

# Admissions Guide 2023-2024



**Admissions Office**

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Accredited by:



# Admission Process

The British School Manila welcomes students of all nationalities provided they successfully complete the school's assessment procedures including fluency in English and that a space is available within the intended year level. Applications are processed throughout the year.

Prior to making an application we recommend that families:

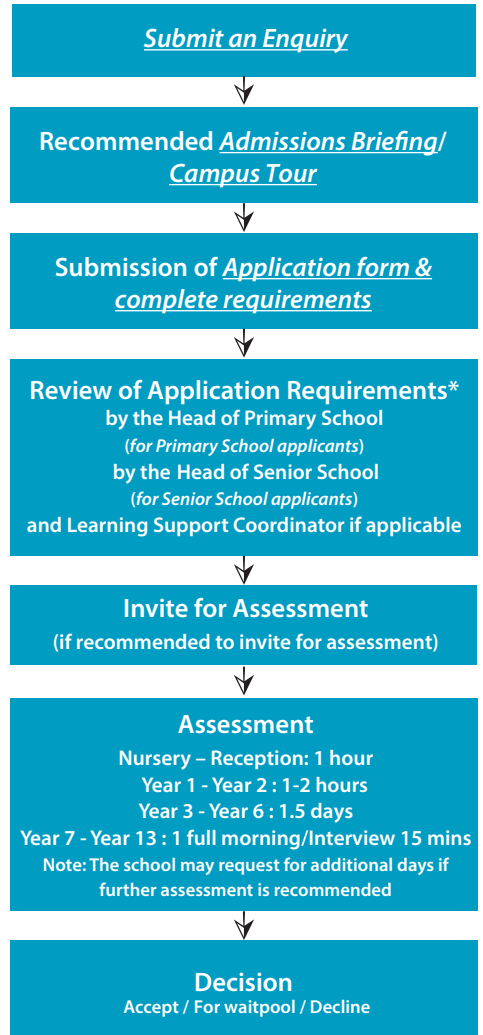
- Submit an *enquiry* to register their interest and so we can answer any questions
- Schedule an *admissions briefing* and *campus tour* to meet us and see our facilities

## Admissions Requirements

In order to process your application we also require:

- A complete *application form* and health record for each child
- School reports covering the past two years, including the most recent (Students coming from a non-British system should include a grade translation and samples of current English and Maths work)
- When completing our online application, you'll be asked to supply details of your current school's headteacher/principal and class teacher/form tutor so they can complete our online recommendation forms - we recommend advising your current school in advance.
- Copy of the birth certificate
- Copy of passport (Applicant and Parents) showing photo, date of birth and passport number, issuance and expiry date
- Recent photos (Applicant and Parents)
- Application fee PhP22,000 (non-refundable) payable prior to instruction for review/assessment

## Admissions Process



## Application Deadline

Applications for	Application Deadline	Note
Term 2 SY 2023-2024	16 October 2023	Only in exceptional circumstances are offers made for Term 2 and Term 3 pending the availability of places.
Term 3 SY 2023-2024	19 February 2024	
Term 1 SY 2024-2025	13 May 2024	

# Assessment / Class Levels

## Assessment

Upon submission of all the requirements, the application documents will then be evaluated by the Head of Primary or Head of Senior School. Depending on their recommendation, the applicant may then be invited to attend an assessment after review instruction. All children will be assessed for placement in their appropriate age group. Please refer to year levels below.

The admissions assessment will focus on academic potential, English proficiency, social maturity and will involve a range of testing procedures appropriate to the applicant's age group. Following the assessment process, the admissions office will inform the parents of the outcome within seven days.

The school reserves the right to refuse admissions to any students who does not meet the admission requirements for their age-appropriate year group.

## Class Levels 2023-2024

Age	British School Year Levels	Age Ranges	England and Wales	Scotland	Equivalence in other systems	
					USA	Australia
3+	Nursery	1 Sept 19-31 Aug 20	Nursery	Pre-School	Pre-School	-
4+	Reception	1 Sept 18-31 Aug 19	Reception	Nursery	Nursery	Pre-School
5+	Year 1	1 Sept 17-31 Aug 18	Year 1	Primary 1	Kindergarten	Kindergarten
6+	Year 2	1 Sept 16-31 Aug 17	Year 2	Primary 2	Grade 1	Year 1
7+	Year 3	1 Sept 15-31 Aug 16	Year 3	Primary 3	Grade 2	Year 2
8+	Year 4	1 Sept 14-31 Aug 15	Year 4	Primary 4	Grade 3	Year 3
9+	Year 5	1 Sept 13-31 Aug 14	Year 5	Primary 5	Grade 4	Year 4
10+	Year 6	1 Sept 12-31 Aug 13	Year 6	Primary 6	Grade 5	Year 5
11+	Year 7	1 Sept 11-31 Aug 12	Year 7	Primary 7	Grade 6	Year 6
12+	Year 8	1 Sept 10-31 Aug 11	Year 8	Secondary 1	Grade 7	Year 7
13+	Year 9	1 Sept 09-31 Aug 10	Year 9	Secondary 2	Grade 8	Year 8
14+	Year 10	1 Sept 08-31 Aug 09	Year 10	Secondary 3	Grade 9	Year 9
15+	Year 11	1 Sept 07-31 Aug 08	Year 11	Secondary 4	Grade 10	Year 10
16+	Year 12	1 Sept 06-31 Aug 07	Year 12	Secondary 5	Grade 11	Year 11
17+	Year 13	1 Sept 05-31 Aug 06	Year 13	Secondary 6	Grade 12	Year 12

# IB Diploma and Courses Entry Criteria

The IB Diploma Program (IBDP) is an academically challenging, rigorous and balanced program of education that prepares students, aged 16 to 19, for success at university, careers and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The program has gained recognition and respect from the world's leading universities and is considered the curricular world leader in international education.

## Entry Requirements

Our BSM students prepare for the Diploma programme in KS5 by taking IGCSE exams in KS4. These are internationally recognised qualifications accredited by examination boards in the UK. If you have taken IGCSE exams prior to application then our detailed entry requirements are available upon request.

We welcome local applicants as well as applicants from overseas from a range of schools following different qualification frameworks. We will assess all applicants from these schools individually. We are not able to publish formal entry requirements that cover all school and all qualification frameworks. However, students are expected to have a strong academic record from their current school in addition to being able to demonstrate development of the IB learner profile attributes. We will study all school reports and transcripts carefully and will request multiple references from schools that provide comment on the student's ability to meet the academic requirements of the BSM and whether or not they would be a good "fit" for our community. It is essential that a student has good English skills.

As part of the application process, we have a comprehensive suite of admissions tests that include cognitive ability tests and also English assessments. We will only admit those students onto the Diploma programme where we have evidence that the student can access the curriculum and achieve success. We may counsel students onto alternative pathways if they fall short of our minimum requirements for the Diploma programme.

We commit to assessing all students rigorously in the early weeks and months on the Diploma programme to ensure their subject placements are appropriate. We reserve the right to counsel students onto alternative subjects where this is supported by evidence, notably in the case of HL Maths.

We welcome enquiries from families before the submission of a formal application for admission

# School Fees

2023-2024

## A. Tuition Fees

Year Level	Per Term		Annual Fee	
	GBP	PHP	GBP plus PHP	PHP plus PHP
Nursery	GBP 975	PHP 92,065	GBP 2,925	PHP 276,195
Reception – Year 6	GBP 1,950	PHP 183,130	GBP 5,850	PHP 549,390
Year 7 – 9	GBP 2,170	PHP 207,565	GBP 6,510	PHP 622,695
Year 10 – 11	GBP 2,290	PHP 217,720	GBP 6,870	PHP 653,160
Year 12 – 13	GBP 2,530	PHP 243,125	GBP 7,590	PHP 729,375

The Tuition Fees have two currency components – GBP and PHP. Please note that you need to pay **both** the GBP amount and the PHP amount each Term.

## B. Other School Fees

Entrance Fee	PHP 339,450
Application Fee (Nursery to Year 13)	PHP 22,000
Yearbook	PHP 2,500
External Exam Fees	will be charged at cost as incurred

## C. Capital Development Fee (CDF)

	Per Term	Annual Fee
Nursery – Year 13	PHP 47,825	PHP 143,475

## D. Learning Support Fees (LSF)

	Per Term	Annual Fee
Stage 2	PHP 23,000	PHP 69,000
Stage 3	PHP 60,000	PHP 180,000
Stage 4	PHP 95,000	PHP 285,000

# Notes

## 1. Tuition Fees

- Tuition Fees are billed and paid termly. There are three (3) Terms in one school year.
- The School will accept payment of the GBP portion in USD or PHP based on the School exchange rates which include a mark-up to cover conversion costs. Updated School exchange rates can be found **here**.
- The **full** Tuition Fee is required to be settled, irrespective of the length of time the child will spend in School during any given Term. However, any child admitted after a Half Term break will be billed on a pro-rata basis for the remaining weeks of the Term.

## 2. Entrance Fee

- A non-refundable Entrance Fee is charged to all levels, payable upon the child's entry. Payment of the Entrance Fee, tuition and other fees for the Term will guarantee your child a place at the School.

## 3. Application Fee

- A non-refundable Application Fee should be paid in full upon submission of Admission requirements.

## 4. Yearbook

- Yearbook is charged yearly per family.

## 5. Capital Development Fee (CDF)

(Applicable to Nursery to Year 13)

- CDF is paid and billed termly.
- CDF is non-refundable.

## 6. Learning Support Fees (LSF)

- Stage 1 LSF is applicable to students with minimal Learning Support and covered in the Tuition Fee.
  - Stages 2, 3, 4 LSF will apply to those students who require incremental levels of learning support and are billed and paid termly.
- The overview of LSF is discussed separately **here**.

## 7. Where and How to pay

- Payment should be done to **British Education, Inc.** either through:
  - 7.1 Cash/Cheque payments paid to BSM Finance
  - 7.2 Over-the-counter bank payments or online banking to any of the School's bank accounts as listed below:

### a) Hongkong and Shanghai Banking Corporation

Account Name : BRITISH EDUCATION, INC.  
PHP Account No. : 000-102533-070  
GBP Account No. : 001-027739-131  
USD Account No. : 001-027739-130  
Bank address : 3058 5th Avenue West,  
Bonifacio Global City,  
Taguig City  
Swift Code : HSBCPHMM

### b) HSBC UK

Account name : The British School Manila, Inc.  
GBP Account No. : 40144525  
Bank Address : City of London Branch,  
60 Queen Victoria Street,  
London EC4N 4TR  
Branch ID code : HBUKGB4194R  
IBAN : GB70HBUK40116040144525  
Sort Code : 40-11-60

### c) UNIONBANK

Account Name : BRITISH EDUCATION, INC.  
PHP Account No. : 100010128790  
Bank address : 3/F SSS (Makati) Building,  
Ayala Ave. corner V.A. Rufino  
Street, Makati City  
Swift Code : UBPHPHMM

### d) METROBANK

Account Name : BRITISH EDUCATION, INC  
PHP Account No. : 492-3-492-18075-1  
Bank address : 32nd Street corner 5th Avenue,  
Fort Bonifacio Global City Branch,  
Taguig City  
Swift Code : MBTCPHMM

### 7.3 By credit or debit card:

- Please note that the amount to be paid will include a processing fee of up to 3.2%. If this is the option you wish to take, please send the credit card link request to [finance-collections@britishschoolmanila.org](mailto:finance-collections@britishschoolmanila.org).

- 7.4 By E-Wallets (Maya and GCash) - Maya and GCash e-wallets and other QRPH affiliated channel
- When paying directly to the School's bank accounts, please indicate the STUDENT'S NAME. Please provide the School with a copy of the deposit slip or bank advice, where applicable, for prompt credit to the student's account.

**Any bank charges will be for your account.**

- Irrespective of whether or not a company pays the Fees on behalf of a child, *parents* are responsible for ensuring that Fees are paid by the respective due dates and that all other terms and conditions are met.
- Academic records and reports will not be released unless all outstanding Fees, including interest, are settled in full.

## 8. Due Dates

- For **existing students**, all fees must be paid in **FULL** by the **first day of each Term**.

<b>Fees for</b>	<b>Due Dates</b>
Term 1	14 August 2023
Term 2	08 January 2024
Term 3	09 April 2024

- For **new students**, fees are payable following the due dates indicated in the Statement of Account.

## 9. Late Payments

- Interest at 2% per month will be charged for Fees not received by the Due Date.
- If Fees remain unpaid three weeks after Due Date, a suspension notice will be issued.

## 10. Withdrawal from School

- BSM requires notice in writing if you intend to withdraw your child. Kindly use the "**Notice of Withdrawal Form**" for this purpose.
- Deadlines for submission of the Notice of Withdrawal during SY 2023-2024:
  - If you intend to leave before Term 2, 23 June 2023
  - If you intend to leave before Term 3, 08 December 2023
  - If you do not intend to enroll in August 2024, 22 March 2024

Failure to comply with these requirements will entitle the School to payment in full of the Fees for the following Term in respect of each child to be withdrawn.

# School Calendar

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Start/End Term

 School Break

 Public/School Holidays  
\*to be confirmed





BSM