Bordeaux International School Since 1987

Admissions Pack

Request for enrolment and Information

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Documents to complete / submit

- Information form (3 pages)
- Early Learning : Confidential Teacher / Parents Questionnaire (2 pages)
  (to be completed by current class teacher, Head of school or parents)
- Primary : Confidential Teacher Questionnaire (2 pages)
  (to be completed by current class teacher or Head of school)
- Middle School & Secondary : Confidential Teacher Recommendation Form (2 pages)
  (to be completed by main classroom teacher or Head of school)
- Middle School & Secondary : Student Application Statement (1 page)

Documents - for information

- List of obligatory vaccinations
- Calendar of vaccinations
- Fees list
- Payment methods & conditions (2 pages)
- IGCSE & A Level Examination fees and costs

Mission and Objectives

Care - Connect - Inspire

Bordeaux International School Since 1987

MISSION

Our international community offers a bilingual education in a caring, cooperative and stimulating learning environment. Our students are inspired to engage responsibly in a successful and sustainable future.

Notre communauté internationale propose une éducation bilingue dans un environnement d'apprentissage stimulant, bienveillant et coopératif. Nos élèves sont incités à s'engager de façon responsable pour un avenir de réussite individuelle et collective pérenne.

VALUES / VALEURS

- **1. Open mindedness / *Ouverture d'esprit***

Through inclusion, tolerance and fairness, our school empowers its students and community. / *Par l'inclusion, la tolérance et l'équité, notre école donne des moyens d'action à ses élèves et aux membres de sa communauté.*

- **2. Care / *Bienveillance***

Through empathy, support and respect, our school cares for its students and community. / *Par l'empathie, le soutien et le respect, notre école prend soin de ses élèves et des membres de la communauté.*

- **3. Responsibility / *Responsabilité***

Through autonomy, sustainability, engagement and integrity, our students and community prepare for a bright future. / *Grâce à l'autonomie, la soutenabilité, l'engagement et l'intégrité, nos élèves et notre communauté s'attachent à construire un avenir meilleur.*

- **4. Cooperation / *Coopération***

Through listening, sharing and solidarity, our school grows with its students and community. / *Par l'écoute, le partage et la solidarité, notre école grandit avec ses élèves et sa communauté.*

OBJECTIVES / OBJECTIFS

- **1. Lifelong learning / *Formation tout au long de la vie***

To encourage students to become lifelong learners who are curious, can think creatively, reason critically, and work both independently and collaboratively.
Encourager les élèves à devenir des apprenants curieux, créatifs et critiques sachant travailler de façon autonome et collective.

- **2. Communication / *Communication***

To help students improve their level of fluency in at least two languages, and to ensure they can express themselves confidently and communicate effectively with people of different nationalities.
Amener les élèves à un niveau d'aisance dans au moins deux langues. S'assurer qu'ils peuvent s'exprimer avec confiance et communiquer de manière efficace avec des personnes de différentes nationalités.

- **3. Diversity / *Diversité***

To promote open-mindedness, tolerance and an appreciation of diverse cultures, traditions and values, and to nurture our ability to respect the dignity and rights of people everywhere.
Promouvoir l'ouverture d'esprit, la tolérance et l'appréciation des cultures, traditions et valeurs. Cultiver le respect de la dignité et des droits des individus.

- **4. Knowledge / *Savoirs***

To enable students to reach a level of academic achievement, knowledge and understanding which prepares them for a successful future in continued education or in the global workplace.
Former les élèves à un haut niveau de savoirs et de connaissances académiques qui leur permette de réussir dans leurs études à venir ou dans leurs projets professionnels, où qu'ils soient.

- **5. Global Citizenship / *Citoyenneté***

To encourage students to engage in a sustainable lifestyle, to develop an understanding of world issues, and to inspire them to become responsible global citizens.
Encourager les élèves à s'engager dans un mode de vie durable, à développer une compréhension des enjeux du monde actuel et à devenir des citoyens responsables.

Criteria for admission

Early Learning

- The child must be 3 years old by the 31st December of the school year, fully toilet-trained and be able to eat and dress him or herself reasonably independently.
- Admissions are accepted throughout the year providing there are places available.
- When possible, we recommend that pupils admitted spend a half or full day at the school before they arrive, to give them a feel for the environment.
- If it is felt that the pupil could be successful but is in need of special help such as a protocol or individual education plan, parents must be willing to involve themselves and their child in this process in tandem with the teachers.
- Bordeaux International School reserves the right to change a student's level or class if, at any point after enrollment, it is determined that the student is not in the appropriate class for their academic level.

Primary

- Places available in the appropriate class.
- Children are accepted after review of the previous two years of school reports.
- The questionnaire sent to the teacher at the current school was returned to BIS.
- Students must be autonomous and possess the necessary skills to succeed in a bilingual international environment.
- The child's overall conduct is good, and they are respectful to others.
- Children and their parents are in agreement with the BIS vision, mission and objectives.
- If it is felt that the student could be successful but is in need of special help such as a protocol or individual education plan, parents must be willing to involve themselves and their child in this process in tandem with the teachers.
- Students must have a positive attitude to work (as shown in previous school reports).
- When possible, we recommend that pupils admitted spend a half or full day at the school before they arrive, to give them a feel for the environment.
- Bordeaux International School reserves the right to change a student's level or class if, at any point after enrollment, it is determined that the student is not in the appropriate class for their academic level.

Secondary

- Places available in the appropriate class.
- Admission is granted following a review of previous school reports, a Teacher Recommendation Form from the current school and an interview with the Head or Deputy Head of Section.
- Students must demonstrate (as shown in previous school reports) a positive attitude to work and have the necessary skills to cope with a mainly academic timetable.
- If a student is deemed capable of succeeding but requires specialised support beyond what the school can provide, parents must be willing to accept additional support and collaborate with the school to facilitate it.
- To follow the full range of IGCSE subjects, students must have a minimum level of English of "B1" from Common European Framework of Reference for Languages (CEFR). Students with a lower level of English will require extra support lessons at cost and / or may be accepted on the condition that they may need longer than the two year programme to reach the required level.
- The applicants for International Advanced Level courses should have achieved **5 IGCSE** passes (or equivalent) at **grades C or above**, including passes in both **English, Mathematics**, and a **grade B** in their chosen Advanced Level subjects where possible. When those certificates cannot be produced, prior assessment may be required either during the interview or by internet, in order to determine the appropriate class for the student.
- In some cases, we may accept students who do not meet the minimum requirements. In such instances, we will closely monitor their progress to assess their fit within the programme. If the student is not meeting their objectives, we will strongly recommend additional tutoring outside of school to address any learning gaps and help them reach the required level. If, after this support, the student is still not making sufficient progress, we may explore alternative options.
- To follow the full range of Advanced Levels subjects, students must have a minimum level of English of "**B2**" from Common European Framework of Reference for Languages (CEFR). Students with a lower level of English will require extra support lessons at cost. They may also be accepted on the condition that only certain subjects are chosen and/or on the agreement that they may need longer than the two year programme to reach the required level.
- Students requiring host families must have sufficient social skills and self-confidence to live away from home.

General Admission Procedure

Families who contact the school automatically receive an Admissions Pack along with the Admissions Policy document. The pack includes the information form, a list of fees, and the BIS documents listed below. All required documents must be completed and returned for the school to assess availability of a place.

Step One - A meeting / interview between parents, students and the Head/Deputy Head of Section (this is possible via visio for families unable to attend in person) :

In order to arrange a meeting with the Head of Section, the following documents are required :

- Completed Information form - including passport sized photo (see below).
- Previous school reports (last two complete years). Reports must be written in either English or French or with an official translation where necessary.
- Provide psycho-educational reports where necessary.
- Where applicable, provide a copy of standardised test results / list or copy of examination results already taken or to be taken (Secondary)

Step Two - After the interview, the following documents will be requested :

- The Teacher Recommendation Form must be completed by the student's main class room teacher or Head of school and sent directly to BIS using the school official email address.

  In addition, for Middle School & Secondary applications only :
- Completion of the Student Application Statement.
- The student may be required to take entrance tests if needed.

Step Three - The application is submitted to the Admissions Committee for discussion and families are informed of the outcome :

- Acceptance – on an unconditional basis
- Acceptance on a conditional basis
- Acceptance but student placed on a waiting list
- Student not accepted

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a collective decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples).

Step Four - To confirm their acceptance of a place or to be placed on the waiting list, families must :

- Pay admission fees (see fees list below).
- Provide a copy of the child's birth certificate and passport.
- Provide a copy of the parents' passports.
- Provide a copy of vaccinations (obligatory - see Admissions Pack).

Once the required documents and payments have been received, a student file will be created, and the official documents prepared. These include the invoice with the selected payment method, the Contract and Conditions of Attendance for signing. A quotation for school fees may be provided upon request.

At that point, families will have to provide

- Copy of any relevant medical records or information on medical conditions eg. asthma.
- For food allergies, a medical certificate or report is required to confirm if a child is unable to eat school meals.
- Provide a copy of school insurance cover (sometimes an option with home contents or life insurance).
- Provide a copy of private medical insurance (for non EU members).

Validation of Admission

Validation of admissions to the School is subject to the following:

- Receipt of the documents mentioned in the Admissions Pack.
- Receipt of the signed Contract and Conditions of Attendance.
- Payment of the first instalment of the fees as indicated on the invoice.
- Advance payment of the Security deposit, equal to approximately one third of the yearly tuition fees, as indicated on the invoice.

Students may be refused entry if parents fail to meet the deadline for payment of fees.

Enrolment and Waiting lists

- If no place is available at the time of application, applicants may be placed on the waiting list, provided the information form, supporting documents and registration fees have been submitted.

- The registration fee will be refunded 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, registration fees will not be reimbursed.

- Criteria used to determine which student on the waiting list is offered a place include :

  - Order of receipt of the completed applications

  - Siblings in another section

  - The existing language balance of the class

  - Capacity of the child to integrate and adapt to our bilingual structure

Bordeaux International School Since 1987

INFORMATION FORM / *FICHE DE RENSEIGNEMENTS*

To be completed in block capitals please / *A compléter en majuscules SVP*

CHILD / *ENFANT*					Please attach a small photo *Joindre une photo SVP*
Surname / *Nom*					
First name / *Prénom*					
Date of birth / *Date de naissance*	(day / month / year / jour / mois / année)				
Sex / *Sexe (M/F)*					
Nationality / *Nationalité*					
Languages / *Langues*	mother tongue / *langue maternelle*	advanced / *avancé*	intermediate / *intermédiaire*	beginner / *débutant*	
1)					
2)					
3)					

	Legal guardian 1 /*Représentant légal 1*	**Legal guardian 2** /*Représentant légal 2*
Sex / Sexe		
Surname / *Nom*		
First name / *Prénom*		
Nationality / *Nationalité*		
Tel / Tél (mobile / portable)		
Email (personal / personnel)		

Home address (France) / *Domicile (France)*	**Address abroad** / *Domicile à l'étranger*
Tel :	**Tel :**

Child lives with / *L'enfant habite avec*

Both legal Guardians *Les 2 représentants légaux* ☐	Shared custody *Garde alternée* ☐	Legal Guardian 1 Représentant légal 1 ☐	Legal Guardian 2 Représentant légal 2 ☐

	Legal Guardian 1 / Représentant légal 1	Legal Guardian 2 / Représentant légal 2
Profession / *Profession*		
Company (name & address) *Société (nom & adresse)*		
Tel / *Tél (Company/Société)*		
Email *(Company/Société)*		

For a child previously schooled in France, his/her INE (Numéro National Elève). The INE number is usually indicated on school reports, school certificate or certificate of departure.
Pour un enfant précédemment scolarisé en France, son INE (Numéro National Elève). Le numéro INE est généralement indiqué sur les bulletins scolaires, certificats de scolarité ou de radiation.

Name and address of current school / *Nom et adresse de l'école actuelle* .....

.....

Tel / *Tél* ..... **Email** ..... **Current Year/Grade** / *Classe actuelle* .....

Reasons for move to Bordeaux / Motif de votre installation à Bordeaux .....

Proposed date of entry to BIS .....
Date d'arrivée à BIS

Duration of stay (if known) .....
Durée du séjour (si connu)

Child's interests/hobbies.....
Intérêts/loisirs de l'enfant

cont...

Bordeaux International School Since 1987

Indicate any physical or health weakness .....
Indiquer toute faiblesse physique ou de santé

Indicate any special needs.. .....
Indiquer tout besoin particulier d'apprentissage

Dietary requirements / *Régime alimentaire* **:** **No pork /** *Sans porc* ☐ **Vegetarian /** *Végétarien* ☐

Food allergy (specify) *

*Allergie alimentaire (spécifier) ** .....

* **Allergy : parents must provide an Individual Health Plan (PAI - Protocole d'Accueil Individualisé)**
Allergie : Les parents doivent fournir un PAI (Protocole d'Accueil Individualisé).

HOST FAMILY REQUIRED: Weekly ☐ Full-time ☐ Not required ☐

ENROLMENT FOR / *INSCRIPTION POUR*

(Please tick in box) - *(Cocher la case)*

EARLY LEARNING / *MATERNELLE* (3 yrs/ans) Foundation / Preschool / Petite Section		**LOWER MIDDLE SCHOOL 1** (Year 6 / 5th Grade / CM 2)	
EARLY LEARNING / *MATERNELLE* (4 yrs/ans) Reception / Preschool / Moyenne Section		**LOWER MIDDLE SCHOOL 2** (Year 7 / 6th Grade / 6ème)	
EARLY LEARNING / *MATERNELLE* (5 yrs/ans) Year 1 / Kindergarten / Grande Section		**UPPER MIDDLE SCHOOL 1** (Year 8 / 7th Grade / 5ème)	
PRIMARY / *PRIMAIRE* Year 2 / 1st Grade / CP		**UPPER MIDDLE SCHOOL 2** (Year 9 / 8th Grade / 4ème)	
PRIMARY / *PRIMAIRE* Year 3 / 2nd Grade / CE1		**IGCSE 1** (Year 10 / 9th Grade / IGCSE1)	
PRIMARY / *PRIMAIRE* Year 4 / 3rd Grade / CE2		**IGCSE 2** (Year 11 / 10th Grade / IGCSE2)	
PRIMARY / *PRIMAIRE* Year 5 / 4th Grade / CM1		**A LEVEL - AS** (Year 12 / 11th Grade / A1 Level)	
		A LEVEL - A2 (Year 13 / 12th Grade) A2 Level	

FOR EARLY LEARNING & PRIMARY ONLY – FIRST LANGUAGE *POUR MATERNELLE & PRIMAIRE SEULEMENT - PREMIÈRE LANGUE*	English / *Anglais* ☐ French / *Français* ☐

The chosen language is the one that will be studied in 1st Language classes /
La langue choisie est celle qui sera étudiée en tant que 1ère Langue :
- British National Curriculum for 1st Language English pupils /*British National Curriculum pour les Anglophones*.
- Education Nationale for 1st Language French pupils / *Programme de l'Education Nationale pour les Français*.

IMPORTANT :
It is not possible to change the 1st Language during the school year /
Aucun changement de 1ère Langue ne sera accepté en cours de scolarité.
We strongly advise not to choose a language which is not the family's usual language (if French or English).
Nous déconseillons fortement de choisir une langue qui n'est pas celle de la famille (si français ou anglais).

DOCUMENTS TO BE ATTACHED TO THIS FORM / *DOCUMENTS A JOINDRE À CETTE FICHE*

School reports from previous 2 years (compulsory) / *Précédents bulletins scolaires (obligatoire)*
List of results of examinations already taken (where applicable)/ *Liste des résultats des examens déjà passés (le cas échéant)*

cont…

Bordeaux International School Since 1987

FEES TO BE PAID BY / *FRAIS DE SCOLARITÉ SERONT RÉGLÉS PAR* :
Legal guardians / *Représentants légaux* ☐ Employer / *Employeur* ☐
(See list of fees / *Voir liste des frais de scolarité*)

PAYMENT METHOD PREFERRED / *MODALITÉS DE PAIEMENT CHOISIE* (See list of fees / *Voir liste des frais de scolarité*)
Annual *(Annuelle)* ☐ Termly *(Trimestrielle)* ☐ Monthly *(Mensuelle)* ☐

How did you hear of Bordeaux International School ? .....
Comment avez-vous entendu parler de Bordeaux International School ?

I/we have read and understand and adhere to the school's "Admissions Policy and Procedures" as presented in the attached document. *J'ai / nous avons lu et compris et j'adhère / nous adhérons à la "Politique d'Admission et Procédures" de BIS tels que présentés dans le document joint.*	☐
I/we have read and understand and adhere to the school's "Mission and Aims" (see attached documents "Admissions Policy and Procedures" and "Admissions Pack"). *J'ai / nous avons lu et compris et j'adhère / nous adhérons à la Mission et aux Objectifs de BIS (voir les documents joints "Politique d'Admission et Procédures" et "Dossier d'inscription".*	☐

Signature of parent(s) or legal guardian(s) / *Signature du / des représentant(s) légal/aux*
(Delete as appropriate / *Rayer la mention inutile*)

Legal Guardian 1 / Représentant légal 1:
.....

Legal Guardian 1 / Représentant légal 2:
.....

Place / *lieu* : ..... **Date :** .....

TO CONFIRM YOUR REQUEST FOR ENROLMENT / POUR CONFIRMER VOTRE DEMANDE D'INSCRIPTION

I/we apply for admission to Bordeaux International School for (child) .....
Je demande/nous demandons l'inscription à Bordeaux International School pour (enfant)

I/we understand that one term's notice is required for a pupil leaving the school and that the registration fee is not refundable. *Je reconnais/nous reconnaissons qu'un préavis d'un trimestre est requis pour tout départ de l'école et que les frais de dossier ne sont pas remboursables.*	(tick / cochez) ☐
I/We acknowledge that our contact details will be included in the PTA Representative contact lists *Nous reconnaissons que nos coordonnées seront incluses dans la liste des contacts de l'Association des Parents et Enseignants.*	☐
I/We acknowledge that BIS will create student and parent email addresses (Gmail and Edupage) strictly for internal communication use. Je/nous reconnaissons que BIS créera des adresses email pour les élèves et leurs parents (Gmail et Edupage) strictement pour un usage de communication interne.	☐

Signature of legal guardian(s) / *Signature du / des représentant(s) légal/aux*
(Delete as appropriate / *Rayer la mention inutile*)

NOTE : This form is to be returned accompanied by the admission fees and required documents to be valid.
Cette fiche est à retourner accompagnée des frais d'admission et les pièces jointes pour valider la demande d'inscription.

Legal Guardian 1 / Représentant légal 1: .....

Legal Guardian 1 / Représentant légal 2: .....

Place / *lieu* : ..... **Date :** .....

Bordeaux International School Since 1987

Early Learning (Foundation - Year 1)

Confidential Teacher / Parents Questionnaire

Admissions Procedures

The number of admission requests received by Bordeaux International School exceeds sometimes the number of places available. An Admissions Committee examines the applications with attention and selects applicants from a range of foreign, dual nationality and French students to maintain a balanced level of international students across the school.

The school reserves a certain number of places for international families who have short or long term mission stays in the Bordeaux area.

We are particularly vigilant about welcoming students whom we consider will benefit from our international, bilingual programme and in line with its values and pedagogy.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

Surname and first name of child : _____

Date of birth : _____ **Current class :**_____

If the child already attends school, to be completed by the teacher (confidential report). The following questionnaire will be kept confidential and used to help us guide the child to the group/class which responds best to his/her needs.

If the child does not attend school, to be completed by the parents.

1) Has the child adapted well at school ?

……

2) Does the child have any particular capacities ?

……

3) What are his/her main interests ?

……

4) Has the child any special needs (emotional, academic, physical, psychological) ?

……

……

5) Has the child been guided towards a specific educational programme or sees a specialist ? *(psychologist, speech therapist, programme adapted at school…)*

If yes, please specify ……

……

Please note that the school is only able to accept children with minor learning difficulties.

6) Please tick the box which best describes the child :

	Not yet	In progress	Acquired
Write his/her first name			
Write his/her surname			
Know the alphabet			
Copy simple words			
Recognise and name colours			
Know numbers up to 10 and beyond			
Write numbers			
Is interested in books			
Follows simple rules			
Put on and take off clothes			
Jump rope			
Ride a bicycle			
Throw a ball			
Catch a ball			
Sing simple songs			
Jump			
Dance			
Remain seated for 10 minutes			
Lends his/her toys			
Is kind with others			
Integrates into a group			
Follows the rules and regulations in the class room			

For teachers only:

7) Do you recommend this applicant to Bordeaux International School (Bilingual School English-French) ?

.....

.....

8) For teachers only : how do you evaluate the attitude of the parents ?

Cooperative Involved Over-protective Not very supportive

I certify that the information provided in this document is accurate and complete.

Name of teacher (if child attends school): _____

Name of parents (if the questionnaire is completed by them): _____

Signature : **Establishment stamp :**

Date :

Bordeaux International School Since 1987

Primary (Year 2 - Year 5)

Confidential Teacher Questionnaire

Admissions Procedures

The number of admission requests received by Bordeaux International School exceeds sometimes the number of places available. An Admissions Committee examines the applications with attention and selects applicants from a range of foreign, dual nationality and French students to maintain a balanced level of international students across the school.

The school reserves a certain number of places for international families who have short or long term mission stays in the Bordeaux area.

We are particularly vigilant about welcoming students whom we consider will benefit from our international, bilingual programme and in line with its values and pedagogy.

For the attention of the teacher

The following questionnaire will be kept confidential and used to help us guide the child to the group/class which responds best to his/her needs.

If the child is coming from a foreign country, the change to another group/classe may be significant.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

Name of current school : _____ Country and city: _____

Name of teacher : _____ Post : _____

STUDENT NAME: _____

Please tick in the appropriate column the factors for which you have adequate information for appraisal.

	VERY GOOD	GOOD	FAIR	POOR
1. Academic ability				
2. Organisation skills				
3. Communication skills (oral)				
4. Social skills (gets along well/respect for others)				
5. Self-motivated / enthusiastic				
6. Strives for excellence / works to full potential				
7. Follows the rules of the class				
8. Demonstrates good manners / polite				
9. Open-mindedness				
10. Emotional maturity				

1- Does this child have any special needs (emotional, academic, physical, psychological).

Yes ☐ No ☐

If yes, please explain: ……

……

……

2- How do you evaluate the attitude of the parents:

Cooperative Involved Over-protective Not very supportive

3- Do you recommend this applicant for Bordeaux International School (Bilingual School English/French) ?

Yes ☐ No ☐

I certify that the information provided in this document is accurate and complete.

Signature : **Date :**

Establishment stamp :

Bordeaux International School Since 1987

MIDDLE SCHOOL & SECONDARY

CONFIDENTIAL - TEACHER RECOMMENDATION FORM

Admissions Procedures

The number of admission requests received by Bordeaux International School exceeds sometimes the number of places available. An Admissions Committee examines the applications with attention and selects applicants from a range of foreign, dual nationality and French students to maintain a balanced level of international students across the school.

The school reserves a limited number of places for international families on short- or long-term mission assignments in the Bordeaux area.

We are particularly careful to ensure that we welcome students who will benefit from our international, bilingual programme and who align with our values and pedagogical approach.

For the attention of the teacher

The following questionnaire will be kept confidential and used to help us place the child in the group/class that best meets their needs.

If the child is coming from a foreign country, the change to another group/class may be significant.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

STUDENT NAME : _____

Please tick in the appropriate column the factors for which you have adequate information for appraisal /

	VERY GOOD	GOOD	FAIR	POOR
1. Academic ability				
2. Organisation skills				
3. Communication skills (oral)				
4. Social skills (gets along well/respect for others)				
5. Self-motivated, enthusiastic				
6. Strives for excellence / works to full potential				
7. Ability to adapt to change				
8. Demonstrates good manners, polite				
9. Open-mindedness				
10. Attitude toward constructive criticism				

Does this child have any special needs (emotional, academic, physical, psychological).

Yes ☐ No ☐

If yes, please explain:

_____

_____

_____

Supplementary Comments : _____

_____

_____

Do you recommend this applicant for Bordeaux International School? Yes ☐ No ☐

_____ _____

Signature Date

_____ _____

Print Name Poste

Name and address of establishment (please add school stamp)

_____

_____

_____

Please return this form together with a copy of the student's 2 last school report to : admissions@bis33.com

Bordeaux International School Since 1987

MIDDLE SCHOOL & SECONDARY

STUDENT APPLICATION STATEMENT

Name of student : _____ Year / Grade applied for : _____

Do you have another name that you like people to use ? : _____

In your own words, and in English, please write a handwritten statement about yourself telling us, for example, about your hobbies and interests, any special achievements, people and places that have been important to you and why you would like to attend Bordeaux International School.

You should also include a short autobiography answering the following questions : How would you describe yourself ? What are your future aspirations ? What is important to you ? Why are you interested in attending an international school ? What do you think you can bring to BIS ? What do you hope to gain from your time at BIS ?

Your signature : _____ Date : _____

VACCINATIONS

A child must be vaccinated (unless there is a medical contra-indication) in order to be admitted to a school, nursery, holiday camp or any other municipal structure for children.

The number of obligatory vaccinations depend on the child's date of birth.

Children born before 2018

Obligatory vaccinations are the following : diphtheria, tetanus and polio (DTP).

For people living in Guyane, and for Yellow Fever, from age 1.

For people with parental authority, they must adhere to this obligation.

The **recommended vaccinations** are for :

- illnesses such as tuberculosis, whooping cough, rubella, measles, mumps, chicken pox, influenza, hepatitis B, shingles
- invasive infections such as haemophilus influenza de type B (HIB), pneumococcal, meningitis C
- human papillomavirus infection (HPV).

The doctor who carries out the obligatory vaccination on a child, must note them on the child's health record/card. This is presented as proof of having received the vaccinations.

The other vaccinations are not obligatory and proof is not required or must not be requested (whooping cough, tuberculosis, measles, mumps, rubella)

When a child is enrolled at an establishment for more than one year, it is necessary to present proof of vaccination each year.

Children born from 2018 onwards

The 11 **obligatory vaccinations** are the following for babies and young children:

- Diphtheria, tetanus and polio (DTP)
- Whooping cough
- Invasive infections such as haemophilus influenza de type B (HIB)
- Hepatitis B
- Invasive infections such as pneumococcal
- Meningitis C
- rubella, measles, mumps.

For people living in Guyane, and for Yellow Fever, from age 1.

For people with parental authority, they must adhere to this obligation.

Recommended vaccinations are for :

- tuberculosis, chicken pox, influenza, shingles
- human papillomavirus infection (HPV)

The doctor who carries out the obligatory vaccination on a child, must note them on the child's health record/card. This is presented as proof of having received the vaccinations.

2024 Simplified vaccination schedule

RÉPUBLIQUE FRANÇAISE
Liberté
Égalité
Fraternité

Santé publique France

AGE-APPROPRIATE	1 month	2 months	3 months	4 months	5 months	11 months	12 months	16-18 months	6 years	11-13 years	14 years	25 years	45 years	65 years +
		Mandatory vaccinations for infants												
BCG														
DTP														Every 10 years
Whooping cough														
Hib														
Hepatitis B														
Pneumococcus														
MMR														
Meningococcus C														
Rotavirus														
Meningococcus B														
HPV														
Influenza														Every year
COVID-19														Every year
Shingles														

Bordeaux International School Since 1987

FEES - 2025 / 2026

ADMISSIONS & UPON ENROLMENT

	Early Learning 4 Full days	Primary	Lower Middle School	Upper Middle School	International IGCSE	International A Level
ADMISSIONS - REGISTRATION FEE (once-only payment, non-refundable except for non-admission)	1st child 680 € / 2nd child 580 € / 3rd child 480 € / 4th child Free					
CAPITAL FUND (per family) (upon enrolment, once-only payment, non-refundable)	1 200 €					
SECURITY DEPOSIT* (per child) (upon enrolment, see note below regarding reimbursement at end of study)	2 500 €	2 600 €	3 200 €	3 900 €	4 600 €	5 200 €

ANNUAL FEES

	Early Learning 4 Full days (3-5 years)	Primary (6-9 years)	Lower Middle School (10-11 years)	Upper Middle School (12-13 years)	International IGCSE (14-15 years)	International A Level (16+ years)
Class / Group	Foundation, Reception, Y1	Y2 – Y5	Y6 - Y7	Y8 - Y9	Y10 - Y11	Y12 - Y13
Tuition fees	7 610 €	7 910 €	9 800 €	11 920 €	14 040 €	16 060 €
Equipment	680 €	680 €	680 €	680 €	680 €	680 €
Lunch / Canteen **Or** **if IHP (Individual Health Plan) or if bring packed Lunch** (Secondary)	Fees will be communicated at a later stage.					

MISCELLANEOUS

	ANNUAL
A-Level – online supplementary subjects (depend on course chosen - Asynchronous or Blended model)	Contact the school
Language Support or Special Needs Support (Secondary)	Contact the school
Préparation au Brevet (classe de 3ème) (subject to demand)	Contact the school

STAY WITH A HOST FAMILY

	ANNUAL
Weekly stay (Monday - Friday, excluding holiday periods)	7 380 €
Full-time stay (including weekends, excluding holiday periods)	11 270 €
Host family re-arrangement fee (for any changes made during the school year)	200 €

REDUCTIONS AVAILABLE (on **tuition fees only** – not applicable to payments made by an employer or personal company)

a) **- 5 %** : Applicable for full-year tuition paid in advance by June 1st 2025 (for students enrolled for the entire academic year)

b) **- 3** % : Applicable for termly payments set on the dates below (for students enrolled for the entire academic year)

FEE FOR CHANGE OF INVOICE

Any ulterior changes to an issued invoice (payment methods, canteen option, etc) will incur a cost of 50 €.

CONDITIONS AND PAYMENT TERMS

SECURITY DEPOSIT* (please read carefully)

- One full term's notice is required for withdrawing a student (details in contract).
- The security deposit is a one-off payment which **is payable on 1st June at the latest along with the school fees. At each change of class/group (see above table), the deposit amount will be adjusted**.
- Withdrawal : When the notice period has been respected, the security deposit is refunded during July after the accounts have been audited.

ENROLMENT DURING THE SCHOOL YEAR

New enrolments will only be accepted and guaranteed upon receipt of payment of the fees as per the invoice.

NB : In the case of a pupil's definitive exclusion following a decision by the Disciplinary Committee, tuition fees will not be refunded.

DATES FOR TERMLY PAYMENTS (do not apply to caution fee)
(Fees are to be paid on the dates below)

- 1st June for the 1st Term (4 months)
- 1st September for the 2nd Term (3 months)
- 1st January for the 3rd Term (3 months)

MONTHLY PAYMENTS (do not apply to caution fee)

Fees may be paid by standing order over 10 months. Payment must begin on the 1st June and end on the 1st March of the academic year.

LATE PAYMENT

Fees not received by the due date will incur a 15% surcharge for overdue payment as required by law (loi 2008-776 du 04/08/2008) and a €50 collection fee.

BANK CHARGES/COSTS

Bank charges are to be paid by the parent/guardian (cheques, transfers, exchange rates, etc).

CONTRACT

Parents must sign a contract which is renewed each school year. New enrolments will only be definitely confirmed upon receipt of the first payment of school fees as per the dates indicated on the invoice.

REGISTRATION FEES

Payable upon enrolment and must be accompanied by all required documentation. Non-refundable, except if the school is unable to guarantee a place.

CAPITAL FUND (dedicated to improvements of the buildings)

Payable upon enrolment, per family, once-only payment. This fee is not refundable.

EQUIPMENT AND OUTINGS

- Included: notebooks, textbooks, worksheets, photocopies, all materials for artistic activities (art, theatre, music), specialised classroom resources, as well as access to computers, software and educational websites. Most school visits and outings during class time (e.g., museum, theatre trips) are also covered by the school.
- Excluded : personal supplies (pencil case, pens, agenda etc.), external examinations, personal insurance, school trips, extra tuition for individual or language support in French or English.

(1) **LUNCH**
Meals are provided at the school. For children with allergies, parents are required to provide an official document known as a PAI (Protocole d'Accueil Individualisé), issued by the allergist or doctor. Our catering provider can prepare a suitable, tailored meal.

(2) **PACKED LUNCH** : Contribution to supervision and cleaning.

(3) **LANGUAGE SUPPORT OR SPECIAL NEEDS SUPPORT**
If needed and feasible, special needs support to enhance learning can be provided following assessment and mutual agreement. For secondary students whose mother tongue is not French or English, additional language lessons can also be arranged.

(4) **HOST FAMILY STAY** : Fees include the annual TBM transport card for Bordeaux Métropole. In the event of early departure, a pro rata amount for the remaining period will be deducted.

Bordeaux International School Since 1987

BIS 2024 / 2025 - Examination fees & costs

BIS CANDIDATES	Euros €
Cambridge Examination Centre Costs - per qualification (IGCSE / AS / A2)	85,00
Cambridge Courrier service - per subject (IGCSE / AS / A2)	30,00
A2 examination entry fee - per subject (excluding Global Perspectives)	126,40
AS examination entry fee - per subject (excluding Global Perspectives)	126,40
Full A Level (combined AS/A2) - per subject (excluding Global Perspectives)	182,80
AS examination entry fee - Global Perspectives	203,25
IGCSE examination entry fee - per subject	107,65
IGCSE Double Award examination entry fee - per subject	215,25
Admininistration costs - Oct / Nov exams & re-sits	100,00
Invigilation costs - Oct / Nov exams & re-sits - per hour (depending on exam dates, eg school holidays, public holidays, etc)	80 - 100
BIS Closing date for exam entry : 01.02.25	
CIE Late entry fee - 22.02.25 - 17.04.25 (per subject) **dates to be confirmed**	64,35
CIE Late entry fee - after 18.04.25 (per subject) **dates to be confirmed**	160,80

ENQUIRIES ABOUT RESULTS (per component)	Per component
Service 1 - Clerical re-check : IGCSE	30,85
Service 1 - Clerical re-check : AS, A2, A Level	34,30
Service 1S - Clerical re-check with copy of script : IGCSE	67,45
Service 1S - Clerical re-check with copy of script : AS, A2, A Level	68,35
Service 2 - Review of marking and clerical re-check : IGCSE	71,85
Service 2 - Review of marking and clerical re-check : AS, A2, A Level	85,40
Service 2S - Review of marking and clerical re-check with copy of script : IGCSE	108,30
Service 2S - Review of marking and clerical re-check with copy of script : AS, A2, A Level	123,05
RETURN OF ART WORK (June 2025)	
IGCSE	121,60
AS & A Level	121,60