

ADMISSIONS *POLICY and PROCEDURE*

*Creating role models
for the future*



Admissions Policy - BISS Pre-School



'Creating role models for the future'

1. Admissions Process

- Applications for BISS Preschool are made online, through the school website www.biss.no.
- Places are offered throughout the school year, as available.
- Applications are not carried over from one academic year to the next. A new application must be made for each new academic year. Please see the website www.biss.no for details.
- Applications will be held for each academic year until 31st May of that year.

Admissions Priority

Places are allocated as follows:

1. To children with special needs (§13), subject to availability in the age group and the group's composition. **Priority 1**
2. To BISS staff requesting places for their children. **Priority 2**
3. To siblings of children currently attending BISS. **Priority 3**
4. To children who have a Norwegian social security number. **Priority 4**
5. To children who have an international or bilingual family. **Priority 5**

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

Children attending BISS Preschool have a permanent place until they reach the age when they must start school or until the child is withdrawn.

Securing your child's place

- To secure your child's place at BISS Preschool, the school's acceptance form/contract must be signed by both parents/guardians and returned to the Admissions Office.
- Parents/guardians must also sign to confirm that they have read and agree to the school's Admissions Policy and Procedure.
- Parents/guardians must then register their child on the Stavanger Kommune Admissions System Vigilo.no and apply to Stavanger British Preschool.
- Your child's place is secured on receipt of these signatures, confirmation of the place by the Kommune plus the deposit payment of the first month's tuition fees. This amount will be deducted from your first invoice. This deposit is not refundable if your child is withdrawn from Preschool before the first day of tuition.
- After a child has started Preschool, three months' notice is required. The notice begins on the 1st of the month following receipt of the school's withdrawal form.

Moving from BISS Preschool to BISS Gausel or BISS Sentrum

BISS Preschool, BISS Gausel and BISS Sentrum are separate schools. If you would like your child to move from BISS Preschool to PYP1 at BISS Gausel or BISS Sentrum you must make an application to your chosen school.

You will be sent an invitation to apply from the Admissions Department. Please check the Admissions Criteria for your chosen school.

Priority for places in PYP1 in BISS Gausel or BISS Sentrum

Early Years EY5 children have third priority for places in PYP1 at BISS Gausel or BISS Sentrum. They reserve the right to allocate a place in either school if there are more applicants than places. The decision on which school a child is offered will be based on - siblings at the preferred school, geographical proximity, and finally, by lottery. We will try to place all children in one of the schools, but places are not guaranteed.

2. Withdrawal

A minimum of three months' notice is required for withdrawal. The notice begins on the 1st of the month following receipt of the school's withdrawal form. Three months' fees will be charged even if the notice period includes the school holidays. This applies at any point during the preschool academic year.

3. Parent Fees

These fees are set twice a year by Stavanger Kommune and are subject to change.

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

On signing your offer of a place an agreement has been made for any unpaid invoices to be sent to our debt collection agency. 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.



Policy reviewed Jan 2025