



**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.



Application Deadline

| 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 |
|--|-----------|

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 | | | | | | |
|--------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|-----------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|---------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|----------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|----------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | |

| January | | | | | | |
|---------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|----------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|-------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|-------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|-----|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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 | | | | | | |
|------|----|----|----|----|----|----|
| M | T | W | T | F | S | 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*

Student School Year total days - 180

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



BSM

www.britishschoolmanila.org