



The British School of Paris

No: WS-AP-01

Page 1 of 3

Version: 1

Admissions Policy

Committee responsible: **WS SMT**

Effective from: **Jan 2010** to: **June 2011**

Scope: This document is for use by the School's Board of Governors and Senior School Staff

Policy Leader:

Mrs V Joynes

Checked by:

Mr L Plazanet

Authorised by:

Dr S Sommer

Signature:

Signature:

Signature:

Date:

25th January 2010

Date:

Date:

Distribution List

1. Board of Governors
2. Headmaster
3. Academic Team
4. Pastoral Team
5. Administrative Staff
6. Support Staff
7. Parents

Policy

The British School provides a British style curriculum for pupils of many cultures and traditions who can demonstrate a need for, and an ability to benefit from such an education. A policy of non-discrimination is followed in this respect.

Membership of the School community implies that all family members respect its rules which are intended to enhance student success and to provide for safety and efficiency in all aspects of school life.

Procedure

Interviews are conducted by Senior Staff on all sites who make recommendations for admissions to the Headmaster whilst the registration process is carried out by the Admissions Office. The procedure is as follows:

- initial enquiries are made either via the website, where an application form can be downloaded, and/or to the Registrar who will provide information about all sections of the School and issue application forms, to be returned with copies of recent school reports from the current school together with a recent photograph
- the Registrar will subsequently arrange interviews at which the applicant(s) and their parent(s)/guardian(s) should be present
- the Senior Staff will explain the curriculum and the daily operation of the School, and he/she will show the facilities the School has to offer
- the Senior Staff will ask for details of the pupil's strengths, weaknesses, interests etc. and any relevant medical history
- tests will be conducted to ascertain ability levels and/or the linguistic ability required to follow courses given in English
- following a successful interview, parents will be asked to complete a contract. A registration fee and development fund contribution will also be required at this time
- Admissions are usually carried out on a Monday

Provision for all

All children have very different needs and at the British School of Paris we pride ourselves on providing a service to our pupils that is designed to meet each individual's specific requirements. The programmes we have on offer are flexible and rigorous enough for us to challenge the most able, whilst being able to offer specialist support to pupils who have specific learning difficulties. This may incur an additional fee which will be confirmed when a place is offered.

Scholarships

Academic scholarships are offered every year for students entering the Sixth Form at the BSP. The scholarships offer a reduction in school fees for a duration of two years to allow a Sixth Form scholar to complete his/her A Level studies. Costs incurred in co-curricular activities, transport and trips are not subject to any reduction. Any student about to embark upon a Sixth Form career may apply. There are fixed dates for applications to be received and for the examination and interview to be conducted.

Scholarships are awarded on merit. This is judged by a preliminary application statement, performance in an entrance examination and VR test, and an interview with members of staff. The entrance examination will be based on subjects the students might wish to study for A Level. Subject specialists will be involved in devising and marking papers and in the interview process.

The final decisions about the offer of a scholarship rest with the Management Team. Discussions about decisions will not be entertained.

A scholar is expected to provide a positive lead to fellow students and to maintain high standards of academic progress and high standards of conduct throughout his/her time at the BSP.

Re-enrolment

Enrolment is on a year to year basis but families do not have to re-apply each year. The School reserves the right to refuse re-enrolment for breaches of School regulations.

Fees

Invoices are sent to parents on a yearly basis. Payment should be made before the beginning of each term. A non-refundable registration fee and development fund contribution is payable in respect of each child.

Debts unpaid for one term will normally lead to the loss of admission rights for the following term.

Departure

Parents should give one half-term's notice in writing of their child's departure from the School to the Admissions Office. Where appropriate, pupils may be asked to complete a 'Leavers Form' which ensures the return of school equipment.