



# 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 and a confidential reference from their current school in English (for children who have previously attended a school). Please include in the applications contact details on all parents who hold parental responsibility for your child.

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
- confidential school reference<sup>1</sup>
- photos
- ID, birth certificate or passport copy
- Administration of a CAT4 Assessment (Years 2 – 9) by child's current school

#### **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.

Applications for children to join the Nursery class will not be accepted until the 1<sup>st</sup> September following the birth of the child. Eg. A child born on 12<sup>th</sup> November 2018 would be ineligible to apply until 1<sup>st</sup> September 2019. A request will be made in January of the year that children will start for a reference from their current educational setting.

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<sup>1</sup> Upon request

## **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 (Having attended an English speaking school for at least the last year could be an indication of this)
- 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. If any children admitted require additional support in English language to access the curriculum, parents will be required to provide financially for this. Currently this is charged at £500 per term and is reviewed on a termly basis.

For children in Category IV or lower joining the Nursery, parents and the child will be invited into the school to undergo an assessment (Child) and interview (Parents) to support the decision regarding the child's fluency in English and the parent's ability to support their ongoing language development in line with the progress required at BESA.

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 temporarily or permanently exclude any child in line with the guidance in these policies.

#### **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 and failure to do so could later result in the withdrawal of a place. 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 1<sup>st</sup> September to 31<sup>st</sup> August. We admit children into year groups according to their date of birth.

<b>The academic year in which a child becomes:</b>	<b>Children will be allocated to this year group:</b>
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.

Andrew Ryan, Head Teacher