
Admissions Policy

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1. Policy Statement

1.1 The British School Manila (BSM) is a not-for-profit, private, co-educational school that values diversity and internationalism. Our admissions policy is aligned with the Guiding Statements of the School and our purpose under [Republic Act 11218](#), to primarily provide education for “foreign diplomats, their dependents and for other temporary residents”.

1.2 Our key priorities are:

1. Delivering an outstanding holistic, international education - this includes limiting class sizes to ensure we deliver the highest quality of education and student experience,
2. Prioritising dependents of British nationals, foreign diplomats and other temporary residents.

2. Implementation Guidelines

The aims of this policy are to ensure that BSM’s admissions process supports the school in meeting its mission and vision as well as alignment with Republic Act 11218.

3. Admissions Process

3.1 Application

All families wishing to enrol their students at BSM will complete all application procedures and pay relevant application fees (payable per complete application journey, from application until a decision is issued. For subsequent applications, a subsequent fee will be payable) prior to their child’s assessment. Applications will only be accepted up to 12 months before the expected start date.

3.2 Assessment

Before being considered for a place or a position on the waitpool, applicants for admission to the School, of whatever nationality and in whatever category, will be asked to complete the School assessment process. This assessment will centre on proficiency and use of the English language and an assessment of academic need and ability as well as social behaviour. This may involve a range of testing procedures according to the age of the applicant. Depending upon the results of the assessment and the availability of places, an offer may be made.

3.3 Decision

Upon completion of the assessment process the application will be reviewed by relevant members of staff from the Primary or Senior school in order to determine the applicant’s academic and social suitability for a place within BSM as well as whether the school can support any additional learning needs.

3.4 Communication of Decision

Based on the recommendation from the Primary or Senior School, the applicant will either be offered a space or place on the waitpool, subject to priority and availability, offered guidance for improvement and reassessment in the future or have their application declined.

3.5 Enrolment or Waitpool

Upon receiving the offer of a confirmed space or place in the wait pool, the family must confirm their intention to accept the position and pay all relevant fees in full in order to accept the place.

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4. Class size

In normal circumstances the number of children in each class is limited allowing BSM to personalise learning and maintain our sense of community.

Class sizes are significantly lower in Nursery, to maintain the quality of learning experience, and for Years 12 and 13 due to IB Diploma requirements

- In order to give effect to the admissions policy, places may be held in reserve to enable placement of children as defined in this admissions policy.
- In some circumstances, we may exceed our preferred class sizes up to the maximum capacity of our programmes. Upon reaching capacity, in order to maintain the integrity and quality of our learning delivery, all admissions would be required to wait for spaces to become available in order of their priority.

5. Enrolment priority groups:

Category 1	Dependents of: 1. British diplomats and British expatriates residing in the Philippines 2. Commonwealth diplomats 3. Foreign diplomats
Category 2	Dependents of: 1. Commonwealth nationals resident in the Philippines by virtue of expatriate employment status 2. Other nationals residents in the Philippines by virtue of expatriate employment status
Category 3	1. Siblings of enrolled students not in Category 1 or 2 2. Dependents of other expatriates residing in the Philippines by virtue of residence status 3. Dependents of BSM Alumni not in Category 1 or 2
Category 4	1. Dependents of families not included in Category 1-3

Note:

1. *In order to be eligible for admission under an enrolment priority category, it is not sufficient for one or both parents to hold a qualifying passport, the child must hold their own passport.*
2. *The passport the child applies under must be in their name and current/valid. Passport applications are not suitable proof of entitlement to one.*
3. *In order to be considered a dependent, the parent-child relationship must be legally recognized by the country issuing the passports submitted.*

4. *The school has the right to apply enrolment priority groups based on its own interpretation and to make the final decision for all applications, applying conditions of enrolment as deemed necessary.*
5. *Children of teachers appointed at BSM from overseas will also be considered Category 1 priority.*
6. *The school will seek to place siblings of the same age at the same time.*
7. *In line with UK practices, summer-born children (1st June to 31st August) will be offered placement in the most suitable year group based on their assessment outcome.*

6. Exceptions

If the Admissions department believes there is a need to prioritise any application outside of this process due to exceptional circumstances, the Head of School and Senior Manager for Marketing, Events & Admissions will provide details and rationale to the Board for their decision.

7. Wait Pool Guidelines:

1. A wait pool will be maintained for all year groups
2. The wait pool will be ordered by the priority outlined in this policy.
3. The wait pool will be reviewed annually. Should a family wish to keep their child on the waiting list, they must regularly update their file including grade reports.
4. Should a family on the waitpool decline the offer of a space twice, they will no longer be eligible to remain on the waitpool unless the school determines there are exceptional circumstances.

8. Application Deadlines:

In order for us to more accurately match spaces to applicants and those on the waitpool, we have application deadlines throughout the year. Details of these are published on our website annually and during the admissions process.

Applications are accepted continually but those completed after the application deadline will be considered at the next application deadline unless there are open spaces in a year group and no waitpool candidates.

Applications for	Application Deadline	Note
Term 1 (August)	3rd Monday of May	
Term 2 (January)	3rd Monday of October	Only in exceptional circumstances are offers made for T2 and T3 pending availability of places.
Term 3 (April)	3rd Monday of February	

9. Application Deadlines: Selection Process

9.1 Admissions Categories

Allocation of available spaces for enrolment and waitpool are determined according to Admissions Priority Categories as defined in the Admissions Policy.

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Category 1 & 2

Subject to anticipated spaces and learning support capacity, Category 1 & 2 will be invited for assessment upon completion of requirements. A recommendation will be made by Primary / Senior to decline, reassess in the future or add the applicant's name to the Accepted Pool. For years with spaces, the Head of Primary / Senior may approve the student joining if it is a point in the term when it is conducive to do so.

Category 3 & 4

After completing requirements, other families will be held in an Applicant Pool and invited for assessment after the Application deadline as spaces or waitpool capacity permits. No application fee will be charged until the decision to proceed to assessment is made.

1. Around 2 weeks before each admissions deadline, the Admissions team will begin to organise the applicants with completed submissions for review on the basis of the waitpool priorities on the admission checklist. This process will be ongoing until the application deadline.
2. The Heads of Primary and Senior, or their appointed deputy, will be asked to review the Accepted Pool and whether they are for enrollment or waitpool. After confirming their selection, other candidates from the Applicant Pool will be selected to proceed to assessment.
3. Category 3 & 4 candidates make payment of the application fee and then arrange a date for assessment within 1 week of the offer being made (appointment to be made within 1 week, not assessment completed)
4. Assessments will be completed towards the end of each term to enable students, particularly in Primary, to complete the in-class proportion.
5. On the basis of completed assessments, candidates will be offered either:
 - i. a space,
 - ii. a place on the waitpool,
 - iii. an opportunity for reassessment in a future wave after receiving tutoring
 - iv. their application will be declined.
6. Remaining candidates in the application pool will be advised their application will not proceed at present and asked if they wish to remain in the application pool for future deadline

10. Admissions Process Flowchart

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