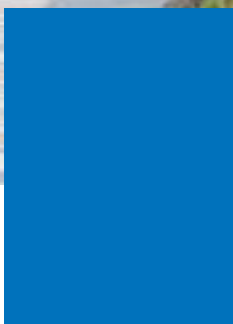


# ADMISSIONS *POLICY and PROCEDURE*

*Creating role models  
for the future*



**BISS GAUSEL**  
British International Schools of Stavanger





*'Creating role models for the future'*

### **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through inter-cultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **BISS Vision Statement**

To empower the learning community to become role models who are forward-thinking visionaries and lifelong learners.

### **BISS Mission Statement**

At BISS we provide a purposeful and engaging curriculum and a culture that fosters innovation, resilience and continuous growth. We cultivate an environment that promotes empathy, compassion, collaboration, intercultural understanding and respect for one another.

## **Admissions Policy - BISS Gausel**

- BISS Gausel is a private school (privat skole) entitled to state funding from the Norwegian Government. We are approved by the Norwegian Government to teach an alternative to the state curriculum.
- BISS Gausel is approved to teach an international curriculum, in English, and follows the International Baccalaureate (IB) Primary and Middle Years Programmes (PYP and MYP).
- Funding for comes partly from the Government Education Department (UDIR) and partly from parents. Currently, the split is 85% state funding and 15% parent funding.

### **1. Admissions**

General admissions criteria:

- The school is open to anyone who satisfies the requirements for admission to Norwegian public schools. We refer to the "privatskolelova" §3-1 og "Opplæringsloven" § 2-1.
- The school's management and board determine how many student places are available for each school year. The number of places will be within the limits approved by the Directorate of Education.

### **2. Applications**

- Applications for BISS Gausel are made online, through the school website [www.biss.no](http://www.biss.no).
- Applications are not carried over from one academic year to the next and new applications for the following year open on June 1st.
- We have continuous admissions throughout the academic year when places become available.

### **3. Admissions Criteria in Order of Priority**

1. Current students of BISS Gausel registering for the following academic year at BISS Gausel.
2. Siblings of students already enrolled at BISS Gausel.
3. Current students of BISS Pre-School 5.
4. Children of staff on permanent contracts and children of board members.
5. Applicants with a demonstrable interest in the IB curriculum.
6. Applicants from schools or pre-schools offering an international curriculum, in Norway, and abroad.  
*(This includes former students of BISS Pre-School, BISS Gausel, BISS Sentrum and the British International School of Stavanger)*
7. Students transferring from BISS Sentrum to BISS Gausel.

If there is more than one applicant with the same priority, places will be allocated by lottery.

## 4. Changes to criteria and complaints procedure

The admissions criteria may be changed at the discretion of the school boards and within the limits of privatskolelova

Complaints about the admissions procedure should be made directly to the school in the first instance, and ultimately to the 'Statsråd' in Rogaland.

## 5. 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 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 school before the first day of tuition.

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.

## 6. Moving from BISS Pre-School to BISS Gausel

BISS Pre-School, 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 you must make an application before 31st January of the academic year before they are due to start school.

Pre-School 5 children have third priority for places in Primary 1 at BISS Gausel. Families may indicate their preferred school on application, but the Admissions Office reserves the right to allocate a place in either BISS Gausel or BISS Sentrum. If there are more applicants than places for a school, the decision on which school a child is offered will be based on; existing siblings at BISS Gausel or BISS Sentrum, parent preference, geographical proximity, and finally, by lottery. We will try to place all children in one of the schools, but places are not guaranteed.

## 7. Contract

Contracts are valid until a withdrawal notice is received and students are automatically enrolled in the next year unless a withdrawal is in place.

## 8. 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.

## 9. Temporary Withdrawal

School can authorise a leave of absence for a maximum of 10 days. If a pupil is absent from school on unauthorised leave for longer than three months, school reserves the right to withdraw their place and offer it to a child on the waiting list. Students returning after an absence of longer than three months will be required to submit a new application form and will be considered according to the schools' admissions criteria.

## 10. School Fees

School fees are set by the governing board of BISS Gausel, based on rates set out by the UDIR (Norwegian Directorate for Education and Training). The updated school fees will be published to the website in December each year. School fees cover students' educational instruction during the regular school day, including educational supplies, exercise books and the loan of textbooks. The school fees do not cover school clothing.

## 11. 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 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. Once a debt has been transferred to Kravia, all payments and correspondence must be made directly with them.

## 12. Parent/School Cooperation

To foster a learning environment that reflects the IB Learner Profile it is essential that the entire school community model the Learner Profile through positive behaviour.

Should any stakeholder group, including parents, behave in a way that does not reflect the expectations in all areas of the school community, including social media platforms, the School Board reserves the right to review the school contract with a family.

## 13. The IB Learner Profile

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success.

They imply a commitment to help all members of the school community learn to respect themselves, others, and the world around them.

Each of the IB's programmes is committed to the development of students according to the IB learner profile.

The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



**BISS GAUSEL**  
**BRITISH**  
**INTERNATIONAL**  
**SCHOOLS**  
**OF STAVANGER**

Policy reviewed Jan 2025

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