



**BISS Preschool**

**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 Preschool are made online, through the school website [www.biss.no](http://www.biss.no). Places are offered throughout the school year, as available.
- Applications are not carried over from one academic year to the next and new applications are invited from January, 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 previous 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. [Priority 1](#)
2. To staff requesting places for their children. [Priority 2](#)
3. To siblings of children currently attending BISS. [Priority 3](#)
4. To children who have an international or bilingual family. [Priority 4](#)
5. To children who have followed an Inquiry based curriculum. [Priority 5](#)

If there are several applicants who meet all criteria equally, the Head of Preschool will take a decision based on the individual class structure, for example, date of birth (the oldest child has priority).

Children attending BISS Preschool have a permanent place until they reach the age when they must start school or until the child is withdrawn.

## Securing your child's place

Offers are sent to both parents/guardians and must be signed and returned by all parties. If there is only one parent or guardian, documentation must be provided to verify this. Contact [admissions@biss.no](mailto:admissions@biss.no) for further information.

- Parents/guardians must also sign to confirm that they have read and agree to the schools' Admissions Policy and Procedure.
- Your child's place is secured on receipt of these signatures, plus the payment of the first month's tuition fees. This amount will be deducted from your first invoice. These fees are not refundable if your child is withdrawn from Preschool before the first day of tuition.
- After a child has started Preschool, three months' notice is required. Notice begins on the 1st of the month following receipt of the schools' withdrawal form.

## Moving from BISS Preschool to BISS Gausel or BISS Sentrum

BISS Preschool, 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 you must make an application to your chosen school. You will be sent an invitation to apply from the Admissions Department. Please check the Admissions Criteria for your chosen school.

## Priority for places in Primary 1

Early Years EY5 children have third priority for places in Primary 1 at BISS Gausel and BISS Sentrum. We reserve the right to allocate a place in either school if there are more applicants than places. The decision on which school a child is offered will be based on - siblings at the preferred school, parent preference, geographical

## 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. Three months' fees will be charged even if the notice period includes the school holidays.

•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. Three months' fees will be charged even if the notice period includes the school holidays.

## 3. 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 instalments, 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.

## 4. 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 be paid monthly or in two instalments (August and January). Invoices are sent to parents/guardians, who are responsible for their payment - we are unable to send invoices to employers. Please contact [accounting@biss.no](mailto:accounting@biss.no) if you have any queries regarding invoicing.

### Invoice Payment Due Dates

Twice Yearly Invoice 30 days from invoice date

Monthly Invoice 10 days from invoice date

### Late Payment

Parents will be liable for any late fees or debt collection notices if payment due date is not met. Please be aware that your child's place in school may be at risk if payments are not kept up to date. Late fees are set by the Norwegian Government and are subject to change.

### Recovery of unpaid fees

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

