants with learning difficulties or other special needs are referred to our Special Educational Needs Coordinator (SENCO) for evaluation. The decision to admit the child will be made by the Head of Primary based on the recommendation of the SENCO. The SENCO will always need to meet the student in school for the formal assessment.

It is important that any Special Needs, for example Dyslexia, Dyscalculia, ADHD, are fully disclosed in the application, so we can ensure that we have the resources to support your child.



PRIMARY SCHOOL

BSM ADMISSIONS

AGE REQUIREMENT

Entering Age Group	Age by 31 August
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years

Placement in all years is strictly determined by age as of 1 September in the academic year of entry. Students come to the BSM from many different countries with varying school calendars and enrolment age practices. Our September cut-off date and age placement policy reflect the English National Curriculum that was designed for a specific age and maturity level. We believe this to be the most appropriate classification for the social, emotional and academic wellbeing of children attending the school. It also, importantly, aligns later with UK university entry requirements.

Therefore, while we recognize that some parents may wish to have their children placed in classes reflecting their home country systems, to ensure the most appropriate learning environment for all students in Primary School, we do not allow exceptions to the age placement policy.

APPLYING FOR PRIMARY SCHOOL

All children applying for admission to Years 1-6 are required to have a meeting with the Head Teacher in Primary or with Admissions staff. The meeting should ideally take place in school but can also be arranged remotely whenever a family cannot travel to Milan. Reviewing an applicant's eligibility, we also look at the latest school report.

OTHER ENTRY REQUIREMENTS

Class organisation: Our classes are limited to a maximum of 22 pupils from Year 1 to Year 6, though the average class size tends to be lower than this.

Special Needs: Applicants with learning difficulties or other special needs are referred to our Special Educational Needs Coordinator (SENCO) for evaluation. The decision to admit the child will be made by the Head of Primary based on the recommendation of the SENCO. The SENCO will always need to meet the student in school for the formal assessment.

It is important that any Special Needs, for example Dyslexia, Dyscalculia, ADHD, are fully disclosed in the application, so we can ensure that we have the resources to support your child.



SENIOR SCHOOL BSM ADMISSIONS

AGE REQUIREMENT

Entering Age Group	Age by 31 August
Year 7	11 years
Year 8	12 years
Year 9	13 years
Year 10	14 years
Year 11	15 years
Year 12	16 years
Year 13	17 years

Placement for Years 7-13 is made according to the September cut-off date, and is usually observed for all year groups. At the discretion of the Head of Senior School, exceptions may be made in the IB Diploma Programme if a student is already established in an equivalent class in another school system and is considered able to access the relevant curriculum. In addition, the opportunity to maximize the chances of a high score in the final examination and to enhance the chances of securing top university places is considered.

While we recognize that some parents may wish to have their children placed in classes reflecting their home country systems, to ensure the most appropriate learning environment for all students in Senior School, we do not generally allow exceptions to the age placement policy.

APPLYING FOR EARLY YEARS

All children applying for admission to Years 7-13 are required to have a meeting with a Senior member of staff. A student applying for the IGCSE or IBDP will discuss their subject choices, and it is an expectation of the school that the student has prepared for the interview by reading the relevant material.

The meeting should ideally take place in school but can also be arranged remotely whenever a family cannot travel to Milan.

Reviewing an applicant's eligibility, we also look at the latest school report. After the interview with the Head teacher, students do an entrance assessment, consisting of an English paper and an online independent aptitude test in Maths skills, verbal skills, and general reasoning. The BSM uses the assessment as baseline information, mainly for monitoring purposes. A student can be declined a place based on an insufficient result in the assessment, if the school considers the student would struggle to successfully access the programme. For Senior school we also ask for school references. We have an online reference form that a student's current Head teacher or Tutor should complete. While we can arrange interviews throughout the year even when there are waiting lists, the assessment will be arranged only if there is space available in the year group. The assessment has a cost of €300 per child, deducted from tuition fees if a place is offered and accepted.



SENIOR SCHOOL BSM ADMISSIONS

YEAR 11 AND YEAR 13 ENTRIES

The IGCSEs in Years 10&11 and the IBDP in Years 12&13 are each considered complete two-year courses and so joining in the middle of either one presents difficulties. Applications for Year 11 will be considered only if the student's IGCSE curriculum is compatible with the BSM, and if there are no important subject mismatches. This is because a mid-programme entry would in most cases impact the student's IGCSE results. In some cases, a pre-IB holding place can be offered. The student would likely not do final IGCSE exams, but would receive a regular school report with grades in selected subjects.

We would only rarely proceed with a Year 13 application, as this would always impact a student's final results.

OTHER ENTRY REQUIREMENTS

Class organisation: Our classes are normally limited to a maximum of 22 pupils from Year 7 to Year 11, though the average size tends to be lower than this. The IB Diploma class sizes are usually limited to a maximum of 16.

Special needs: Applicants with learning difficulties or other special needs are referred to our Special Educational Needs Coordinator (SENCO) for evaluation. The decision to admit the child will be made by the Head of Senior based on the recommendation of the SENCO. The SENCO will always need to meet the student in school for the formal assessment.

It is important that any Special Needs, for example Dyslexia, Dyscalculia, ADHD, are fully disclosed in the application, so we can ensure that we have the resources to support your child.



ADMISSIONS PROCESS

Quick Overview

1. APPLY ONLINE
2. BOOK A TOUR
3. INTERVIEWS
4. ASSESSMENTS
4. OFFER
5. ACCEPTANCE



Complete the application form and upload the latest report

You are welcome to book a personal tour of the school to discuss curriculum & co-curricular options

BSM Admission Team organises interviews with Key Staff

BSM Admission Team organises entrance assessments for Senior School applicants

**The cost of the assessments (€300) is deducted from tuition fees if a place is offered and accepted*

We aim to share results within 5 days and make a prompt decision on the offer of places*

**Non-native speakers are evaluated for EAL support (English as an Additional Language) during the Admission process*

Family reserves the place through payment of Admission and Registration fees

Starting an Application

When beginning an application, it is essential that one of our four online forms is completed with the information requested.

The BSM uses the Open Apply platform for Admissions. We have four different starting points, linked from our website:

1. First Contact

Registration of Interest: A short form with basic information. Choose this form if you cannot travel to Milan for a tour but would like some initial information regarding availabilities and the curriculum.

2. Visiting the School

Book a Visit: A short form with basic information. Choose this form to book a tour of the school. If you complete the form but cannot find a suitable date, you can write to admissions@bsm.school asking if there are other available slots.

ADMISSIONS PROCESS

It is always a good idea to come for a tour of the school. The tours need to be booked over Open Apply, but we can usually find a different slot if the Open Apply calendar is already full. During the tour you will meet Admissions staff who will show you the relevant area of the school (Primary or Senior or both).

You can discuss the curriculum, visit classrooms (when empty) and the playgrounds, and ask any Admissions related questions. You can book a tour of the school any time during the Admissions process.

3. Open Days

Register for Open Days: The dates for next year's Open Days are usually published on the website in June. Some Open Days are specific to either Primary or Senior School.

Late in Spring we would also normally host a specific Early Years – Key Stage 1 Open Day for families with small children. The Open Days may be either in-school or online (over Zoom) and are scheduled for either 9.00 in the morning or at 14.00, suitable also for families in the western time zones.

The events always have presentations by the Principal and senior staff in Primary School and/or Senior School, Admissions, and a Question & Answer where families can ask any staff their questions.

4. Full Application

Full Application form: The full form, essential to complete the Admissions process. You can complete this form as a first step, or you can build on any of the shorter forms completed previously.

- A school report is not needed for Nursery applications but is required for all other year groups.
- If your child does not yet have a regular report, we ask for a letter from the teacher with a few paragraphs on your child's general development in a few key areas: Communication and Language - Personal Social and Emotional Development - Literacy - Mathematics - Understanding the World - Physical Development - Expressive Arts and Design.
- If your child has Special Educational Needs (SEN) diagnosis, or is being assessed for SEN, or if SEN assessment is being planned, it is essential that this is disclosed and documented during the application phase.
- In case of Guardianship or when a parent has full custody following a separation/divorce, it is essential that the relevant documents are uploaded during the Admissions process. We cannot confirm a place without the necessary documentation.



Securing a Place

Following the completion of the Admissions process, the School will decide whether a place is to be offered. Parents receive an email from the Admissions department informing them of the outcome and making clear any specific conditions attached to the offer of a place. If the family decides to enroll their child, we send through the official offer letter, and inform the Accounting department.

The Admissions department is transparent on the availability of places and will be flexible with the timeline if there is space. In a waiting list situation, places need to be blocked within the conditions of the offer letter, as we would otherwise need to proceed with the next family on the list. The place is secured by payment of Admissions and Registration fees for the child. These are paid once only and are not refundable.

Deferment: If a family has blocked places but cannot move to Milan for any reason, the Admissions and Registration fees are valid for two subsequent academic years of entry. If a place is deferred to another term/year, Admissions will ask for an additional deferment fee when the relevant Year group is full, and we need to start a waiting list.

The Tuition fees are invoiced in three instalments, with the Autumn term (September - December) invoiced end of April, Spring term (January - April) invoiced end of September, and Summer term (April - June) invoiced end of January. Tuition fees are paid pro-rata. A summary of the fees is available [here](#).

Are there scholarships? A limited number of scholarships are available in the Sixth Form. The scholarship is recognition of an exceptional talent in certain areas of the curriculum. Please see [this link](#) for the deadline and other information. In addition to the established Scholarship programme, the Bursary Fund will offer means-tested places at the BSM, funded in part by the school and in part by generous donations from parents.

You can find more information about the Bursary fund [here](#). The fund will be administered transparently by the Development Office.





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