



British Embassy School Ankara Admissions Policy

GENERAL

BESA is a co-educational primary school accepting children aged between 3 and 14. The school's admissions policy is aligned with the school's stated mission.

BESA offers a broad and stimulating educational environment based upon the National Curriculum of England, the International Primary Curriculum (IPC) and International Middle Years Curriculum (IMYC). The language of instruction is English.

HOW TO APPLY

Reception to Year 9

All applicants must complete a BESA application form and provide a full school report in English.

The required documents for the application process are:

- completed application form with BESA school report (available on the BESA website)
- application fee payment receipt
- additional school reports
- photos
- ID, birth certificate or passport copy

Nursery

- completed application form (available on the BESA website)
- application fee payment receipt
- additional reports if the child has attended a pre school
- photos
- ID, birth certificate or passport copy

All nursery children are expected to be toilet trained by the time they start at BESA.

School tours for Early Years Foundation Stage (EYFS- Nursery, Reception and Year 1) are available from March.

All completed applications for the following school year must be received by the end of April. Applications are first reviewed during early May for entry in the following school year. We have a continuous application process but preference is given to those who apply earlier in the year for the following academic year.

Mid - Year Applications

Mid -Year applications are considered for the international community. Pupils arriving in Ankara during the school year will be assessed as they apply. Our school is very popular and there are usually waiting lists.

ADMISSION CRITERIA

There is an established list of priority criteria and preferential consideration will be given to applicants who can fill all or most of these (providing the applicants meet the normal admission requirements).

Priority

- I. Children of the staff of the British Embassy, the British Council, the British Institute of Archaeology and the children of other British Government employees. British Diplomats of other institutions
- II. Siblings of pupils
- III. Native English speaker
- IV. Fluency in English (Have attended an English speaking school for at least the last year)
- V. International families posted to Ankara
- VI. Other

The waiting list is defined as the group of pupils who were at the agreed standard, but for whom there were no spaces, listed according to the priorities above. For priorities II, III and IV; priority will be given to children from international families posted to Ankara.

Date of Application

When the school receives applications, students are placed on waiting lists for admission according to priority groupings as described above. Offers are made to those on the waiting lists in each priority group of this policy and according to the numbers of places free in the appropriate year groups and prevailing class size policy at the time.

We reserve the right to refuse admission where applications are inaccurate, misleading or incomplete.

Fluency in English/Language proficiency

In order to cope with the academic and social demands of BESA, it is preferred that pupils be fluent English speakers. Additional consideration is given to pupils who have been educated in the English medium for a number of years before coming to the school. If any children admitted require additional support in English language beyond that provided at BESA, parents will be required to provide for their child's language development.

All prospective parents and pupils are encouraged to meet with the senior leadership team.

The admission process is overseen by the Head Teacher.

Turkish Education System

BESA does not give a Turkish primary school leaving certificate

BEHAVIOUR POLICY

Every child at BESA irrespective of age is required, as a condition of staying at the school, to maintain a satisfactory standard of diligence and conduct. The child and their parents must abide by the school rules. Infractions against these rules are dealt with in accordance with our Behaviour Policy and other relevant school policies (eg bullying etc). The Head Teacher has the authority to expel any child, should it appear to be in the interest of the school to do so.

SIBLING POLICY

Most siblings join us at BESA. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

BESA welcomes pupils with special educational needs on condition that its learning support staff can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. However, we do require parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before he/she applies. Parents should provide a copy of an educational psychologist's report or a medical report where appropriate.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

AGE AND YEAR GROUP SYSTEM AT BESA

The school's academic year runs from 1st September to 31st August. We admit children into year groups according to their date of birth.

The academic year in which a child becomes:	Children will be allocated to this year group:
4 years old	Nursery
5 years old	Reception
6 years old	Year 1
7 years old	Year 2
8 years old	Year 3
9 years old	Year 4
10 years old	Year 5
11 years old	Year 6
12 years old	Year 7
13 years old	Year 8
14 years old	Year 9

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process; please see the Complaints Policy on the school website.