

Admissions

Author	Admission Department
Date	March 2024
Approved	School Principal
Review Date	March 2025

Rationale

The British School, Alexandria is a selective school and admission is subject to assessment and interview.

Whilst the school would prefer assessments to take place in the spring term ready for entry in the new academic year, we understand that this is not always possible in an international setting and assessments are carried out throughout the year.

Assessments are subject to there being vacancies in specific classes. Copies of reports from the children's previous schools should be available before the children are assessed. For Foundation Stage admissions, the British School requires the latest copy of the child's nursery report, whilst in Primary and Secondary reports for the last three academic years in previous schools are mandatory and in some cases, a formal letter of recommendation from their form tutor.

Key features

All pupils are assessed before admission to ensure that the school can meet their educational needs. Prospective pupils are normally offered places in classes which are in accordance with their age. It is unlikely that any pupil would be placed in a class above his/her chronological age.

If there are spaces within the class applied for, pupils will be invited to attend an assessment day in school. This will take place, whenever possible, on a normal school day.

If there are no spaces available in the appropriate class, parents may request that their child be added to the waiting list and they will be contacted if and when a space becomes available.

The Registrar will contact parents to inform them of the outcome of their child's assessment within a week of the day of their child's assessment. The parents are then invited to an interview with the Principal. It is essential that both parents attend this meeting. The purpose of this meeting is to ensure that parents understand the curriculum that we teach, and for the school to feel confident that the parents' level of English is sufficient to support their children with their learning at home.

Admissions Procedure

Parents/guardian contact the school initially requesting more information.

1. Parents are invited to the school to meet the Registrar.
2. Registrar books an appointment of 1 hour, meets the parents and shows the parent and child around the relevant campus.
3. If parents decide to proceed with the application, they purchase the Application Pack at a cost of LE350 (non-refundable).
4. Parents submit the application form with the fee and all relevant documents. 5.

Registrar checks the application form to check:

- date of birth is related to the year of entry;
 - nationality or citizen status of the child for curriculum purposes;
6. If space is not available, Registrar contacts parents by email and telephone to say we have no places currently and asks if would they like to be added to the waiting list.
 7. Registrar enters family/child onto Engage as a *prospective* pupil.
 8. The registrar arranges the details of the assessment day and raises an invoice through Finance of £100 — this fee is non-refundable due to the cost of the test and the time taken.
 9. Once the £100 assessment fee is paid, the child participates in the pre-arranged assessment day.
 10. The results of assessment tests and any additional information, comments and recommendations from teachers will be sent to the Registrar and parents will be contacted, usually by phone and

email, to inform them about their interview date with the Principal. It is essential that both parents attend this meeting to ensure that parents understand the curriculum which we teach and for the school to feel confident that the parents' level of English is sufficient to support their children with their learning at home.

11. If the Principal is confident that the curriculum that we offer is appropriate for the pupil, that the pupil will benefit from the education which The British School offers and that the acceptance of the pupil will not in any way have a detrimental effect on the education of the other pupils in the relevant class or the school as a whole, he/she will then make a formal offer of a place.

12. Pupils are normally offered places in classes which are in accordance with their age. There is an expectation that parents of pupils who will find it difficult to access the curriculum because of their lack of English language skills will avail themselves of the opportunity for ELDP (English Language Development Programme) organised by the school for which there is an additional charge. It is extremely unusual for any pupil to be placed in a class above their chronological age.

Assessments

Foundation Stage 1

The British School offers entry for children who are three and half years (3.5 years old) or older by 1st October. Children are assessed for entry into our FSI class at the beginning of the spring term (January). Children are invited in small groups to attend short assessment sessions where they are observed and assessed by our teaching faculty on their readiness for the Foundation Stage of school.

Foundation Stage 2

If there are spaces available in the FS 2 class assessments may take place at any time of the academic year. Children are invited to join the class for a morning session and are observed by teachers and assistants to assess their readiness for the education that we offer, including their English language ability, their behaviour and for their ability to get on with the other children and adults in the class. Teachers will be given 48-hour notice of a FS2 child joining the class for an assessment throughout the year to allow them to prepare any additional resources required.

Key Stage 1 and Key Stage 2 Schools

If there are spaces available in the KS1 and KS2 classes, assessments may take place at any time of the academic year.

Prospective pupils are accepted from Year 1 (aged 5.5 or older by 1st October) to Year 6 (aged 10.5). Pupils are invited to join the class for the day and during the day will undergo a series of online assessment tasks relevant to their age and the expectations of our school. They will also be engaged in conversation by the teaching staff throughout the day to assess their level of spoken English. Observation of the pupils at work and at play will assess their behaviour and interactions with others in

the school.

Senior School

If there are spaces available in the Senior School classes assessments may take place at any time of the academic year.

Admission to the Senior School is highly selective. All prospective pupils are invited to undergo online entrance assessments which may vary accordingly. Pupils will also be interviewed by the Head of Senior School to appraise their spoken English ability and their general attitude towards their academic studies and school life.

Our pupils are entered for extended level IGCSE/GCSE at the end of Year 10 and this is taken into account by us when assessing potential pupils. Subject options are discussed with pupils during the interview sessions. Only under exceptional circumstances will children be accepted into Year 10. IGCSE results, or equivalent, are the most important source of information for admission into Sixth Form. Entry into Year 12 is dependent upon the pupil's AS level results.

NB

Generally, only fluent English speakers are admitted to school; however less able English speakers could be admitted if places permit but would be expected to pay for additional language support. The British School offers learning support through the class room and through individual help.

Pupils/parents residing in Egypt

The parents will pay for the registration form, complete it, and present it with the required documentation. The pupil will come on the stipulated date for assessment (payable in advance) and for interview by the relevant Head of School, followed by parents' interview by the school Principal.

For pupils/parents living abroad

The parents will fill out the soft copy of the registration form (payable upon their return to Egypt), and send it with the required documentation. The pupil will undergo the assessment online if possible (payable in advance through bank transfer) or come to the school if required. In case of the online assessment of a previous pupil of the BSA, the class teacher assessment can be done by the BSA asking for his previous teacher/HoS looking at past records. If the online assessment is not applicable, the process cannot be completed unless the child physically comes to Egypt to be assessed in class by the class teacher. This applies to pupils coming from all countries. In exceptional circumstances the school would get in contact with their current school for verbal reference from the Form tutor/HoS, analyse thoroughly their past reports for academic and behavioural purposes, request a written report no older than 6 months, and the pupil would be interviewed over Skype by the Head of School and the parents by the Principal.

Waiting list

If a particular class or year group is full, the school operates a 'waiting list' procedure. • A

child's name is added to the waiting list in priority of date of application.

- Once a vacancy occurs, the highest priority on the waiting list is contacted via email and telephone.
- If, after 24 hours, the parent does not respond, we move to the next person on the waiting list.
- Unsuccessful candidates may apply for retesting after a period of time subject to their being vacancies in the relevant class.

Payment

A registration fee of £2,000 and a deposit fee of £250 per pupil must be paid within two weeks of an invoice being issued. Tuition fees must be paid by the due date.

Precedence

Applications for:

1. siblings of existing pupils
2. the children of British citizens
3. other expatriate children who have been educated within an English curriculum school
4. siblings of past pupils
5. children of past pupils

are given precedence (in the above order) over other pupils, subject to spaces being available in classes and a successful assessment day.

Children of overseas staff will be offered places subject to:

- ability, aptitude and appropriateness of curriculum
- places in those Year groups being available

If there are several applicants for very limited places, priority would be given to the following:

- I- Families who have completed the application and admission process within 2 weeks of the start of term (First Batch).

- 2- Pupil has passed all the assessment procedures (obtained an acceptable score in the assessment, exhibited suitability in lessons as judged by class teacher, and parents exhibited suitability in interviews and dealing with the Registrar).
- 3- After qualifying through the above, priority would be given according to the precedence list. The registration fees and deposit must be paid as soon as possible otherwise the place would be given to another candidate.

If none of the applicants of the first batch passed Steps 1 and 2, a second batch would be considered (i.e. the ones who finished Steps 1 and 2 within the third week of the start of the term).