Bordeaux International School Since 1987

Admission Policy

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1. STRUCTURE OF ADMISSIONS COMMITTEE

The school's Admissions Committee comprises the Co-Heads of School, Heads and Deputy Heads of Sections. Additional members of staff (eg. Heads of Department) may be consulted when deemed necessary.

2. GENERAL POLICY

Admissions to Bordeaux International School are accepted throughout the year providing there are places available.

Before applying, families are asked to visit the school website to gain information about our educational project, philosophy, teaching approach, and our fees list and to consult the table of equivalence of international educational systems and classes.

Classes in BIS are limited to 10 in Early Learning, 16 in Primary and 16 in Secondary. Families are advised to apply as early as possible to ensure a place.

No entry test is required under the age of 14. The school is able to accept the enrolment of a student with learning difficulties as long as the human and material resources are available to effectively support this student and lead to positive learning outcomes.

We endeavour to maintain a balance between cultures and languages in our bilingual classes (from Early Learning to Middle School) and to reserve places for children of "mobile" families.

An "**Open Day**" is organised each year in February/March (information is published on our website a few weeks beforehand) to allow families to discover more about the organisation of classes, teaching methods, teaching team and work done by students and also to meet parents and PTA representatives (Parent Teacher Association)**.**

This document is reviewed annually and, depending on the student population, changes are made as appropriate.

3. SECULAR POLICY

Students attending BIS follow many different faiths and come from a wide variety of cultural and religious backgrounds. The school does not permit any form of discrimination against, or harassment of, students on religious or cultural grounds.

As a way of ensuring equality of opportunity, Bordeaux International School remains a secular environment - we do not endorse any one religion, faith or culture. This enables us to be as fair as possible in our treatment of students. For this reason, we **do not accept any visible, physical signs (jewellery, clothes etc.) of religion or faith within school grounds.**

4. ENROLMENT AND WAITING LIST

- If a place is not available at the time of submitting an application, applicants may enrol on the waiting list provided that the application form, supporting documents and admission fees have been received.
- The registration fee will be reimbursed if the school is unable to offer a place at a later date.
- If the applicant accepts a place offered by the school and subsequently withdraws, both admission fees will not be reimbursed.
- Criteria used to decide which student on the waiting list is offered a place include :-
  - Timing of the application (first come first served basis)
  - Siblings in another section
  - The existing language balance of the class
  - Capacity of the child to integrate and adapt to our bilingual structure

5. FEES

(*see Admissions Pack*)

- The fees are set out in the fees schedule which is sent to parents each year after revision and are also published on the school website. The fees schedule is sent to parents currently enrolled at the school and is sent out with the Admissions Pack to enquirers.
- The schedule stipulates the payment methods available and the first instalment due by the 1st June.
- In certain circumstances special arrangements for payment may be made with the Heads of School and the Admissions Department.

6. APPLICANTS WITH SPECIAL NEEDS

Minor learning difficulties

A **special educational need** refers to children with learning problems or **disabilities** that make it harder for them to learn than most children the same age.

BIS considers a student to have a minor special educational need if he or she needs minor external support to help progress, but that the learning difficulty does not need major teaching modifications to be made by the school.

BIS has resources and access to external consultants that facilitate support for minor learning difficulties. Any student with significant specific academic or physical needs for which the school does not have adequate resources cannot be admitted to the school. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on its capacity to address his/her needs.

Parents must disclose all previous diagnosis and support that a student has received linked to academic performance, behaviour, and wellbeing during the application process.

The school reserves the right to demand at any time a psycho-educational assessment if it is deemed in the best interests of the child.

- Early Learning & Primary : BIS is a bilingual learning environment which can be difficult for a small minority of pupils to adapt to (amount of work, several languages, autonomy). If it is felt that BIS is not the best structure to help your child progress, we will inform parents at the end of the second term of the academic year.

- Secondary : a trial period is imposed if felt necessary. Meetings are arranged at the end of October or beginning of November as required. A further meeting may take place after the mock exams for students in exam years.

If the need for an educational evaluation and/or the introduction of additional support is identified *after* enrolment is completed, the school will arrange for its Special Needs Coordinator to make observations and diagnosis and establish a report. If the needs appear to be more severe, the school will invite an external professional person to observe the child and draw up a report.

The School requests full parental cooperation to be able to provide a programme which is in the best educational interests of the student. Parents will be obliged to follow recommendations, eg for external support.

Parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out of school provision or both. Fees for any special materials, supplies, and / or additional instruction may be required and will be the responsibility of the parent **in addition to the regular tuition fees**.

If the school recognises that the student is still not making progress despite external support, parents will be informed that the school can no longer keep the student. Parents refusing to follow recommendations will mean that the school can no longer keep their child in school.

Highly gifted students

Highly gifted students are welcomed to the school and the flexibility, the small teaching classes and the specific training of the team, provide an excellent environment for such students to flourish. The level of enrolment is ultimately decided by the Head of Section after discussion with the teaching team, parents and any specialists involved. Students will be expected to follow the chosen course for a minimum three-week period in order to give the teaching team time to evaluate and assess the needs of the child and in order to provide a differentiated programme adapted to the child's needs.

If a child is assessed as highly gifted by the school during the school year, the school may strongly recommend the student be tested externally by professionals and we rely on the collaboration of parents in this process in order to help teachers adapt their teaching methods and provide the best learning environment possible.

8. CLASS PLACEMENT

Placement in all classes/ grades will be made by the relevant Head of Section and will be mainly based on the child's age and the previous educational record although internal assessment will also be taken into account. Where it is considered beneficial, students may be placed in a lower or higher grade.

The initial placement may be temporary and the school will reassess the child's placement after the child's abilities have been thoroughly observed in class and through additional testing. A review will take place before the October half term holiday and the school reserves the right to move a student after the trial period if deemed necessary. The Admissions Committee may also make the decision that BIS is not a suitable establishment for the student and they may be asked to leave the school. In this case, help and guidance will be provided by the school to find another suitable establishment.

9. LANGUAGE IN EARLY LEARNING AND PRIMARY

Students are assigned a first and second language upon integration at BIS. The first language is usually the one that the child is more comfortable using. The final decision about a child's first and second language is made by the Section Head and based on initial testing results.
Once the first language has been confirmed and agreed on by the Section Head and the parents, this cannot be changed.

10. DEFERRALS AND RE-ENTRIES

An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the school receives notification in due time and there are still places available. In such cases, the registration fee is also deferrable one academic year, although all deferrals are subject to receiving satisfactory additional school recommendations and school reports/transcripts over the course of the school year preceding the deferred entry.

11. RE-REGISTRATION

The fees and school calendar are reviewed in January each year. Once approved and published, the admission Department contacts parents to ascertain their intentions for the following year. Parents are sent a questionnaire whereby they indicate their intention to stay or the withdrawal of their child. The form should be completed and returned to the school by the deadline date as specified in the yearly contract signed by parents.For re-registration, contracts and invoices will then be dispatched to parents for the next school year.

12. SUSPENSION AND EXCLUSION

BIS reserves the right to review individual student behaviour and performance at any time during the course of the school year and students may be asked to leave the establishment if it is considered that he/she is preventing the school from continuing its missions and objectives, or in the following situations:

- Primary

The teaching team, Head of Section and Heads of School reserve the right to exclude a child either for a set period of time or permanently if he/she is the source of repeated disruption or unacceptable behaviour inside and / or outside of class.

- Secondary

The Heads of School in consultation with the Head of Section and the teaching team reserve the right to exclude a child either for a set period of time or permanently if he/she is the source of repeated disruption or unacceptable behaviour inside and / or outside of class.

In addition, if teachers are not satisfied with a student's performance in class work or homework, or if they think his or her attitude is unsatisfactory, detentions are given. If a student receives three detentions then the discipline moves towards the "Yellow Slip" process. After five Yellow Slips a student is permanently excluded from the school. The school's Discipline Policy provides details about detentions and Yellow Slips.

Any incident of serious misconduct (eg. drugs, violence etc.) may lead to a "Disciplinary Council" meeting composed of teachers and parent representatives, and the Heads of School, where the incident will be discussed and a decision will be made which may lead to permanent exclusion or another course of action.