

British Overseas School Policy: Admissions



A. Aims

The aim of the policy is to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

B. Inclusivity in Admissions

At the British Overseas School we seek to remove barriers to learning and participation which can potentially hinder or exclude individual pupils or groups of pupils.

This begins at the beginning...admissions. We seek to make equality of opportunity a reality from the outset, through this admissions policy.

We set out to achieve these aims through our policy to admit pupils irrespective of their:

- gender
- ethnic or racial group
- religious affiliation
- sexual orientation

Furthermore, where possible, we seek reduce barriers to learning by endeavouring to admit pupils who:

- need support to learn English as an additional language
- have additional/special learning needs
- have special needs to cope with physical disabilities

We address any identified needs through:

- excellent planning of the curriculum to meet the specific needs of individuals and groups
- setting appropriate challenge and high expectations for learners
- identifying potential barriers to learning through appropriate observation and diagnostic assessment
- responding to the diverse needs of our pupils
- ongoing assessment for learning
- appropriate interventions

- extra-curricular opportunities
- enabling all children to access and be involved in all aspects of school life
- recognising, reflecting and celebrating the skills, talents, contributions and diversity of all our pupils
- providing high quality pastoral care, support and guidance
- safeguarding the health, safety and welfare of pupils
- listening and responding to the concerns of children and parents
- providing a range of resources that reflect a range of social and cultural backgrounds

C. Applying to the BOS

All students are eligible for admission if the administration believes that the School is able to meet students' educational needs. Students with severe physical, mental or emotional challenges may be admitted if, in the Principal's judgement, adequate provision can be made for them.

1. When to Apply

Applications for admission to the School are accepted throughout the year.

Pre-Nursery Applications

Parents seeking admission to our Pre-Nursery class (aged 2 years and above upon joining) are advised to make their applications early in the preceding academic year. Most applications are received by January of the year of admission.

The Head of School or the Principal holds a meeting for all of the parents of PN applicants in January. This is to explain the philosophy and values of the BOS, as well as the educational path that their child would be taking if they joined the school.

The workshop is followed, a few days later, by assessment meetings (the child with the class teacher and the parents with the Principal and Head of School).

2. How to Apply

a. The Application Form

The school's application form is available on the school's website, or can be collected in-person (during school hours) from the school administration offices.

The completed form should be returned to the school, along with the required supporting documents. An application will not be processed until all of the required documents have been presented.

b. Application Requirements

The School operates on the basis of transparency and it is the responsibility of the parents/carers 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 jeopardize the child's place in the School in the future.

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

- A non-refundable registration fee.

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. The registration fee is valid for 2 years.

- All school records for the preceding three years, where the child has been in school for three years. These to include school reports and a no objection certificate from their most recent school.

No child may be admitted to The British Overseas School who has previously been expelled from another school for an offence which would be a cause for expulsion at The British Overseas School.

- The results of any formal assessments, such as standardized testing results and the findings of any psycho-educational assessments that may have been undertaken by the prospective student.
- A birth certificate or passport verifying the child's date of birth and nationality.
- A passport sized photograph of the child(ren)

c. Age Eligibility

Students enrolling in our Pre-Nursery class should normally be at least two years of age before 31st August of the calendar year preceding the school year of entrance.

This age requirement then works its way through the school, so that students entering:

- Year 1 should normally be at least 5 years of age by 31st August of the calendar year preceding the school year of entrance;
- Year 5 should be at least 9 years of age by 31st August of the calendar year preceding the school year of entrance
- Year 10 should be at least 14 years of age by 31st August of the calendar year preceding the school year of entrance.

We recognise that sometimes students who do not meet these age requirements are suited for entrance into other year levels at the British Overseas School. Therefore, the Principal has the authority, to admit into specific grades students who do not strictly meet the age requirements outlined above.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- information about the child's academic, social and emotional development
- the previous education system
- their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the opinions of the teachers involved
- the opinions of the school's senior leadership

d. Consideration Years 10 or 11

Admission to Key Stage 4 (Years 10 and 11) is subject to the School being able to offer an appropriate programme for individual students.

The School covers I/GCSE syllabus over, at least, a two-year period through Years 10 and 11. This culminates with the students' sitting the I/GCSE examinations at the end of Year 11.

This means that entrance into Year 10, at which stage students can commence a full GCSE programme does not usually present a problem – subject to the school's usual admissions assessments and interviews.

However, entrance into Year 11 is particularly difficult. Therefore, the BOS admits students to Year 11 only under special circumstances and where the applicant's previous studies fit well with our own. Where the Principal does agree to make a special subject provision to accommodate an individual, the School reserves the right to charge additional tuition fees for this provision.

In cases where a pupil cannot be accommodated in Year 11, the School may suggest that they begin the GCSE programme in Year 10.

D. Selection Considerations

All prospective students are assessed before being allowed entry into The British Overseas School.

As part of this process the School will take into consideration the following when determining whether or not to offer a place at the school:

- the results of an interview with the child's parents/guardians
- the results of a meeting with the prospective student
- the results of the School's entrance screening 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

a. School Interviews

School interviews with pupils and parents are usually held with either the Head of School or the Principal.

Regarding the applicant, the intention of the interview is not to ascertain a level of knowledge (that taken care of by the assessment), but rather to determine the applicant's:

- understanding of and commitment to joining the BOS and to the work that acceptance entails
- suitability in terms of their attitudes and personality
- ability to contribute to wider school life
- level of ambition

Similarly, meetings with the applicant's parents are to determine their:

- understanding of and commitment to joining the BOS and to the work that acceptance entails for their children
- willingness to support their children during their time at the BOS
- suitability in terms of their attitudes and personality
- ability to contribute to wider school life, for example by joining the PTA or contributing in some other voluntary capacity

b. School Assessments

The school's assessment of applicants varies according to their age. Applicants to:

- EYFS classes are observed by the class teacher in the classroom setting
- Other primary classes will, in addition to a written assessment, include the applicant being observed in the classroom setting
- Secondary classes will sit a set of written tests and attend an interview (in-person preferred)

c. English as an Additional Language

Children whose knowledge of English is limited may be admitted in EYFS. Admission of children with English as an additional language (EAL) needs into subsequent grades is dependent on the school's evaluation of their opportunity to profit from the educational opportunities offered by the school. This may involve oral and/or written examinations in English.

E. Admissions Decisions

In all cases we will endeavor to ensure that admissions decisions are fair. An important aspect of this is to consider whether the applicant and the school are a good fit for each other.

We want pupils to enjoy and to benefit from their education and their time in school. Hence, it is very important to us that successful applicants are those who will enjoy and make the most of their time at the BOS.

The Principal is charged with making a recommendation regarding each application for admission. The recommendation is made to the BOSA Board's Admissions Sub-Committee. This committee makes the final decision whether or not to accept a child into the School.

The School reserves the right to accept those children who are, in the sole judgment of the School, suitable applicants for the School, bearing in mind the students' ages, aptitudes and abilities and the School's desire to maintain range and balance in all its classes. The School is under no obligation to show cause for the non-acceptance of the child concerned. Children who are accepted for admission are entered into the School immediately if a place is available. An offer of admission must be taken up within 14 days by the payment of the first instalment of the tuition fees. Failure to do so may result in the forfeiture of the place.

F. Class Sizes and Waiting Lists

Normally, the maximum number of students that may be admitted into a year level is 25 in the Primary School, 24 in the Secondary School. However, the school reserves the right to exceed this number under exceptional circumstances.

If a place is not immediately available, the incoming student's name is placed on the waiting list for the year level. The School will then offer places to children on the waiting list as they become available. When a place in a year level becomes available, the School selects from the waiting list that child who, in the sole judgment of the school's administration, is the most appropriate child for the place on offer, taking into account all relevant information and the School's desire to maintain a range and balance of children at each year level. Decisions regarding selection from the Waiting List are made by the Principal in consultation with the Board's Admissions Committee.

G. Preferences

As indicated earlier, the School is not committed to taking children on a "first come/first served" basis. It is committed to entering those children who best fit in with the school's educational mission, aims and objectives.

In addition to finding the best fit, academically and socially, the school also gives preference to particular applicants. They are:

1. Children of expatriate teachers working for the BOS
2. Siblings
3. Children of BOS staff (after one year of full-time service)
4. Applicants joining from outside Pakistan (especially the UK)

All decisions about whom to admit to the school are finally the responsibility of Admissions sub-committee of the Board.

Reviewed: March 2025

Next Review: March 2026