

## **The British Overseas School, Primary Department Policy on Admissions and Withdrawals**

Applications for admission are accepted throughout the year. All students are eligible for admission. The School reserves the right to accept those children who are, in its sole judgment, suitable applicants, bearing in mind the students' ages, aptitudes and abilities and the School's desire to maintain range and balance in all its classes.

*No child may be admitted if they have previously been expelled from another school for an offence that would be a cause for expulsion at The British Overseas School.*

### **Application Procedures**

Before a child may be considered for admission, the school must be provided with the following:

- A fully completed Application Form (available from the School).
- A non-refundable Registration Fee of 150GBP (Pre-nursery to Year Thirteen). This fee covers the processing of the application for admission of a new student or for a student returning after an absence from The British Overseas School of more than one year.
- All school records for the preceding three years, the results of any formal assessments, such as standardised testing results and the findings of any psycho-educational assessments that may have been undertaken by the prospective student. **The School operates on the basis of transparency and it is the responsibility of the parents/guardians to bring to the School's attention at this stage all pertinent information relating to the child's prior educational history. Failure to do so could jeopardise the child's place in the School in the future.**
- A birth certificate or passport verifying the child's date of birth and nationality.

After receiving the required documentation the School may:

- Decide not to take the application further.
- Place the student's application on the waiting list for that year. In this case, the 'Assessment Procedures' will only come into effect when a place becomes available or is expected to become available.
- Proceed with the 'Assessment Procedures', if a place is available or is expected to become available.

## Age Requirements

Students should only be admitted to their appropriate age group as at 31 August of the year of admission.

Pre-Nursery	2 years
Nursery	3 years
Reception	4 years
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years

Sometimes students are suited for entrance into particular year levels at the British Overseas School outside of their normal age group. Therefore, it is possible, at the Principal's discretion, and based on a consideration of the student's age, aptitude and ability, including where necessary an evaluation of records from previously attended schools and testing administered at the British Overseas School, to admit students who do not strictly meet the age requirements outlined above.

## Waiting Lists

1. A place on the waiting list for a particular class/year group is held for the duration of the year for which the application is made. If a place does not become available, the place is not carried over to the following year. For example, if an application has been made to join Year 4 but a place does not become available, the application is not carried forward to the waiting list for Year 5 of the following year. The application must be made afresh.
2. The School is not committed to taking children from the Waiting Lists on a "first come/first served" basis. It is committed to admitting those children who best fit in with the school's educational mission, aims and objectives. All decisions on which pupils to admit into the School rest immediately with the Principal and, finally, the Admissions Sub-Committee of the Board.

## Assessment Procedures

If the School wishes to continue the procedure, the following will be taken into consideration when determining whether or not to offer a place:

- The results of an interview with the child's parents/guardians.
- The results of the School's entrance assessments, which are designed to indicate the student's current academic standing in a number of core areas and their academic potential, as well as their ability to work with and relate to others. This will generally be undertaken by observing a child in the appropriate class for a full or half day.

In cases where parents and students seeking entry to the School are unable to attend the allotted date for assessment, an alternative may be given under exceptional circumstances and at the discretion of the School senior management.

In the case of a student being out of the country at the time of the assessment, the School may forward the assessment papers to the student's current school. This will only happen if the current school agrees to co-operate with the administration of the assessment.

**The School reserves the right, at its sole discretion, either to accept or to reject any application for admission. In those cases where an application is rejected, the School is under no obligation to show cause for the non-acceptance of the child concerned.**

## Enrolment Procedures

When a place is available and a student is accepted for admission, an offer will be made in writing. This must be taken up within 30 days. To accept the offer, parents are required to

- complete the School 'Enrolment Form'.
- complete The School 'Medical History Form'.
- pay an Entrance Fee (a single charge of 1,580GBP at entrance).

## Tuition and Other Fees

Tuition fees are set annually by the Board and are charged, in Pounds Sterling, as follows:

- **Registration fee:** A single lump-sum payment shall be made at the time of application for admission of a new student, or of a student returning after an absence of one year or longer. This fee is not refundable, even if the student is not accepted for admission to The British Overseas School or the application for admission is withdrawn.
- **Entrance Fee:** This is levied at the date of entrance for students who have not previously attended the BOS or who are returning after more than one academic year away from the BOS.

- **Tuition fees:** These are payable either annually or according to the schedule of payments (see ‘Tuition Fee Payment Schedule’).

## **Refunds**

None of the above fees are refundable, under any circumstances.

### **Entrance Fees**

1. The Entrance Fee remains valid so long as the student’s stay at the School is uninterrupted by no more than one academic year. An interruption of more than this will require a new payment of the Entrance Fee, if the student is re-admitted. Readmission is not guaranteed and the application will be assessed alongside other new applicants. The Entrance Fee does not remain valid if an interruption (of whatever length) is due to exclusion for non-payment of tuition fees.

## **Tuition Fee Payment Schedule**

Tuition fees are payable in three instalments. They are as follows:

Instalment 1	25%	Payable in June of the preceding year (end of the Summer Term)
Instalment 2	25%	Payable in September (beginning of the Autumn Term)
Instalment 3	50%	Payable in January (beginning of the Spring Term)

The School Board will determine annually the exact dates by which payments should be received.

## **Payment Schedule for Students Joining Mid-Term**

In cases where students join after the end of the school year (ie after the end of the summer term) or mid-term once the school year has started, the following applies:

Joining before half-term of the Autumn Term	Instalments 1 & 2 immediately payable in full. Instalment 3 payable as it falls due.
Joining after half-term of the Autumn Term	Instalment 2 immediately payable in full. Instalment 3 payable as it falls due.
Joining at <u>any time</u> in the Spring Term	Instalment 3 immediately payable in full.
Joining at <u>any time</u> in the Summer Term	50% of Instalment 3 immediately payable.

### **Payment of Tuition Fees**

Parents who are resident in Karachi must pay the tuition Fees through Bank Al Habib. When making the payment, the tuition fee invoice must be presented and will be stamped by the bank. The appropriate portion of the stamped invoice should be returned to the School as proof of payment. Payments made directly to the School cannot be accepted.

### **Non-Payment of Tuition Fees**

School places for students in the school are guaranteed only to those students whose fees are paid on or before the due date.

If fees are not paid by the due date, the student's name is removed from the class lists.

Re-inclusion of the student will not be considered until all outstanding fees have been paid in full. Should the family wish the child to be re-admitted, it will be treated as a new application. If there is a waiting list for that year group, the student's name may be placed at the end of the waiting list. The decision to do so is at the discretion of the Board upon the advice of the Principal. If the student is re-admitted, the parents will be required to pay the Registration Fee and Entrance Fee again.

### **Voluntary Withdrawal Procedures**

Parents wishing to withdraw their children from the British Overseas School must give at least one term's notice, in writing, of their intention to do so. Failure to do this will result in the forfeiture of one term's tuition fees.

The periods of notice shall be as follows:

<b>Date of Intended Withdrawal</b>	<b>Date by which Notice Required</b>
Beginning of Autumn Term	First day of preceding <i>Summer</i> Term
Beginning of Spring Term	First day of preceding <i>Autumn</i> Term
Beginning of Summer Term	First day of preceding <i>Spring</i> Term

The School's administration will only release students' records and transcripts to those parents and guardians who are in good financial standing with the School. In the case of withdrawing students, this means those parents and guardians who have either given one full term's notice of withdrawal or who have paid one full term's fees in lieu of notice.

### **Exclusion Procedures**

A student may be excluded from school on a temporary (suspension) or permanent (expulsion) basis. A decision to take either of these steps will be taken by the Principal in consultation with the School Board, through the Chair.

A student may be removed from school if

- they cannot be educated or controlled properly.
- there is a risk to the well-being of other students.
- there has been a serious breach of the School's Code of Conduct (as per the School's Disciplinary Policy).
- a student has failed to attend 80% of school days during a single academic year.
- the Terms and Conditions of Enrolment (or 'Continuing Enrolment') have not been met by the student or the parents.

This list is not exhaustive. There may be other reasons why a student might be suspended or excluded from the School.

If parents wish to appeal against the Principal's decision to suspend or expel their child from school, they may do so. An appeal to the Board should be made, in writing, addressed to the Chair of the Board, within seven days of the decision to exclude a child. After investigation the Board, or a committee appointed by the Board, will notify all parties of their decision. The Board's decision is final.

Where a decision to exclude a child from school is upheld by the Board, no refund of tuition fees, or any other fees, will be due.