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Policy and Procedure

Admissions Policy



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Purpose

Our founding and ongoing core purpose is to serve the British and Dutch communities within KSA. To this end, BISR was established with the support of the British and Dutch embassies in 1979. Where space has enabled, we have subsequently broadened our purpose to provide an international education to the wider expatriate community within Riyadh. As a school we endeavour to maintain a balance of nationalities across the school, with higher numbers in our priority one group. Where space permits we are able to accept a number of KSA passport holders, prioritising those who are returning to KSA from other countries or moving from other international schools.

All students need to complete an admissions assessment, demonstrating the ability to access our curriculum, including competence in English, which is the medium of instruction.

Definitions

Class Size

BISR Al Hamra Campus/ Al Waha Campus

The number of children in classes is typically limited to 24 in Primary (20 in Foundation) and 24 in Senior unless there are exceptional circumstances. Only the Principal, in consultation with the Board of Governors, may decide what constitutes exceptional circumstances.

In order to give effect to the admissions policy, one place per class will be held in reserve at the beginning of each school year to enable placement of British and Dutch children who may apply throughout the school year. Thus the number of children in each class at the start of the school year will be 23 in Primary (19 in Foundation) and 23 in Senior and a waiting list for other children will be commenced once a class has reached 24 Primary (20 Foundation) and 24 Senior children.

BISR Diplomatic Quarter Campus

Only the Principal, in consultation with the Board of Governors, may decide what constitutes exceptional circumstances.

In order to give effect to the admissions policy, one place per class will be held in reserve at the beginning of each school year to enable placement of British, Dutch and embassy children who may apply throughout the school year. Thus the number of children in each class at the start of the school year will be 23 in Primary (19 in Foundation) and a waiting list for other children will be commenced once a class has reached 23 Primary (19 in Foundation).

BISR Al Sharq, Taif, Tabuk and Al Saqr

The number of children in classes F2 to Y6 is limited to 24. Maximum class size in F1 is 16. No places will be held in reserve.

The Board of Governors reserves the right to amend class size policy at Al Hamra and Al Sharq in the light of circumstances prevailing at any time.

Policy Statement

Admissions

The British school is a school for English-speaking children, and not a school for teaching children English. The medium of instruction throughout the school is English and it is a requirement of admission that children have a good understanding of English.

Applications are accepted on and after 9th January for admission the following academic year. At BISR Al Hamra, Al Waha and Diplomatic Quarter campuses, applications will be accepted for any place that the school anticipates being available, plus 20 students in each year group who will make up the waitlist. Only British and Dutch passport holders will have places confirmed prior to 10th April. On that date, the remaining places will be filled according to waitlist priority, and subject to assessment.

Before being offered a place, all applicants for admission to the School, of whatever nationality and in whatever category, must satisfactorily complete the School assessment process. Children are invited for assessment only when a place becomes available either on roll or within waitlist parameters.

This assessment will evaluate English language proficiency and include an assessment of academic potential and social behaviour. It will involve a range of testing procedures according to the age of the applicant. British and Dutch children applying for Year 1 and above will be invited to complete the assessment between March 1st and 10th April. Children applying for places in Foundation will be invited for assessment later in Term 3. Depending upon the results of the assessment, an offer of a place may be made. Parents will be advised of the decision within three working days of the completion of the assessment.

If applications are received for Year 10/11 or 12/13 (i.e. for GCSE, A level, BTEC and IB Diploma Programme courses) for entry after the first eight weeks of the programme, the school will consider each case individually and make a decision about entry based on continuity of courses, subject availability, assessment components missed, realistic expectations of the student and their parents, and the likelihood of the student achieving their academic potential.

Students applying for entry to the school to undertake A level or IB Diploma and BTEC courses from other Riyadh schools, must meet the [entry requirements](#).

Priority Groups at BISR Al Hamra Campus and Al Waha Campus

To ensure that BISR continues to meet its prime objective of educating British and Dutch children, admission into the school is according to the following priority groups:

Priority Group 1

Provided that a place is available and the assessment process is completed satisfactorily, children holding a British or Dutch passport (“British and Dutch children”) and children of overseas hired teaching staff will be granted a place in the School. It is not sufficient that one or both parents hold a British passport: the child must do so. British and Dutch children for whom a place is not available, will have priority placing on a waitlist.

Priority Group 2

Non-British and non-Dutch siblings of children already enrolled will have priority over other non-British and non-Dutch passport holders subject to the availability of places. Assessments for category two children will take place after May 15th for admission the following school year.

Priority Group 3

Applications from children holding a passport of a country other than Britain and the Netherlands will be accepted up to a maximum of 20 on a waitlist for each year. Subject to the availability of places, assessments Priority Group 3 children will take place after 10th April for admission the following school year.

Wait List Guidelines at Al Hamra and Al Waha

Priority Group 1 children

Student applicants must hold a British or Dutch passport. Places will be offered according to date of application.

Priority Group 2 children

A child who has a sibling already enrolled and for whom a class place is not immediately available will be placed on a waitlist if his/her parents so desire.

The child’s position on the waiting list will be chronological to the date of his/her application being submitted to the Registrar.

The parents will be advised of the number of children, if any, who are ahead of their child on the waiting list for that year. They will also be advised that Priority Group 1 children could preempt an available place.

At the end of each school year, the parents of any child remaining on the waiting list will be contacted to establish whether they would like their child(ren) to remain on the waitlist for the following academic year.

The Principal will have discretion to decide, at the end of Term 2, whether to release some or all of the Priority Group1 reserved places in order to accommodate Priority Group 2 or 3 children who are on a wait list or who would otherwise be on a wait list

Application for Priority Group 1 and Priority Group 2 children may be submitted at any time during the school year.

Priority Group 3 children

The child's position on the Priority Group 3 waiting list will be chronological to the date of his/her application.

Parents will be advised of the number of children, if any, ahead of their child on the waitlist. They will also be advised that Priority Groups 1 and 2 children could preempt an available place.

On May 15th each year, places will be confirmed. Each year cohort will be filled to 23 Primary and 23 Senior in each class (except Foundation 1 which will be 19). BISR will calculate the number of places that can be allocated to these applicants based on withdrawal notices.

At the end of each school year, the parents of any child remaining on the waitlist will be contacted to establish whether their child should remain on that list.

Allocation of places as above will be advised to the Priority Group 3 parents as early as possible.

Priority Groups at BISR Diplomatic Quarter Campus

The priority groups for the Diplomatic Quarter Campus are the same as for the Al Hamra campus. However, in line with our lease agreement with the Diplomatic Quarter General Authority (DQGA), priority will be given to embassy children who may apply throughout the school year.

Admissions BISR Al Sharq, Taif, Tabuk and Al Saqr

Admission to the BISR Al Sharq School is for residents of Al Sharq, Taif and Tabuk and Al Saqr compounds only.

Parents seeking admission for their children to BISR Al Sharq, Taif and Tabuk and Al Saqr schools should contact the school at the earliest opportunity to discuss the availability of

places and entry requirements **BEFORE** travelling to KSA. Admission to BISR Al Sharq, Taif, Tabuk and Al Saqr schools is not automatic and is dependent upon:

- the completion of admission forms
- submission of the latest school report for your child
- the availability of spaces at the school
- an assessment of the child at the school

Admissions to BISR Al Sharq, Taif, Tabuk and Al Saqr schools for the next academic year open in January, with assessments for entry taking place in Term 3.

Priority Groups at BISR Al Sharq, Taif, Tabuk and Al Saqr campuses

Priority Group 1

Children of BAE Systems and MOD employees living on the Al Sharq, Taif, Tabuk and Al Saqr compounds.

When classes at BISR Al Sharq are full, applicants are advised to seek admission to the Al Hamra campus by contacting the Registrar.

Children in F1-Y3 who live on Al Sharq compound and whose parents wish them to transfer from Al Hamra to Al Sharq School can do so only at the end of a school term. Children in Y4 – Y6 may only transfer at the end of the academic year. Parents must provide one full calendar months' notice prior to the end of the term. This must be to the Registrar and not via another person.

Procedure

The Application Procedure

The following information will be available for prospective parents:

Thank you for your interest in the School and for your enquiry for the admission of your son or daughter. To be considered for entry, please complete the Registration Form and submit, online via our website for your preferred campus. The completion of the form does not guarantee admission.

Applications may be submitted on or after 9th January each year for enrolment for the following school year. The school reserves the right to open applications earlier than this.

Priority is given to children in line with the admission policy listed above. Children are scheduled for assessment if and when a place becomes available and, if successful, allocated to a year group.

Children are assessed and, if successful, placed in year groups appropriate to their chronological age i.e. age appropriate birthday between 1st September and 31st August. Exceptions considered for those arriving from the UK education system for summer born (June, July and August) placement.

For students applying for a place at our Al Hamra, Diplomatic Quarter Campuses and BAE Campuses: before being considered, parents must submit:

- Completed registration form
- Copy of Child's passport
- All school reports at current school for the past year
- Completed medical form
- Application fee
- Any additional supporting documents requested by BISR

A copy of the father's/carer's Iqama will be required prior to enrolment. If an Iqama can't be provided, confirmation on headed paper by the employer will be required stating the Iqamas are in process. BISR will give a 6-week grace period upon admission for families to provide the Iqama

The Admissions Process

Once the application form, copies of school reports, medical form, passport details and fee have been submitted, the Registrar will schedule entry assessment according to the Priority list above.

British and Dutch children will be assessed in order that applications are received in the period 9th January until 10 April. An assessment fee must be paid prior to the assessment being scheduled. The Fee structure is available on the BISR website.

Non-British and Non-Dutch siblings of students currently on roll will be given priority for assessment after 10th April. Priority Group 3 will be assessed after Priority 2 BISR children subject to availability of places.

The waitlists at BISR Al Hamra, Al Waha and Diplomatic Quarter campuses will be closed at 20 students per year group.

Where appropriate, assessment may be carried out at a child's current school. However, this depends on the co-operation of the school.

The Registrar will inform parents of the outcome of the assessment within three working days. A conditional place may be offered subject to the submission of the parents Iqama and payment of all fees and deposits. No child may start at the school until all documentation, fees and deposits have been submitted and verified. BISR will not admit children who are unable to follow basic instructions or who are not toilet trained at Foundation 1 stage. The school reserves the right to delay the start of children until they are able to independently manage their toileting needs within the school environment.

If subsequent to enrolment, the School believes that a child cannot benefit from the curriculum on offer, or a child causes disciplinary problems, the parents may be asked to withdraw the child from the school. In such circumstances, there will be no refund of fees.

At BISR Al Hamra, Al Waha and Diplomatic Quarter Campuses only: Parents of British or Dutch children who anticipate arriving in the KSA more than one term after the initial application and where a place is currently available may guarantee that place by paying for the current term, and in advance for subsequent terms until the child arrives in the country.

Admission to BISR is conditional upon parental agreement that students will participate fully in the curriculum and related activities including those related to Personal, Health and Social Education.

The School will only admit children who can access, and benefit from, the curriculum on offer. If after enrolment, it becomes apparent that a child is not benefiting from the curriculum, the parents may be asked to withdraw the child or agree to remedial help for which the parents may be charged.

The admission of Saudi National students is subject to the approval of the Ministry of Education, to whom a special application must be made. The permission letter provided by the Ministry of Education needs to be valid before enrolment is accepted and throughout the time of enrolment.

A re-enrollment fee can be charged by BISR to allow the school to reserve a space for the child for the next academic year.

All children who are joining from a school in Saudi Arabia will be required to provide a leavers certificate from their previous school before being enrolled into BISR.

By submitting your application you are agreeing to the [Terms and Conditions](#).

The student's start date will be agreed between the Registrar and parents. No student may start at BISR unless all registration fees, deposits and tuition fees for the student's first term are paid. No Saudi National Student may start without the valid approval letter from the Ministry of Education.

Children who wish to transfer between campuses can only do so after completing 3 consecutive terms at the campus at which they have enrolled. Transfers will only take place at the end of the academic year. Parents must provide one full calendar months' notice prior to the end of the term. This must be to the Registrar and not via another person. The Registrar will then confirm whether the transfer can take place, subject to availability in the required campus.

Change Date	Revised Clauses	Description of Changes	Page No.
28/01		Clarification on transfer procedure	9