

ADMISSION POLICY

ADM-PO-001

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1.0 INTRODUCTION

The school is committed to providing a first-class education in an English speaking school environment through the employment of experienced and inspirational teachers, the provision of first-class facilities, including electronic learning so that all pupils achieve the highest possible levels of academic excellence and maximise their potential in terms of personal and social growth.

2.0 AIMS & OBJECTIVES:

- To provide age appropriate places for children in the Rogaland area where parents wish their children to experience, or continue receiving access to the UK National/International Baccalaureate Curriculum between the ages of 2 and 18 years.
- To give priority to English speaking children who are residing in Stavanger for limited periods and requiring continuity of education in respect of International and the UK National/International Baccalaureate Curriculum.
- To make readily available information outlining the curriculum and schooling provided at BISS.
- To make available application forms in hard copy and electronic formats.
- To encourage visits to the school in advance of making formal applications.
- To inform parents of decisions regarding applications within 10 working days of receipt.
- On admission to support both pupils and their families during the induction phase.

3.0 CLASS ORGANISATION

3.1 (Pre School - Main School)

Classes are organised into four schools (Pre School/Foundation; Primary School; Secondary School; College) with children of a similar age whose birthdays fall between September 1st and August 31st placed in year groups. The academic year runs from August to June. The school reserves the right to organise classes and limit class sizes on a flexible basis in order to:

- maximise the number of places available at any one time
- to make effective and efficient use of teaching staff
- to ensure an acceptable gender balance is maintained within each class
- to ensure that the demands of children with English as an Additional Language can be supported appropriately

- to ensure that pupils with special educational needs can be supported appropriately
- to facilitate class sizes that are advantageous to the academic and social development of all pupils.

3.2 Class Sizes

The school aims to maintain average class sizes of twenty four students, but we are able to admit up to **twenty six students** per class. (See separate regulations for Pre School classes) If a particular year group is likely to exceed these numbers a decision will be taken to split the class and run two parallel classes. Alternatively, when classes exceed twenty-four pupils a decision may be made to employ a teacher assistant to support the class teacher.

3.3 Secondary education and transfer to post 16 provision in Stavanger

Students nearing the end of secondary phase of their education at 16 years of age can apply to continue their IB studies by entering the IB Diploma programme undertaken in English at the British College of Stavanger (BCS), St. Olav Skole, Stavanger, or by applying for entry to a Videregående Skole (16 – 19 years) in the Norwegian sector. Entry requirements to BCS and St. Olav require that students have completed Year 4 and 5 of the MYP programme. For this reason students are **not** admitted to MYP 5 (Year 11) unless they are transferring from an IB school where the Middle Years Programme has been followed.

4.0 SPECIAL EDUCATIONAL NEEDS

Parents should be aware that the School has no legal right in Norway to access funding to support special education, although assessments can be made through a referral to the PPT service. Similarly, children attending BISS have no legal right in Norway to receive instruction in Sami, sign language or special teaching for children belonging to linguistic minorities – be it mother tongue, dual language skills or Norwegian language teaching following a special plan. However, the School may apply to the state for support in respect of such activities.

The School does make its own provision for the education of children with Special Educational Needs and English as an Additional Language at *School Action* level. Refer to *Special Educational Needs Policy*.

Similarly, the School will assist parents in the organisation of privately funded professional consultations if an UK Educational Psychological Assessment is required. Where a statutory statement is recommended the cost of supporting the child must be met in full by the parents, or the company sponsor.

5.0 SCHOOL TRANSPORT

Parents should be aware that the School has no legal right to provide school transport in accordance with the Norwegian Act relating to Primary and Secondary Education. However, the School currently makes financial provision to provide a school transport service across the Stavanger/Sandnes area.

6.0 ADMISSIONS PROCESS

- Parents make contact with the school office and request information and application forms. The school website should also be consulted.
- The school will request an academic and social report from the child's current school as part of the application procedure.
- Additionally parents can request a tour of the school, or telephone interview with the Principal.
- Applications are considered according to the availability of places and a decision is made within ten working days of receipt.
- Places may be held for pupils moving into the area, at the discretion of the Principal, but for no more than one term.
- Where admissions exceed places a waiting list operates. Preference is given to expatriate personnel with company sponsorship followed by those with another family member already attending BISS and then long term residents of Norway (at least three year's tenure).
- All data relating to admissions is maintained in electronic format - PASS administration system.

7.0 ATTENDANCE

The school reserves the right to withdraw a place where a pupil under the age of 4 years has a poor or inconsistent attendance record. For older children, the school is required to inform the local authorities where unauthorised absences total more than 10 days in any one academic year.