

Admissions Policy

WHOM DO WE SERVE?

ISB serves the educational needs of the international community in Bucharest as well as the educational needs of Romanian students who are committed to accessing an international education curriculum in English. We welcome boys and girls of all races, religions and cultures, and we consider applications throughout the year based on space availability.

LANGUAGE ENTRY REQUIREMENTS

English is the language of instruction. The ability to successfully access the curriculum within a reasonable time and to thrive in our English language learning environment are the guiding principles for admission to the school.

In their youngest years, immersion in the English language curriculum is usually sufficient for children to quickly develop proficient English language skills. On this basis, children may be admitted to our Primary School regardless of their level of English proficiency. ISB teachers are trained to support language acquisition and learning by non-native English speakers. However, we offer a free separate English as an Additional Language (EAL) programme within our academic programme for KS1 students. The EAL programme for KS2 and KS3 students will include an additional fee.

All prospective students applying to **Secondary School (Key Stage 3, 4, & 5)** will need to take an academic assessment test that will serve as a baseline assessment of their language level. Similarly, all applicants must provide school records for the previous academic year and/or other documentation regarding their level of English language proficiency.

Students entering **KS3 (Years 7 - 9)** are expected to have sufficient competency in English to benefit from our academic programmes. Should we have some concerns regarding an applicant's ability to access the curriculum, we test applicants' level of English and, if necessary, provide EAL support during the school programme at an additional fee.

At the **KS4 and KS5 levels (Years 10 - 13)**, we offer a challenging academic programme geared toward students who are planning to go on to college or university in Europe, North America and other areas of the world. At this level, students must have a fairly high degree of competency in English. At this stage, the school no longer offers EAL support.

OTHER ENTRY REQUIREMENTS

Counselling and Learning Support (CLS) Department - Applicants with mild social/emotional issues, learning difficulties or other special needs are referred to our CLS Coordinator for evaluation. The decision to admit the child will be made by the relevant Head of School based on the recommendation of the CLS Coordinator.

The school pays due regard to the Equality Act 2010 and Romanian legislation also, and reasonable adjustments are made for pupils with special educational needs and/or disabilities. Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make **reasonable adjustments** to ensure that the child can flourish as a learner.

We will consider what is reasonable in the context of our school, given the circumstances of each individual case. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report, and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). The school reserves the right to accept or refuse applicants with social/emotional issues, learning difficulties and/or other special needs based on our ability to provide the appropriate support each applicant may need.

Academic Achievement - Although ISB offers a stimulating and challenging educational programme, we accommodate students with a range of academic abilities, provided they are able to adequately access and benefit from our curriculum. We make this determination primarily by reviewing applicants' school records and in Secondary School, also taking academic assessment tests.

Residence - ISB is a day school and does not have boarding facilities. Students must therefore reside with their parent(s) or other legal guardian in a location within commuting distance to the school.

Parent Communication - English and Romanian are the primary languages for communicating with parents. At least one parent or guardian should be able to communicate comfortably with school personnel in English or Romanian.

Early Years Foundation Stage - All students must be toilet-trained to enter FS1 and FS2.

CLASS ORGANISATION

As a coeducational international school, we try our best to maintain a balance of genders, abilities and nationalities in each of our grade years and classes. Our classes are limited to 12 pupils in Foundation Stage 0, 14 pupils in Foundation Stage 1, 18 pupils in Foundation 2. From Year 1 upwards the maximum number of students per class is 20. When these numbers are reached a waiting list system will apply.

APPLICATION TIMELINE

A student may be admitted to the School at any time during the school year (if places are available and the applicant meets our admissions criteria).

AGE PLACEMENT

The School places learners into defined year levels as specified by the following thresholds:

AGE AS OF SEPTEMBER 1ST	ISB YEAR LEVEL	ROMANIAN SYSTEM EQUIVALENT
2	Foundation Stage 0	Nursery
3	Foundation Stage 1	Kindergarten
4	Foundation Stage 2	Kindergarten
5	Year 1	Class 0
6	Year 2	Class 1
7	Year 3	Class 2
8	Year 4	Class 3
9	Year 5	Class 4
10	Year 6	Class 5
11	Year 7	Class 6
12	Year 8	Class 7
13	Year 9	Class 8
14	Year 10	Class 9
15	Year 11	Class 10
16	Year 12	Class 11
17	Year 13	Class 12

We recognise that learners from countries and educational systems around the world join ISB; the final decision on the year level a learner is to join will be decided by the school.

The School will place learners to maximise their chance of success both academically, socially and emotionally. A learner may, in exceptional circumstances, be placed in a different year level - for avoidance of doubt, the Head of School of the respective schools (i.e. Primary and Secondary) shall have the final deciding authority on the Year Level placement.

In **Early Years**, exceptions may be made (in agreement with EYFS Leader and Head of Primary School) to students who turn 2 after September 1st. They can be eligible to enter Foundation Stage 0 after they turn 2, with the understanding that they will be required to repeat the same year level the following school year.

In **Primary** learners will be invited to participate in a trial day in order to assess their readiness to join a particular year level as well as their social and emotional needs. Year 6 applicants will also be required to take a cognitive abilities test (CAT4).

In **Secondary** learners from Year 7 and above are asked to complete a cognitive abilities test (CAT4), which provides additional information to support placement and transition. Learners from Year 10 and above are interviewed prior to admission. The purpose of this is to ensure readiness for the course being studied and to find out more about the learner to support transition.

SCREENING AND INTERVIEWS

Early Years Foundation Stage - All students applying for admission are required to come into the school for a trial day before formal acceptance can be offered. *(If application for admission is during the summer months, the first day in the school will be considered as an informal play session and interview. The formal acceptance will be offered accordingly.)* The trial day, which enables applicants and teachers to meet and interact with each other in the actual school environment, helps to identify any issues that may affect the applicant's ability to comfortably access the programme while also serving as an informal orientation for the children who are accepted to the EYFS.

Primary School (KS1 and KS2) - All students applying for admission to Year 1- 6 are required to come into the school for a trial day before formal acceptance can be offered. We also ask parents/guardians to provide copies of the student's most recent school reports and in some cases we may ask for a reference from the current school. All Year 6 applicants must take a school entry test called the CAT4.

Secondary School (KS3, KS4, & KS5) - All students applying for admission to Secondary School must meet with the Admissions Officer, Head of Secondary, or the IGCSE/IBDP coordinator for a short interview. They must provide copies of their most recent school report and a reference from the current school. All Secondary School applicants must take a school entry test called the CAT4.

STUDENT RECORDS FROM OTHER SCHOOLS

The School requires student records in English or translated into English from the applicant's previous school before any student is accepted. These records may include reports, transcripts, and results of standardised tests, any reports by a counsellor or psychologist and recommendation letters from an English teacher or Principal. The School reserves the right to contact the applicant's previous school prior to acceptance.

Parents must agree to the ISB Admissions Policy before enrolment. By signing your application for admission, you agree to the terms and conditions stated below. The application forms, documents and fees need to be received by the Admissions Office.

YEAR 11 ADMISSION POLICY

The School will consider new applicants for Year 11 **only** if the applicant is transferring from another GCSE/IGCSE school and we are able to match the applicant's subject options. All other Secondary School admissions criteria apply.

IBDP ADMISSION POLICY

In the admission process the school will look at each applicant individually. To enter the International Baccalaureate Diploma Programme (IBDP), applicants are not only expected to have a high proficiency in English and a solid foundation in Mathematics but also to possess personal qualities that demonstrate a good character and dedication to schoolwork.

It is expected that all students at ISB will commence studying for the full IB Diploma. If, during the course of the programme, it becomes extremely unlikely that they can achieve a pass, and after all support has proven fruitless, with agreement from the school, the students and the parents, students may be allowed to withdraw from the IB Diploma and study IB courses only.

Students wishing to join ISB in Year 12 who have completed their GCSEs/IGCSEs, require the following as a minimum standard for entry:

- Passes at Grade C or above in a minimum of six subjects, including English, Mathematics and at least one Science
- IGCSE Grade B or above for HL subjects, and IGCSE Grade C or above for SL subjects
- Documentary evidence of competence in a language other than English if that language is to be studied for Group 1 or Group 2 Language B
- Parental interview with the Head of Secondary and/or Head of Sixth Form, Student interview with the IBDP Coordinator and/or Head of Sixth Form
- CAT4 test results

In the event of I/GCSE results not being known before the commencement of the Diploma programme, a student is deemed to be a probationary member of the Diploma cohort until either a validated copy of the results certificate is received, the requisite grade is

achieved or the first semester of the Diploma Programme has been satisfactorily completed.

Students who are transferring from other school systems (non-GCSE/IGCSE) need to provide school reports for the last 2 years of studies, a reference from a teacher or principal at the current school, evidence of English language proficiency, and CAT4 test results. Each applicant will be interviewed by the IBDP coordinator and/or Head of Secondary.

Students may **not** enrol in Year 13 (IB2) unless they are transferring from another IB World School, have documentary evidence of successful completion of the first year of their diploma and we can match their IBDP subject options.

REQUIRED DOCUMENTATION AT A GLANCE

FROM THE PARENT	FROM THE STUDENT	FROM THE PREVIOUS SCHOOL
Completed Application Form, Medical Form, GDPR Form	Applicants to Years 6-13: CAT4 school entry test (done at ISB by appointment with the Admissions Officer) <i>*Test Fee - 50 euro</i>	Reference form or letter
Copies of child's birth certificate (translated into English or Romanian) and/or passport	Applicants to FS0-Year 5: Trial day <i>*Cost-free</i>	Safeguarding records (requested by ISB's safeguarding lead directly from the school)
Copies of parents/guardians IDs and/or passports	Students entering Secondary School: Introducing yourself to ISB Google Form	
Previous school reports and contact details for a teacher or principal at previous school		
Any relevant specialist reports, medical or psychological evaluations		

Approved by:	Whole School SLT
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