



# BISS Sentrum

## Admissions Policy and Procedure



**BRITISH  
INTERNATIONAL  
SCHOOLS**  
OF STAVANGER



**BRITISH  
INTERNATIONAL  
SCHOOLS**  
OF STAVANGER

*'Creating role models for the future'*



# Admissions Policy and Procedure- BISS Sentrum

- BISS Sentrum is a 'friskole', governed by Norwegian 'friskole' law. A 'friskole' is an independent school, approved by the Norwegian Government to teach an alternative to the state curriculum.
- BISS Sentrum is approved to teach an international curriculum, in English, and follows the International Baccalaureate (IB) Primary and Middle Years Programmes (PYP and MYP).
- Funding for 'friskoler' comes partly from the Government Education Department (UDIR) and partly from parents. Currently, the split is 85% state funding and 15% parent funding. All funding received by a 'friskole' must be used for education only and cannot be used for extra services, like buses, or for extra-curricular activities.

## 1. Admissions

General admissions criteria

- **The school is open to anyone who satisfies the requirements for admission to Norwegian public schools. We refer to the "Friskoleloven" §3-1 og "Opplæringsloven" § 2-1.**
- The school's management and board determine how many seats are available for each school year. The number of places will be within the limits approved by the Directorate of Education. The board shall make this decision before the application deadline.

## 2. Applications

- Applications for BISS Sentrum are made online, through the school website [www.biss.no](http://www.biss.no). Places are offered throughout the school year, when available.
- Applications are not carried over from one academic year to the next and new applications are invited from January, each year.
- Applications are processed in admissions rounds. The first round of admissions processes all the applications received on or before 31st January, each year. Subsequent admissions rounds will include unsuccessful applicants from the previous round, plus any new applicants. The admission rounds continue until all places are full.

## 3. Admissions Criteria

1. Current students of BISS Sentrum registering for the following academic year at BISS Sentrum. [Priority 1](#)
2. Siblings of students already enrolled at BISS Sentrum who are applying for the same school as their sibling. [Priority 2.](#)
3. Current students of BISS Pre-School 5. [Priority 3.](#)
4. Children of staff on permanent contracts and children of board members. [Priority 4.](#)
5. Applicants with a demonstrable interest in the IB curriculum. [Priority 5.](#)
6. Applicants from schools or pre-schools offering an international curriculum, in Norway, and abroad. [Priority 6.](#) *(This includes former students of BISS Pre-School, BISS Gausel, BISS Sentrum and the British International School of Stavanger)*
7. Students transferring from BISS Gausel to BISS Sentrum. [Priority 7.](#)

If there is more than one applicant with the same priority, places will be allocated firstly by academic records, and if this is inconclusive, by lottery.

## 4. Changes to criteria and complaints procedure

The admissions criteria may be changed at the discretion of the school boards and within the limits of 'friskole' law.

Complaints about the admissions procedure should be made directly to the school in the first instance, and ultimately to the 'Statsråd' in Rogaland.

## 5. Securing your child's place -

- To secure your child's place at BISS Sentrum, the school's acceptance form must be signed by both parents/guardians and returned to the Admissions Office.
- Parents/guardians must also sign to confirm that they have read and agree to the schools' Admissions Policy and Procedure.
- Your child's place is secured on receipt of these signatures, plus the payment of the first month's tuition fees. This amount will be deducted from your first invoice. These fees are not refundable if your child is withdrawn from school before the first day of tuition.
- After a child has started school, three months' notice of withdrawal is required. Notice begins on the 1st of the month following receipt of the schools' withdrawal form.

## 6. Moving from BISS Pre-School to BISS Sentrum

BISS Pre-School, BISS Gausel and BISS Sentrum are separate schools. If you would like your child to move from BISS Pre-School to Primary 1 at BISS Sentrum you must make an application before 31st January of the academic year before they are due to start school.

Pre-School 5 children have third priority for places in Primary 1 at BISS Sentrum. Families may indicate their preferred school on application, but the Admissions Office reserves the right to allocate a place in either BISS Gausel or BISS Sentrum. If there are more applicants than places for a school, the decision on which school a child is offered will be based on; existing siblings at BISS Gausel or BISS Sentrum, parent preference, geographical proximity, and finally, by lottery. We will try to place all children in one of the schools, but places are not guaranteed.

## 7. Re-registration

School will ask current families to renew their school contract for the coming academic year in February, each year.

## 8. Withdrawal

- Withdrawal at the end of the academic year – A minimum of three months' notice is required for withdrawal. Notice begins on the 1st of the month following receipt of the schools' withdrawal form. Three months' fees will be charged even if the notice period includes the school holidays.
- Withdrawal during the academic year - after a child has started school, three months' notice of withdrawal is required. Notice begins on the 1st of the month following receipt of the schools' withdrawal form. Three months' fees will be charged even if the notice period includes the school holidays.

## 9. Temporary Withdrawal

School can authorise a leave of absence for a maximum of 10 days.

If a pupil is absent from school on unauthorised leave for longer than three months, school reserves the right to withdraw their place and offer it to a child on the waiting list.

Students returning after an absence of longer than three months will be required to submit a new application form and will be considered according to the schools' admissions criteria.

## 10. School Fees

School fees are set by the governing board of BISS Sentrum, based on rates set out by the UDIR (Norwegian Directorate for Education and Training). The updated school fees will be published to the website in December each year. School fees cover students' educational instruction during the regular school day, including educational supplies, exercise books and the loan of textbooks. The school fees do not cover school clothing.

## 11. Billing

Fees will be invoiced in eleven, monthly instalments, starting in August or in the calendar month that your child joins the school. The whole month will be charged, regardless of the actual start date. Fees can be paid monthly or in two instalments (August and January). Invoices are sent to parents/guardians, who are responsible for their payment - we are unable to send invoices to employers. Please contact [accounting@biss.no](mailto:accounting@biss.no) if you have any queries regarding invoicing.

### Invoice Payment Due Dates

Twice Yearly Invoice      30 days from invoice date

Monthly Invoice            10 days from invoice date

### Late Payment

Parents will be liable for any late fees or debt collection notices if payment due date is not met. Please be aware that your child's place in school may be at risk if payments are not kept up to date. Late fees are set by the Norwegian Government and are subject to change.

### Recovery of unpaid fees

Invoices which remain unpaid after 28 days are automatically transferred to our debt collection agency, Kravia

## 12. Parent/School Cooperation

To foster a learning environment that reflects the IB Learner Profile it is essential that the entire school community model the Learner Profile through positive behaviour. Should any stakeholder group, including parents, behave in a way that does not reflect the expectations set out in the parent and student handbooks in all areas of the school community, including social media platforms, the School Board reserves the right to review the school contract with a family.

## 13. The IB Learner Profile

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others, and the world around them.

Each of the IB's programmes is committed to the development of students according to the IB learner profile.

The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



**BRITISH  
INTERNATIONAL  
SCHOOLS  
OF STAVANGER**

Policy reviewed May 2021