



## **15A ADMISSIONS and EXCLUSIONS POLICY**

Ratified

1Statutory Policies	<b>15A Admissions and Exclusions</b>
ISI	Part 3. Welfare, Health and Safety
NMS (April 15)	n/a
Author Led	Headteacher
Date of Review	November 2022
Next Review	October 2023
Comment	Annual Review
Website	Yes

## **Aims of this policy**

The British International School Casablanca aims to identify and welcome applicants whose academic abilities and personal talents appear to match the ethos and standards of the school and whose personal qualities suggest that they have the potential to contribute to our community and benefit from the many opportunities offered here.

To set the selection criteria and procedures which are fair for all applicants.

## **Admissions process**

The admissions process is as follows:

- Visit the school website for further information, request information directly from school and to arrange a personalised visit or attend an Open Day.
- A personal visit to The British International School Casablanca will involve a tour of the school and the opportunity to meet current students and key staff.

At this stage, parents & prospective students will be given the opportunity to meet the Headteacher and other key members of staff, depending on the interests of the prospective student (e.g. swimming).

## **Registration**

Parents are asked to register their daughter or son and **pay a non-refundable enrolment fee**. All prospective students must then undertake relevant entrance assessments (e.g. CAT4) and these must be paid for by the parents.

All entrance assessments must be signed off by either The Headteacher, Head of Primary, Head of Secondary and/or Head of EYFS. If entrance assessments are taken during the school holidays, the results must be sent electronically to the member of staff responsible.

## **Points of entry to the school**

Students will be accepted into the school throughout the year, depending on the year group. In the Secondary School, students are expected to begin at the start of the academic year unless there are extenuating circumstances.

In all cases, places are offered based on a number of criteria:

- a) Latest school reports.
- b) An interview with a key member of staff.
- c) Performance in relevant entrance assessments (CAT4).
- d) Full disclosure of all pre-existing medical / SEN conditions.

### **More detailed information on Admissions into EYFS and Key Stage 1**

All prospective students for EYFS and KS1 will visit the school for an individual assessment with an EYFS/KS1 teacher or the Head of EYFS/KS1 Leader.

The appropriate assessment form will be used for this purpose. During the visit, prospective students will also be assessed to ensure that the school is able to meet their particular individual needs. All medical conditions and special needs must be made known at this time. Records from previous nurseries or schools should also be provided.

During school holidays, such as the summer break, it will be necessary for the admissions staff to carry out the assessment test. Assessment test results should be delivered electronically to the Head of EYFS and Head of Primary prior to students being given confirmation of a place. Any such students shall also be invited to meet with their proposed class teacher or Head of EYFS/KS1 Leader at the end of the school holiday, prior to taking up their place at BISC.

Please note that all medical information, including child vaccination records and any known allergies, must be submitted prior to the assessment day.

### **More detailed information on Admissions to the Primary School**

All prospective students will be individually assessed, normally within the 12 months prior to entry and all parents are asked to complete a Student Information Profile. *(Attached to the end of this policy)*

Methods of assessment will depend on the age of the child, but will assess their academic potential and their social skills, using cognitive tests such as CAT4.

A report from a student's previous school or Nursery (if applicable) will be sought and taken into consideration prior to a decision being made to offer or decline a place. The school reserves the right to conduct further academic assessments if the data obtained from the CAT4 test is not conclusive.

Students will be placed into classes based on their academic year of birth and it is a pre-requisite that all students must be toilet trained prior to being allowed to attend BISC.

### **More detailed information on Admissions to the Secondary School**

Prospective students for Years 7-10 are assessed using the CAT4 assessment test. School reports are also requested and there will be an interview by a senior member of staff during the day.

The school will not take students directly into Year 11 & 13. This is due to complexities of trying to fit in with compatible examination boards, plus what topics have been covered in Year 10.

Students moving up from Year 6 of the Primary School to the Secondary School at 11+ will proceed according to satisfactory performance and with consultation, at all stages, with parents.

The school reserves the right to conduct further academic assessments if the data obtained from the CAT4 test is not conclusive.

### **Admissions to the Sixth Form**

There is an expectation that a student who has progressed through the Secondary School will continue into the Sixth Form, subject to their iGCSE grades, and at all times in consultation between parents and staff. Where students have taken vocational courses, these will also be assessed alongside the students' ability to cope with A-Levels or equivalent courses.

If a student does not perform satisfactorily in their external examinations, further justification will be required to ascertain whether they are permitted entrance into the Sixth Form.

Prospective Sixth Formers will be admitted provided they have achieved the required grades at iGCSE, or overseas equivalent. Those entering into the school at this stage will be required to provide a report from the candidate's previous school which then can be taken into consideration.

The school reserves the right to conduct further academic assessments if the data obtained from iGCSE results are not compatible with the options chosen by the applicant student and all late admissions will be considered on a case-by-case basis.

### **4. Special circumstances**

We recognise that a candidate's performance may be affected by mitigating circumstances for example:

- if he/she is unwell when taking tests or has had a lengthy absence from school
- if there are particular family circumstances such as a recent bereavement
- if there is a significant factor in a candidate's educational history
- if the candidate has a disability or specific learning difficulties
- if English is not a candidate's first language

In all cases, parents are asked to complete the Student Information Profile, so as to inform the School of any special circumstances relating to their child. (For example: health, allergies, disabilities, learning difficulties, social or emotional problems which may affect their child's performance.)

The school may, in addition, request further information such as a medical certificate or educational psychologist's report and any associated correspondence from the student's current school, if we consider it necessary in order to make a fair assessment.

The school will make any reasonable adjustments to the admissions procedure as may be required to assist candidates with disabilities or special needs to take the entrance assessments.

Parents **must** inform the school if they have any special requirements for adjustments to be made at any stage of the admissions process.

In the above circumstances, all parents are advised to refer to The Special Educational Needs policy on the school's website:

[www.bisc.ma/en/about-us/bisc-school-policies](http://www.bisc.ma/en/about-us/bisc-school-policies)

## **5. Selection**

If there is a need to decide between two or more candidates who meet the admissions requirements, the factors listed below will be taken into consideration.

FACTORS FOR CONSIDERATION:

- the applicant has a sibling at The British International School Casablanca
- the applicant has special gifts or aptitudes
- whether The British International School Casablanca is the first choice of school
- date of registration

## **6. The Offer of a place**

Final decisions regarding entry are made at the discretion of the Headteacher. Letters offering places are sent out as soon as possible after assessment, provided the reports from the candidates existing school have been received.

The school is not obliged to state its reasons for rejection of an applicant and does not give out specific marks or grades, but may offer relevant feedback in certain specialist areas if it is deemed helpful to the applicant.

Parents are asked to accept the offer and pay the acceptance deposit, or alternatively decline the offer within 28 days. Acceptance of a place is subject to the school's terms and conditions which will be provided with the offer or which are available at any time on request.

The student will not be officially enrolled until all the documents (as specified on page 2) are supplied to the school.

Please note that a place is not always guaranteed.

## **7. Complaints**

In the event that any parent has a concern regarding the admissions procedure or the outcome of an application, they are referred to the School Complaints Procedure, available from the Headteacher and on the website.

The British International School of Casablanca is committed to safeguarding and promoting the welfare of children. We welcome applications from children from all backgrounds and we do not discriminate on the grounds of race, colour, ethnic or national origins or disability.

The school is aware of its responsibilities under the Disability Discrimination Act and has a Disability Policy.

## 9. Exclusions

For a more detailed explanation of The British International School Casablanca expectations of student conduct, please refer to the school's Behaviour Policy and Anti-Bullying Policy.

<https://www.bisc.ma/images/category/56/BISC%20Behaviour%20Policy%202021-2022.pdf>

[https://www.bisc.ma/images/category/56/Anti-bullying%20Policy%202021-2022\\_mod.pdf](https://www.bisc.ma/images/category/56/Anti-bullying%20Policy%202021-2022_mod.pdf)

There are two types of Exclusion – a fixed Term or a Permanent.

### Fixed Term Exclusions:

1. These may be used under circumstances when a student's behaviour has been such that the Headteacher or member of the Senior Leadership Team feels there is no other suitable punishment, for example;
  - On-going systematic bullying
  - Fighting of any sort
  - Theft of property
  - Being in possession of any illegal substance
  - Persistent rudeness to a member(s) of staff
  - Violent and unacceptable behaviour
  - Racism
2. The decision to exclude, the length of the exclusion and the reason(s) for it will be confirmed by the Headteacher and/or Head of Primary to the parent(s) and/or guardian (or any other related parties) as soon as possible.

### Permanent Exclusions:

3. The school may permanently exclude a student where in the reasonable opinion of the Headteacher it is considered necessary or in the interests of the student or the school.
4. Permanent exclusion of a student will usually be a last resort and the school will consider other alternatives first, including fixed term exclusions.
5. A decision to permanently exclude a student will be made by the Headteacher.
6. The Headteacher will usually make a decision to permanently exclude a student after discussion with the parent(s) and/or guardian of the student.
7. The decision to permanently exclude and the reason(s) for it will be confirmed in writing by the Headteacher to the parent(s) and/or guardian (or any other related parties) as soon as possible.
8. Permanent exclusion may be with immediate effect or on notice depending on the circumstances.
9. If the parent(s)/guardian are dissatisfied with the decision to permanently exclude or feel they have been unfairly treated they have the right to appeal to The Board under the School's complaints procedure:

<https://www.bisc.ma/images/category/56/BISC%20Complaints%20Procedure%202021-2022.pdf>

10. All Fixed Term Exclusions & Permanent Exclusions must be approved by The General Manager.

Instances where permanent exclusion may be considered could include (but not limited to):

- At least 1 fixed term exclusions have already been implemented
- Another student has been endangered by the behaviour of an individual
- A weapon is brought into school with the intention of using it
- A student is 'under the influence' of an illegal substance or attempting to 'deal' in an illegal substance
- On-going bullying (all other sanctions have failed to work).
- Persistent and deliberate breaches of the Student Code of Conduct.
- Other such instances that the school deems appropriate.