



Policy on Admissions

1 Introduction

- 1.1 Our Board of Governors applies an admissions policy fairly and equally without regard to religion, race, gender/sexual orientation.

It is The British International School of New York's policy to admit students of any race, colour, religion, sex, sexual orientation, ethnicity, national origin, age, disability, or any other basis protected by law. Admissions decisions at The British International School of New York are made in a non-discriminatory manner and are based on qualifications, abilities, and merit. The School does not discriminate on the basis of race, colour, gender, sexual orientation, national or ethnic origin in the administration of its educational policies, financial aid, athletic or other school-administered programs.

2 Aims and objectives

- 2.1 We are an inclusive school and welcome students from diverse cultural, racial, and socio-economic backgrounds.
- 2.2 All applications will be treated in a fair and sensitive manner and all admissions materials received are handled and maintained as confidential materials.
- 2.3 The restrictions we place on admission are that of number and for children for children registering for Year 2 and above, ability. We conduct age appropriate assessments and request school reports in order to ensure compatibility of child and school.
- 2.4 It is our wish for parents to find a place for their child at the school where they are best suited.

3 How parents can apply for their child to be admitted to our school

- 3.1 Our school is an independent school for children aged 3 - 13+ years. We require parents to submit a registration form, birth certificate, registration fee and existing educational records to enable their children to be registered. If applicable we will place them on a wait list.
- 3.2 Places are offered in order of date of registration and pending successful assessment results.
- 3.3 To confirm a placement, parents return the signed enrollment contract with the required tuition prepayment and security deposit which is refundable after the child leaves the school and all outstanding amounts are paid.
- 3.4 Nursery children start at 3 years. Children must be 3 years of age by September 1st in order to be admitted into the Nursery program.
- 3.5 Normal intake for the school year starts in September, however due to the nature of our parent body we do have children starting at other times of the year and offer 'Rolling Admissions'.

4 Sizes of classes

- 4.1 We endeavour to keep our classes sizes at 20 pupils or below.

5 Monitoring and review

- 5.1 The policy will be reviewed every two years, or earlier in the light of any changed circumstances within our school.