



BRITISH SCHOOL
MANILA
ESTABLISHED 1976



Admissions Guide

Accredited by:



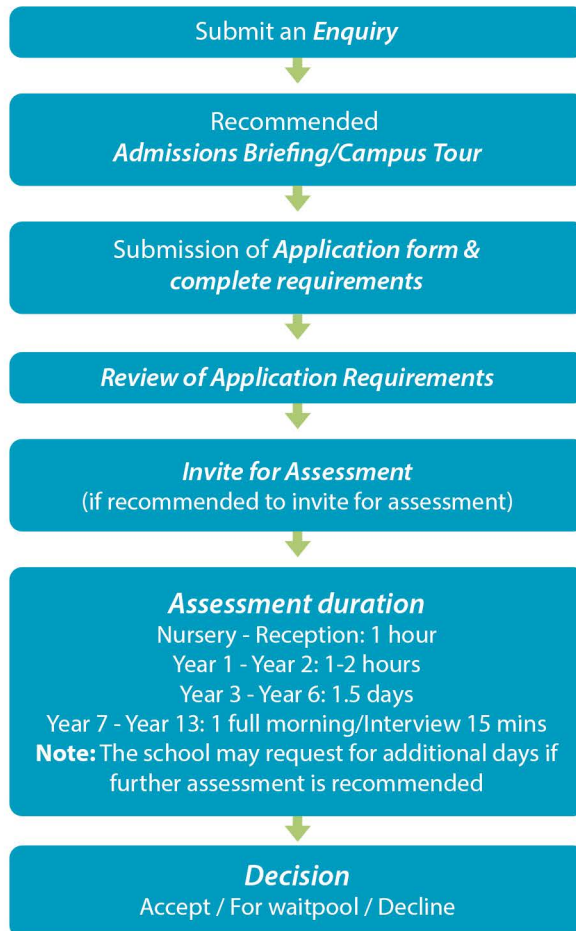
Admissions Process

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.

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 will 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 is payable upon request prior to instruction for review/assessment.



Primary School Criteria

Early Years Foundation Stage (Nursery and Reception) and Key Stage 1 (Year 1-Year 2) entry criteria and expectations for admissions

At BSM, we see the Early Years as preparation for a lifetime love of learning. This involves the development of children's social, emotional, cognitive and physical needs and is tailored to the individual needs of each child. In order to provide a personalised approach, we ask that parents provide all information available to enable our Admissions review team to make an accurate decision about school readiness and about any additional learning support provision a child may need.

For Year 2 children, we also use standardised online tests from a trusted UK-based company. These tests help us make sure that your child can confidently access our curriculum and thrive at BSM.

Upon entry to our Early Years we expect children to be toilet trained. This means that they understand that they no longer need nappies during the day time, they recognise when they need to use the toilet and are able to ask to use the toilet. They should be able to use the bathroom independently without help from an adult. We understand that children may have 'accidents', particularly when becoming familiar with new adults and a new environment.

We expect that all children who join us will be able to feed themselves and are familiar with doing so. We also would like the children to be able to attempt to dress themselves and require minimum adult support with this.

Key Stage 2 (Year 3- Year 6) entry criteria

During our admissions process, we take a close look at each child's academic abilities and cognitive skills. To do this, we use standardised online tests from a trusted UK-based organisation. These tests help us make sure that your child can confidently access our curriculum and thrive at BSM. Our admission requirements and expectations are based on the expected academic performance for children in their respective age groups in English and Maths.

We also consider a child's social and emotional maturity to ensure they can flourish in both their well-being and learning at BSM. To review this, we observe their interactions in the classroom, spend time speaking with them and review their previous school reports and records.

Language

We appreciate the cultural diversity that Dual Language Learners and Multilingual Learners bring to our school. We expect that those who speak languages other than English should be able to demonstrate age-appropriate proficiency in their native language. We also recognise that as children get older it is more important that, when they join us, they are proficient in the delivery language of our curriculum - English.

Learning Support

We are committed to enrolling only those students whom we know we can support and will be able to thrive within our setting. We enrol students when the information available, observed internally or gained externally, indicates that the student's learning needs can be met by the curriculum, services and staff expertise we have. The capacity to support a child in their learning journey depends not only on the individual needs of the child, but also the overall needs within the cohort they will be joining.

Re-assessment

Through our admissions process, we intend to learn about a child and their unique learning abilities and needs. Occasionally we may ask that a child returns to school for a second assessment visit. This is sometimes required if a child needs further opportunities to settle in the school environment or to feel comfortable with adults who are less familiar to them.



We welcome questions from families before a formal application is submitted.

Senior School Criteria

Key Stage 3 (Year 7- Year 9) entry criteria

As an integral part of our admissions process, we utilise The Cognitive Abilities Test (CAT4). This is an assessment that is designed to help us understand how each student learns and what their academic potential might be. These tests help us make sure that your child can confidently access our curriculum and thrive at BSM. We also ask applicants to complete a short English test to make sure they can access our full curriculum. In addition we offer a detailed interview, we use this opportunity to make sure we are a good fit for the applicant.

Key Stage 4 (Year 10- Year 11) entry criteria

At Key Stage 4 we offer iGCSE which stands for "International General Certificate of Secondary Education." They are globally recognised qualifications for students ages 14-16, covering a wide range of subjects. They offer some flexibility in subject choices and are highly respected by universities and employers worldwide. Students take iGCSE exams at the end of a two-year course and they serve as an excellent preparatory step for higher education.

We also utilise The Cognitive Abilities Test (CAT4) at Key Stage 4. This is an assessment that is designed to help us understand how each student learns and what their academic potential might be. These tests help us make sure that your child can confidently access our curriculum and thrive at BSM. We also ask applicants to complete a short English test to make sure they can access our full curriculum. In addition we offer a detailed interview, we use this opportunity to make sure we are a good fit for the applicant. If a student is applying to join us in Year 11, we ask for a detailed description of course coverage in their present school for Year 10. This is to make sure any applicant will be set up for success in the second year of iGCSE study. We would then work on a case by case basis when deciding upon a subject selection and timetable offer.



Key Stage 5 - IB Diploma and Courses Entry Criteria

The IB Diploma Programme (IBDP) is an academically challenging, rigorous and balanced qualification that prepares students, ages 16 to 19, for success at university and in their future careers. It is designed specifically to nurture the intellectual, social, emotional and physical well-being of students. The programme has gained recognition and respect from the world's leading Colleges and Universities and it is considered to be the most rigorous post-16 qualification in the world.

Early Requirements

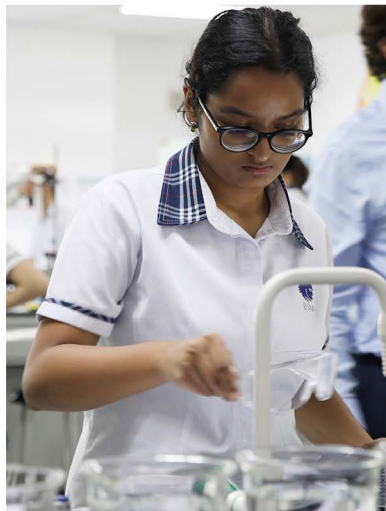
Our BSM students prepare for the IB Diploma Programme in KS5 by taking iGCSE exams in KS4. These are internationally recognised qualifications accredited by examination boards in the UK. If you have followed iGCSE courses or taken iGCSE exams prior to your application then our detailed entry requirements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

We welcome local applicants as well as applicants from overseas following different qualification frameworks. We assess all applicants from these schools individually. Therefore, we are not able to publish formal entry requirements that cover all school and all qualification frameworks. However, successful applicants are expected to have a strong academic record from their current school in addition to being able to demonstrate that they have developed or are developing some or all of the IB learner profile attributes. We study all the school reports and transcripts that we receive carefully; we also request multiple references from previous schools that comment on the applicant's ability to meet the academic requirements of the BSM. We interview all applicants to assess whether or not they would be a good "fit" for our community and to allow the applicants to make an informed decision on whether BSM is the right school for them. 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 the cognitive ability tests and English assessments. We will only admit applicants onto the Diploma Programme where we have evidence that they can access the curriculum and achieve success. We may counsel applicants onto alternative pathways if they fall short of our minimum requirements for the Diploma Programme.

We commit to assessing all our 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.



Application Deadline

Applications for	Applications Deadline	Note
Term 2 SY 2024-2025	14 October 2024	Only in exceptional circumstances are offers made for Term 2 and Term 3 pending the availability of places.
Term 3 SY 2024-2025	17 February 2025	
Term 1 SY 2025-2026	12 May 2025	

Assessment/Class Levels

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 notify parents, usually within seven working days, of our decision regarding their application. Applicants who receive the offer of a space will be asked to complete the enrollment process, after which we will confirm the student's start date.

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 2024-2025

Age	British School Year Level	Age Ranges	England and Wales	Scotland	Equivalence in other systems	
					USA	Australia
3+	Nursery	1 Sept 20- 31 Aug 21	Nursery	Pre-School	Pre-School	-
4+	Reception	1 Sept 19-31 Aug 20	Reception	Nursery	Nursery	Pre-School
5+	Year 1	1 Sept 18-31 Aug 19	Year 1	Primary 1	Kindergarten	Kindergarten
6+	Year 2	1 Sept 17-31 Aug 18	Year 2	Primary 2	Grade 1	Year 1
7+	Year 3	1 Sept 16-31 Aug 17	Year 3	Primary 3	Grade 2	Year 2
8+	Year 4	1 Sept 15-31 Aug 16	Year 4	Primary 4	Grade 3	Year 3
9+	Year 5	1 Sept 14-31 Aug 15	Year 5	Primary 5	Grade 4	Year 4
10+	Year 6	1 Sept 13-31 Aug 14	Year 6	Primary 6	Grade 5	Year 5
11+	Year 7	1 Sept 12-31 Aug 13	Year 7	Primary 7	Grade 6	Year 6
12+	Year 8	1 Sept 11-31 Aug 12	Year 8	Secondary 1	Grade 7	Year 7
13+	Year 9	1 Sept 10-31 Aug 11	Year 9	Secondary 2	Grade 8	Year 8
14+	Year 10	1 Sept 09-31 Aug 10	Year 10	Secondary 3	Grade 9	Year 9
15+	Year 11	1 Sept 08-31 Aug 09	Year 11	Secondary 4	Grade 10	Year 10
16+	Year 12	1 Sept 07-31 Aug 08	Year 12	Secondary 5	Grade 11	Year 11
17+	Year 13	1 Sept 06-31 Aug 07	Year 13	Secondary 6	Grade 12	Year 12

School Fees | 2024-2025

A. Tuition Fees

Year level	Per Term GBP plus PHP	Annual Fee GBP plus PHP
Nursery	GBP 1,225 + PHP 88,030	GBP 3,675 + PHP 264,090
Reception - Year 6	GBP 2,440 + PHP 175,520	GBP 7,320 + PHP 526,560
Year 7 - 9	GBP 2,745 + PHP 197,365	GBP 8,235 + PHP 592,095
Year 10 - 11	GBP 2,885 + PHP 207,560	GBP 8,655 + PHP 622,680
Year 12 -13	GBP 3,230 + PHP 232,385	GBP 9,690 + PHP 697,155

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 30,000
Yearbook	PHP 2,500
Photos	PHP 1,200
External exam fees	will be charged at cost as incurred

C. Capital Development Fee (CDF)

	Per Term	Annual Fee
Nursery - Year 13	PHP 51,890	PHP 155,670

D. Learning Support Fees (LSF)

	Per Term	Annual Fee
Stage 2	PHP 24,955	PHP 74,865
Stage 3	PHP 65,100	PHP 195,300
Stage 4	PHP 103,075	PHP 309,225

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 markup to cover conversion costs. Updated School exchange rates can be found on the **school's website**.
- 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 submission of Admission requirements.

4. Yearbook and Photos

- Yearbook, class and individual photos are 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 and can be found on the **school's website**.

7. Where and How to pay

• Payment should be done upon request 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:

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

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

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

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.

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.**

8. Due Dates

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

Fees for	Due Dates
Term 1	12 August 2024
Term 2	06 January 2025
Term 3	21 April 2025

• 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 2024-2025:

- If you intend to leave before Term 2, 21 June 2024
- If you intend to leave before Term 3, 06 December 2024
- If you do not intend to enroll in August 2025, 04 April 2025

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.

• 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.

School Calendar | 2024-2025

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

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

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27	28	29	30	31		

November

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24	25	26	27	28	29	30

December

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

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12	13	14	15	16	17	18
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February

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23	24	25	26	27	28	

March

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23	24	25	26	27	28	29
30	31					

April

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27	28	29	30			

May

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

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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*

Pupil School Year total days - 180

School Year 2025-2026 opens on **Wednesday 13 August 2025**



BSM

www.britishschoolmanila.org