



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.

Submit an *Enquiry*



Recommended
Admissions Briefing/Campus Tour



Submission of *Application form & complete requirements*



Review of Application Requirements



Invite for Assessment
(if recommended to invite for assessment)



Assessment duration
Nursery - Reception: 1 hour
Year 1 - Year 2: 1-2 hours
Year 3 - Year 6: 1.5 days
Year 7 - Year 13: 1 full morning/Interview
15 mins
Note: The school may request for additional days if further assessment is recommended



Decision
Accept / For waitpool / Decline

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

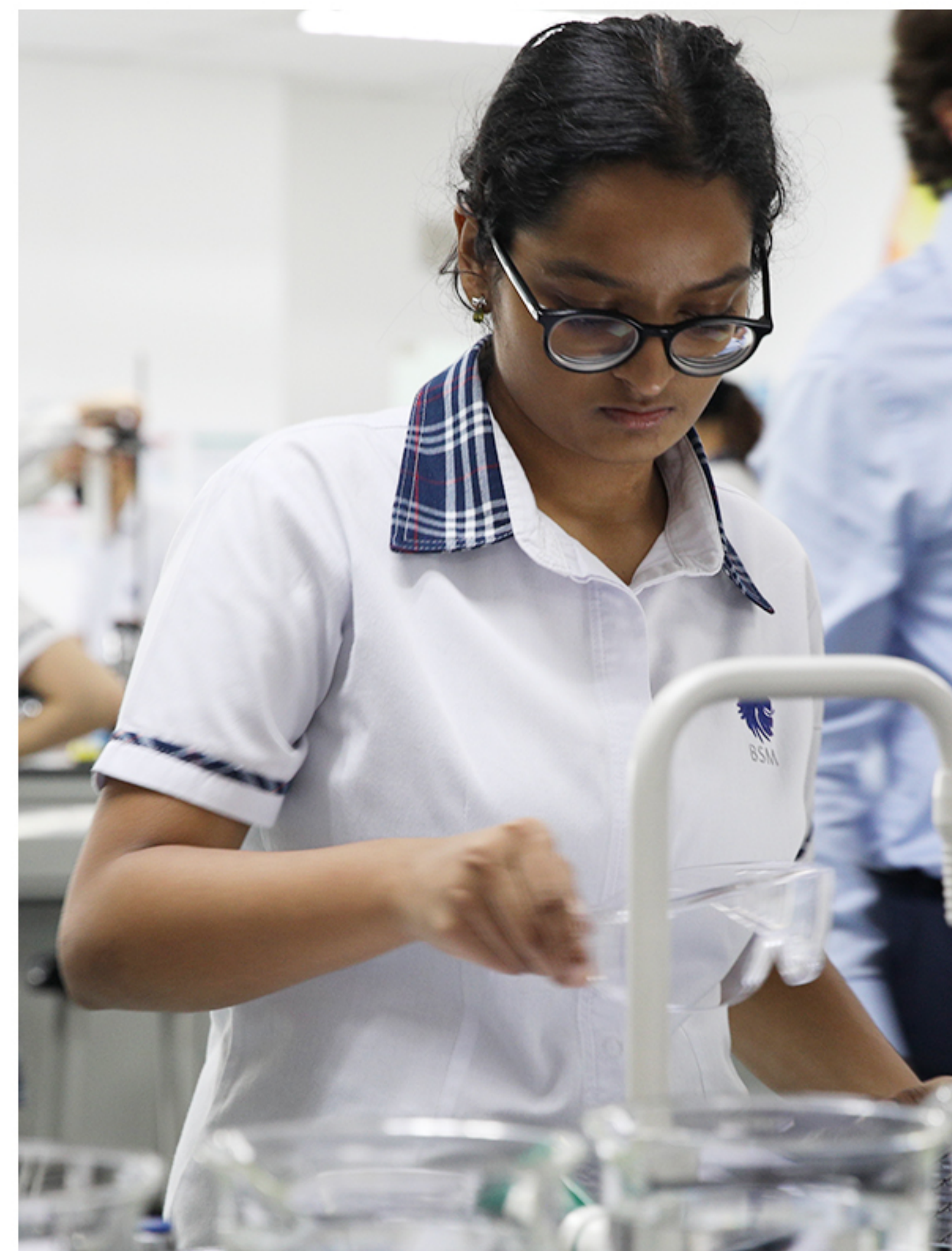
Our BSM students prepare for the IB Diploma Programme in KS5 by taking iGCSE exams in KS4. These are internationally recognised qualifications accredited by examination boards in the UK. If you have followed iGCSE courses or taken iGCSE exams prior to your application then our detailed entry requirements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



Applications for	Applications Deadline	Note
Term 1 SY 2025-2026	12 May 2025	Only in exceptional circumstances are offers made for Term 2 and Term 3 pending the availability of places.
Term 2 SY 2025-2026	13 October 2025	
Term 3 SY 2025-2026	13 February 2026	
Term 1 SY 2026-2027	11 May 2026	

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.

Start dates are planned in the best interests of our students and may not follow the beginning of terms for families completing enrolment requirements close to school breaks.

Following the assessment process, the Admissions Office will update parents within 7 school days to notify you of our decision, invite the student for a further visit or advise if we need further information.

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 SY 2025-2026

Age	British School Year Level	Age Ranges	England and Wales	Scotland	Equivalence in other systems	
					USA	Australia
3+	Nursery	1 Sept 21- 31 Aug 22	Nursery	Pre-School	Pre-School	-
4+	Reception	1 Sept 20-31 Aug 21	Reception	Nursery	Nursery	Pre-School
5+	Year 1	1 Sept 19-31 Aug 20	Year 1	Primary 1	Kindergarten	Kindergarten
6+	Year 2	1 Sept 18-31 Aug 19	Year 2	Primary 2	Grade 1	Year 1
7+	Year 3	1 Sept 17-31 Aug 18	Year 3	Primary 3	Grade 2	Year 2
8+	Year 4	1 Sept 16-31 Aug 17	Year 4	Primary 4	Grade 3	Year 3
9+	Year 5	1 Sept 15-31 Aug 16	Year 5	Primary 5	Grade 4	Year 4
10+	Year 6	1 Sept 14-31 Aug 15	Year 6	Primary 6	Grade 5	Year 5
11+	Year 7	1 Sept 13-31 Aug 14	Year 7	Primary 7	Grade 6	Year 6
12+	Year 8	1 Sept 12-31 Aug 13	Year 8	Secondary 1	Grade 7	Year 7
13+	Year 9	1 Sept 11-31 Aug 12	Year 9	Secondary 2	Grade 8	Year 8
14+	Year 10	1 Sept 10-31 Aug 11	Year 10	Secondary 3	Grade 9	Year 9
15+	Year 11	1 Sept 09-31 Aug 10	Year 11	Secondary 4	Grade 10	Year 10
16+	Year 12	1 Sept 08-31 Aug 09	Year 12	Secondary 5	Grade 11	Year 11
17+	Year 13	1 Sept 07-31 Aug 08	Year 13	Secondary 6	Grade 12	Year 12

School Fees | 2025-2026

A. Admissions & Enrolment Fees

Application Fee	PHP 30,000
Entrance Fee	PHP 340,000

A. Application Fee

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

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.

B. Tuition Fees

Year level	Per Term GBP plus PHP	Annual Fee GBP plus PHP
Nursery	GBP 1,420 + PHP 127,320	GBP 4,260 + PHP 381,960
Reception - Year 6	GBP 2,360 + PHP 211,770	GBP 7,080 + PHP 635,310
Year 7 - 9	GBP 2,655 + PHP 238,180	GBP 7,965 + PHP 714,540
Year 10 - 11	GBP 2,790 + PHP 250,410	GBP 8,370 + PHP 751,230
Year 12 -13	GBP 3,125 + PHP 280,350	GBP 9,375 + PHP 841,050

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

B. Tuition Fees

- Tuition Fees are billed and paid termly in advance.
- 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 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.

C. Other Administrative Fees

Including Yearbook, photos, ID, Class kitty fund	PHP 5,200
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Note: External exam fees are billed at cost per student

C. Yearbook, photos, and other administrative fees

- Yearbook fees are charged yearly, per family.
- Class and individual photos, class kitty fund and other administrative fees are charged yearly per child.

D. Capital Development Fee (CDF)

	Per Term	Annual Fee
Nursery - Year 11	PHP 54,485	PHP 163,455
Year 12 - Year 13	PHP 53,970	PHP 161,910

D. Capital Development Fee (CDF)

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

E. Learning Support Fees (LSF)

	Per Term	Annual Fee
Stage 2	PHP 26,705	PHP 80,115
Stage 3	PHP 69,660	PHP 208,980
Stage 4	PHP 110,290	PHP 330,870

E. 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**.

Notes on fees

1. Due Dates

- For **new students**, fees are payable following the due dates indicated in the Statement of Account.
- For **existing students**, all fees must be paid in **FULL** by the **due dates**.

Fees for	Due Dates
Term 1	9 July 2025
Term 2	12 December 2025
Term 3	13 March 2026

2. How to Pay

- Payment should be done to **British Education, Inc.** either through:
 - 2.1 Payments paid to BSM Finance. Cheque and bank transfer are preferred.
 - 2.2 Over-the counter bank payments or online banking to any of the School's bank accounts as listed below:

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

2.3 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.

2.4 By E-Wallets (Maya and GCash) - Maya and GCash E-Wallets and other QRPh affiliated channels

- 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.**

3. Late Payments

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

4. 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 2025-2026:
 - If you intend to leave before Term 2, 20 June 2025
 - If you intend to leave before Term 3, 12 December 2025
 - If you do not intend to enroll in August 2026, 27 March 2026

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 | 2025-2026

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

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	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

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

Pupil School Year total days - 182

School Year 2026-2027 opens on **Wednesday 12 August 2026**



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