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| <b>Name of Policy:</b>      | Admissions Policy |
| <b>Applicable to:</b>       | Whole School      |
| <b>Effective date:</b>      | September 2022    |
| <b>Date of next review:</b> | September 2023    |

## **Admissions Policy**

### **NCBIS Mission Statement**

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the HPL profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

### **Purpose and Scope of Policy**

NCBIS is a British International School, under the direction of the Heliopolis Society for the cultural and social care of English-speaking Foreigners. In line with its name, NCBIS provides a British and international oriented educational programme to students who desire such an education. It also provides a bilingual Dutch programme for students of Dutch-speaking foreigners who desire such an education.

NCBIS currently falls under the inspection of the Ministry of Social Affairs, given our NGO status, as well as recognised by IBO, COBIS, CIS, ISI, Edexcel, British Council, CIE, BSME and the Dutch Ministry of Education.

In terms of student composition, at least 52% of the total school population must be "expatriate" thereby safeguarding the internationalism that is deemed a key aspect of our school. Currently NCBIS consists of over 63 nationalities.

In recognition of our School setting, up to 48% of our families may be accepted from Dual Nationality Egyptian families while aiming to maintain the 50% Dual Egyptian : 50% Expats ratio as much as possible in each year group.

Dual Nationality Egyptian families should be informed that our education does not automatically lead to entrance to Egyptian Universities, as standardised Governmental tests in Arabic must be completed and passed, which we do not offer. Our educational provision does not include compulsory Arabic, Religion and Social Studies which are taught in all Governmental schools under the Ministry of Education, and so our families tend to be those who have been repatriated to Egypt or whose children will automatically study abroad. However, Arabic is taught as an option and encouraged as a world language.

## **Total School enrolment**

In order to maintain a safe and educationally vibrant learning environment, the school has capped its numbers at 920 students. The School seeks to maintain a targeted class limit of 20 students for all year groups from Nursery to Y13.

This number can go up to 22 students per class to accommodate siblings or staff children.

Board approval must be obtained for very specific cases where it may be needed to exceed 22 in any class. However, under no circumstances the number of students would exceed 24 students per class.

It is important that parents and students have a shared commitment to, and acceptance of, our School's aims and educational philosophy in order to establish an effective home-school partnership. Research demonstrates that students always achieve more when expectations are high both at home and at school.

Students attending NCBIS are expected to be living with their Parents / Guardians who should be resident within Egypt. At least one parent, guardian or family member is expected to be able to communicate in spoken and written English to facilitate this important home-school partnership.

## **Placement in year group**

It is the policy of the school to place students within their age appropriate year group. Students will be Placed according to their age on the 1st September in any given year, as shown below:

| Year Group     | N | R | 1 | 2 | 3 | 4 | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 |
|----------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| Age on 1st Sep | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

## **Special Educational Needs and Learning Support, including EAL**

While NCBIS strives to be as inclusive as possible and accommodate a wide range of abilities, the School cannot cater for students whose language, learning or behavioural needs can only be met by significant additional adult support within it. As an inclusive school however, we do employ a number of specialist staff who offer learning support to students with Special Educational Needs (SEN). Although there is not a capped number of students with SEN admitted to NCBIS, we do pay considerable attention to the types of needs. We therefore make a decision on each student application, where there are special learning requirements, on a case by case basis. Additional assessments may also be conducted to ensure that the correct environment can be provided.

Please note that in some circumstances, parents may be asked to provide a paid private specialist to support their child's Inclusive Learning needs and that all final decisions are made in consultation with the Head of Inclusive Learning.

It is therefore the responsibility of the Parents to provide the School with all relevant information at the time of application. Failure to do so may result in Parents being asked subsequently to withdraw their child if the School considers that it is unable to meet his or her needs. Failure to disclose all learning needs may also make it impossible to gain the external exam 'access arrangement' which may make the difference between success and frustration in our external exams.

The school reserves the right to limit the number of shadow teachers in a class to one.

## **Continuing Enrolment**

NCBIS works to identify students and families at the point of entry who will benefit from our balanced, caring and rigorous education and who will make a positive contribution to the life of the school. The School also reserves the right to withdraw a student's place if by reason of the student's conduct, academic progress or attendance, the student is unwilling or unable to benefit sufficiently from the educational opportunities, and /or community life offered by the school, or if a parent has behaved in a way not in keeping with the School's philosophy and aims.

## **Enrolment into the Dutch Stream**

In principle, the Dutch Stream accepts students who are able to speak Dutch. Parents who do not speak Dutch but would like to enroll their child(ren) in the Dutch Stream are expected to support their children in their learning of Dutch as a first language. The Dutch Stream can only accept students who do not speak Dutch at all when the Dutch Stream is capable of catering for their needs. In case there are 2 or more students with individual extra needs in a class (students with learning or social emotional needs or students who are learning Dutch ab initio) the Dutch Stream cannot accept non Dutch speaking students. The Dutch lessons for Secondary students are only for students with a knowledge of Dutch.

## **Entry into Year 11 (Mid-Course Entrants)**

There are occasions due to the transient nature of our student population that there will be students who wish to join the school mid-way through the IGCSE course. Students who fall into this category will always be interviewed by the Head of School and if needed, the Principal. Students will be considered on a case by case basis and if they meet all other entry requirements will be offered on the basis of one of the four options below:

- Offered a place in Year 11 if all subjects and exam boards (Edexcel) match
- Offered a place in Year 11 on a non-examination basis (Students sit internal exams and transition to Year 12 at the end of the year)
- Offered a place in Year 10
- Offered a place in Year 11 under the condition that they sit their GCSEs as an 'external' candidate (parents would also need to provide tutors for any subjects/examination boards we do not offer).

## **Entry into NCBIS IB Diploma Programme and A-Level Programme (Years 12 and 13)**

Entry into the IB Diploma Programme and A-Level is not a "rite of passage", and all interested students must apply for entry, take part in an evaluation interview and submit a writing sample to show sufficient verbal reasoning to cope with the rigorous programme. Our Year 12 / 13 students, whether existing students or new applicants, need to be in "good standing and show a capacity to be able to benefit from the IB Diploma Programme (IBDP) and A-Level Programme"

Direct applications to the 6th Form will be considered for those students who have obtained a minimum of 3 "B" grades and two "C" grades at IGCSE or GCSE (or equivalent).

For those students who wish to apply to NCBIS 6th Form, but do not have the requisite (I)GCSE grades, two options exist; namely a 3 month probation period on the A-Level or Diploma course and then possible change to less demanding "IB Courses" if they have chosen the IBDP. They take part in exactly the same classes and examinations as their classmates, gain IB points at the end of the programme which can be converted to UCAS points for UK universities, but simply opt for fewer subjects in agreement with the school. Students on "Courses" at NCBIS still accessed university education in the UK , Canada and the USA, though the options are more limited than with the full Diploma. Simply stated, they can take the subjects they are most interested in, and therefore concentrate their studies to maximum effect. This is particularly relevant for highly creative students who will present portfolios to the universities of future choice, or for those who will go on to BTEC type courses at UK universities or Associate degree at a 2 year US Community College.

### **Place Offering and Enrolment**

Places are offered on a first-come first-serve basis while giving priorities to siblings.

Once the school has sent an offer of a place to the applicant, they have 2 business days to confirm acceptance/rejection of the offer of a place. Invoices for a new student will be issued upon acceptance of the offer and the Registration fee is due within two weeks to secure the place or prior to the student's first day of attendance in case the term has started.

The place would be offered to the runner-up applicant in case of delay.

All fees for the term must be paid before students can be admitted to classes. Please refer to the school Fees Guidance for more information.