



The British International  
School of Brussels

163, Av. Emile Max, 1030 Brussels, Belgium, [www.bisb.org](http://www.bisb.org)  
Headteacher: Mr. Stephen Prescott MA

# Admissions Policy

Last updated August 2015

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## Introduction

This policy outlines the procedure for the admission of children into the British International School of Brussels.

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## Relevant School Aims

- To treat everyone in our school community as an individual, valuing their contributions and accomplishments.
- To ensure that our children follow a well planned and stimulating programme of study, with a wide variety of learning opportunities that increases knowledge and promotes understanding.
- To work with the children to attain the high standards that we expect from them in all aspects of life in school.

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## Appendices

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BISB operates an "open" or "non-selective" admissions policy. We do not discriminate on grounds of gender, nationality, ethnicity, religious beliefs or academic ability. Factors that may be considered are the child's proficiency in English and the current capacity within the school's EAL department. We do try to ensure that each child is capable of benefiting from the educational service we provide and accept that we have a responsibility to advise parents accordingly if we feel that we are probably not the best school for them.

We accept children at any time of the academic year and place them in their school year groups based on when they were born during the academic year between September 1<sup>st</sup> and August 31<sup>st</sup> according to the schedule below, which is for the Academic Year commencing September 2015.

September 2012 – August 2013	Pre-Nursery
September 2011 – August 2012	Nursery
September 2010 – August 2011	Reception
September 2009 – August 2010	Year 1
September 2008 - August 2009	Year 2
September 2007 - August 2008	Year 3
September 2006 - August 2007	Year 4
September 2005 - August 2006	Year 5
September 2004 - August 2005	Year 6

The BISB admissions procedure is as follows: -

There is an initial visit to the school preferably, but not necessarily, with the child accompanying the parent(s). The parents, having chosen to submit an application form, also provide a copy of the most recent school report if the child is of an age to have received one. The school then decides if a place is available at the required time. If a place is available then an invoice is sent to the parents or employing organisation for the registration fee, refundable deposit and a percentage of the annual school fees as follows

Application Date	Fees Paid by	Invoice Date	For
Before January	Parents	Immediate January April	Registration fee, Deposit 10% annual fees 90% annual fees (1 <sup>st</sup> domiciliation in June)
	Employing Organisation	Immediate January	Registration fee, Deposit 100% annual fees
Jan- Apl	Parents	Immediate April	Registration fee, Deposit, 10% annual fees 90% annual fees (1 <sup>st</sup> domiciliation in June)
	Employing Organisation	Immediate	Registration fee, Deposit, 100% annual fees

If a place is not available then the child is placed on the waiting list and offered a place when one becomes available. The waiting list is prioritised according to when the completed application form was received by the school. Decisions about whether or not a child should be admitted are made at the sole discretion of the Head teacher.

Upon confirmation of admission electronic links to the following are sent to each family:-

Admissions Policy, Parents Handbook, Homework Policy, Behaviour Policy, EAL Policy, Curriculum information, Anti-Bullying Policy, Child Protection Policy, Health and Safety Policy, Behaviour Policy and Complaints Policy.

They will also receive a copy of the class timetable if the academic year of entry has already started. Before the child's first day parents are asked to complete medical form, permission form,

contact details form and provide their child's passport or ID card so that we can take a photocopy. The parents are also briefed about school timings and what items their child is required to bring with them. For the first week the progress of the child is monitored closely to confirm whether or not they have been placed in the correct year group.