



FIRST STEPS ADMISSION POLICY

Introduction

This policy outlines the procedure for the admission of children into Budapest British International Academy. The School welcomes all students for whom it can provide a wholesome, appropriate education. First Steps exists primarily to meet the needs of children who require an education conducted in the English language. All principles of clarity, transparency, and consistency are adhered to in all admissions procedures.

Relevant School Aims

- To identify and admit children who will benefit from an academic education and who will contribute to, and benefit from, the ethos and activities of our school.
 - The screening of children seeks to ensure their happiness and well-being within the First Steps academic environment. Admission is accepted or declined in accordance with this policy.
 - To meet each individual child's social, educational, personal, and emotional needs.
 - To create and maintain a caring, cooperative, motivating and happy school community.
 - To celebrate all forms of learning and work together to develop responsible, confident, and tolerant pupils and future global citizens.
 - To apply strong, positive, and universal values in all day-to-day school activities.
 - To offer a well-rounded and comprehensive education to each individual pupil, in a safe and secure environment.
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Equal Treatment

We welcome children from many different ethnic groups, backgrounds and creeds. All applicants for admission will be viewed and treated equally. Factors that may be considered are the child's proficiency in English and the current capacity within the school's EAL department. We do try to ensure that each child is capable of benefiting from the educational services we provide and accept that we have a responsibility to advise parents accordingly should we feel that First Steps might not be the best choice of school for a particular child.

Entry Procedures

Our Admissions procedure, depending on the age and circumstances of the pupil, comprises the following:

- Entry assessments. All pupils will have an entry assessment carried out by the respective class teacher.
- Interview with the Principal. This will be age appropriate and is designed to put the pupil at ease and explore the pupil's interests and personal qualities, as well as the child's attitude toward school and learning.
- Character and academic references: if the prospective pupil is transferring from another school, the reference will request information pertaining to the pupil's academic ability, attitude and behaviour. It will also ask about the pupil's other talents and interests.
- Previous school reports are to be submitted to the School for evaluation and reference.
- All applicants will be subject to a trial period of up to one week.

Pupil Age Requirements

First Steps accepts children throughout the academic year and places them in their Year groups based on each child's date of birth for a particular academic year (between September 1st and August 31st), pertaining to the Academic Year commencing in August, 2019. We will always consider the principle of "stage, not age", whenever appropriate.



New pupils admitted to First Steps will be considered for their Year level as follows:

Date of birth:

Year Group:

- | | |
|--------------------------------|----------------------------------|
| • September 2017 – August 2018 | Young Nursery |
| • September 2016 – August 2017 | Nursery 1 |
| • September 2016 – August 2016 | Nursery 2 |
| • September 2015 – August 2016 | Pre – K class |
| • September 2014 – August 2013 | Kindergarten – School prep class |

Special Circumstances

We recognise that a pupil's performance may be affected by particular circumstances, such as:

- If he/she is unwell while being assessed for admission to school
- If there are particular family circumstances, such as a recent bereavement or separation.
- If there is a relevant educational history, for example education outside the British curriculum.
- If English is not the pupil's first language.

If any of these factors apply, they will be taken into account when making a decision about a pupil's admission to First Steps.

Additional Factors

First Steps might be oversubscribed. Should there be the need to make a decision regarding admission between two or more pupils who all meet our admissions requirements, following all appropriate allowances and special considerations have been taken into account, we may give preference to:

- A child who already has a sibling/siblings attending First Steps
- A child with a particular skill, talent or aptitude.



Places Offered

Places are offered based on Year/class availability and a 'standard form of acceptance' must be completed.

For a pupil to be formally offered a place at BBIA, the following criteria need to be met:

All information supplied must be relevant, true and accurate.

If currently attending a fee-paying school, the said school must be promptly informed and any financial obligations met.

Budapest, 2019

Due for review: June 2020 or as appropriate