



Admissions Policy

The School's mission is:

To develop confident, adaptable, lifelong learners

Introduction

The British School of Milan (BSM) exists to provide a British education in terms of curriculum, ethos and method, for pupils from the international and local communities resident in Milan and its surrounding area. The BSM looks to admit the children of parents who share its mission and vision, and who will contribute in a positive way to the development of the School community. A successful pupil will embrace and participate fully in the educational programmes, both academic and co-curricular.

The BSM is open to all children who can benefit from and contribute to our international education irrespective of race, ethnicity, culture, nationality, gender or religion.

All pupils entering the School aged five years and over are expected to have a reasonable and age-appropriate level of literacy and oral fluency in the English language to be able to access the curriculum on offer and to be able to participate fully and actively in the wider co-curricular programme. A programme of support lessons in English as an Additional Language (EAL) is provided, according to the individual needs of the child (additional fees apply).

Pupils will generally be accepted into Nursery and Reception classes with lower levels of proficiency in the English language. Subsequent transfer into Year 1 classes, however, will be dependent upon the achievement of a suitable level of English for the curriculum at this stage and at the point of transfer to Year 1 from another school, BSM will consider whether any pupils may need EAL support.

It is an expectation of the School that at least one parent has good proficiency in the English language, both spoken and written. Pupils will require significant support in and exposure to this language at home. All communications between the School and home will be in English. This includes regular reporting on progress and communication about the academic and personal welfare of the pupil.

In making an application for a place at the BSM parents confirm that:

1. They have read and understood all information provided to them as part of the application process and that they accept the terms on which the place at the School is offered.
2. They embrace full participation in all aspects of the British curriculum including physical education and sport.

Criteria for Admissions

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Date created: November 2016

Date adopted: November 2016

Date reviewed: April 2026

Date for next review: November 2026 (Annual)



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In addition to assessment results, references and reports, the following criteria may be taken into consideration:

- Native English language
- Citizen of the UK or an English-speaking country
- International expatriate or Italian expatriate returning to Italy where previous schooling has been in a similar school or exclusively in English
- Sibling of a current pupil or returner pupil
- Child of an alumnus of the School
- Family circumstances

It is not the policy of the School to admit a child to a year group above his/her age.

In determining the appropriate age group, the British academic year will be used (1 September to 31 August). Exceptions may be considered only in rare cases where a child demonstrates exceptional academic ability and maturity for their age. Such cases are evaluated individually and apply solely to entry into Year 10 or Year 12.

Criteria for Admissions to the Sixth Form

In addition to the criteria above, there are some academic measures considered for entry to the Sixth Form:

Applying from GCSE / IGCSE schools - To start the IB Diploma Programme, students need to achieve at least three level 6s and three level 5s or above at IGCSE, to include English and Mathematics (excluding IGCSE Italian if the student is a native speaker)

To study a subject at HL, students need to achieve at least a 6 at IGCSE. To study a subject at SL, students need to achieve at least a 5 at IGCSE. Students must have an average point score of 5.5 (not including Italian IGCSE for Italian A students). Students who wish to study Mathematics HL need to achieve an 8 or a 9 at IGCSE and achieve a high score in a school-based assessment. Students who wish to study a Science at HL need to achieve a 9-7 at IGCSE.

Applying from other school systems - Entry requirements for students without IGCSEs are considered on a case-by-case basis during the admissions process. A minimum average of 7 in the relevant academic subjects would generally be expected on an Italian pagella.

Admissions Procedure



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1. Application: Parents are asked to formally apply by completing the Admissions Application Form online. They are also asked to send a copy of the most recent school report for the application to be processed. A reference from the current school of the child may also be requested.

2. School visit: On receipt of this information, parents will be invited to visit the School with their child/children. During this visit, families will be given a tour and offered meetings/interviews with appropriate staff, including the Principal and/or the relevant Head or Deputy Head of School Section and/or the Head of Key Stage. These meetings/interviews can be conducted online in special circumstances, although a visit to the school is strongly recommended.

3. Assessment: Assessments are age-specific and designed to take into account the varied prior educational experience of applicants. In general, each applicant of the Senior School will be assessed using CEM online testing and a written English Language test. Additional subject specific assessments, particularly Mathematics, may be used for entry to Year 12. Students who want to study **Higher Level Mathematics (HL)** in the IB Diploma Programme are required to sit this test to confirm their eligibility for the HL course. Students who have not completed **IGCSE** and come from a different educational system may also be required to take a **Science assessment** if they have selected a science subject at **Higher Level**.

There is a charge for the assessment of each child, which includes extra EAL testing if deemed necessary. **This fee is offset against school fees if the place at the School is offered and taken up**, but is otherwise not refundable. There are no formal written assessments for entry to the Primary School, but extra EAL testing will be charged. A written assessment for pupils applying for Primary School may be requested if the school report does not provide sufficient information. The admissions process **may** begin with an assessment if there are very limited places available in Senior School year groups. In that case, only short-listed candidates would then be interviewed. This approach is particularly common for entry into Year 10 and Year 12, where demand for places is high and academic readiness is critical.

A child may also be assessed by the School's Special Educational Needs (SEN) staff if this is found to be necessary by the School. A second charge is payable for this service and this fee will be offset against school fees in the event that a place is offered and taken up.

4. Offer of a place: Following receipt of the assessment results, school reports and the school reference (if relevant), the School will decide whether a place is to be offered. Parents will receive an email informing them of the outcome and making clear any specific conditions attached to any offer of a place (e.g. subject choices and the need for additional English language study and costs before entry to the school. If a place is not offered, then the school's decision is final.



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5. Acceptance of a place at the school: Parents will need to complete and sign the Offer Form on the online Admissions platform and pay Registration Fees before the given deadline to secure the place. The offer of a place will remain in force for ten working days from the date of the offer (unless otherwise stated) and may be withdrawn after that period if the required documents and fees are not completed, with the place being offered to another family. No child may enter the school until all fees due have been paid, and the required forms have been returned.

Once the new school fees for the following academic year are confirmed, parents receive a link to an online platform to finalise enrolment, which includes signing the privacy compliance documents.

Special Educational Needs and Physical/Mental Health Issues

The BSM will accept pupils with special educational needs if the School feels that it can support them and provide a meaningful education for them. This will ultimately mean the ability to access the IGCSE and International Baccalaureate successfully. Admission is on a case-by-case basis and the final decision rests with the Principal.

Parents are required to inform the School, when making an application, of any known and pre-existing Special Educational Need or physical or other health issue which may affect the School's ability to provide a safe and appropriate educational experience for the child. Failure to provide such information may result in any offer of a place at the school being withdrawn before entry. If such issues come to light after entry to the School, it may result in the immediate termination of the contract between the School and the family, and the withdrawal of the place of the child concerned.