

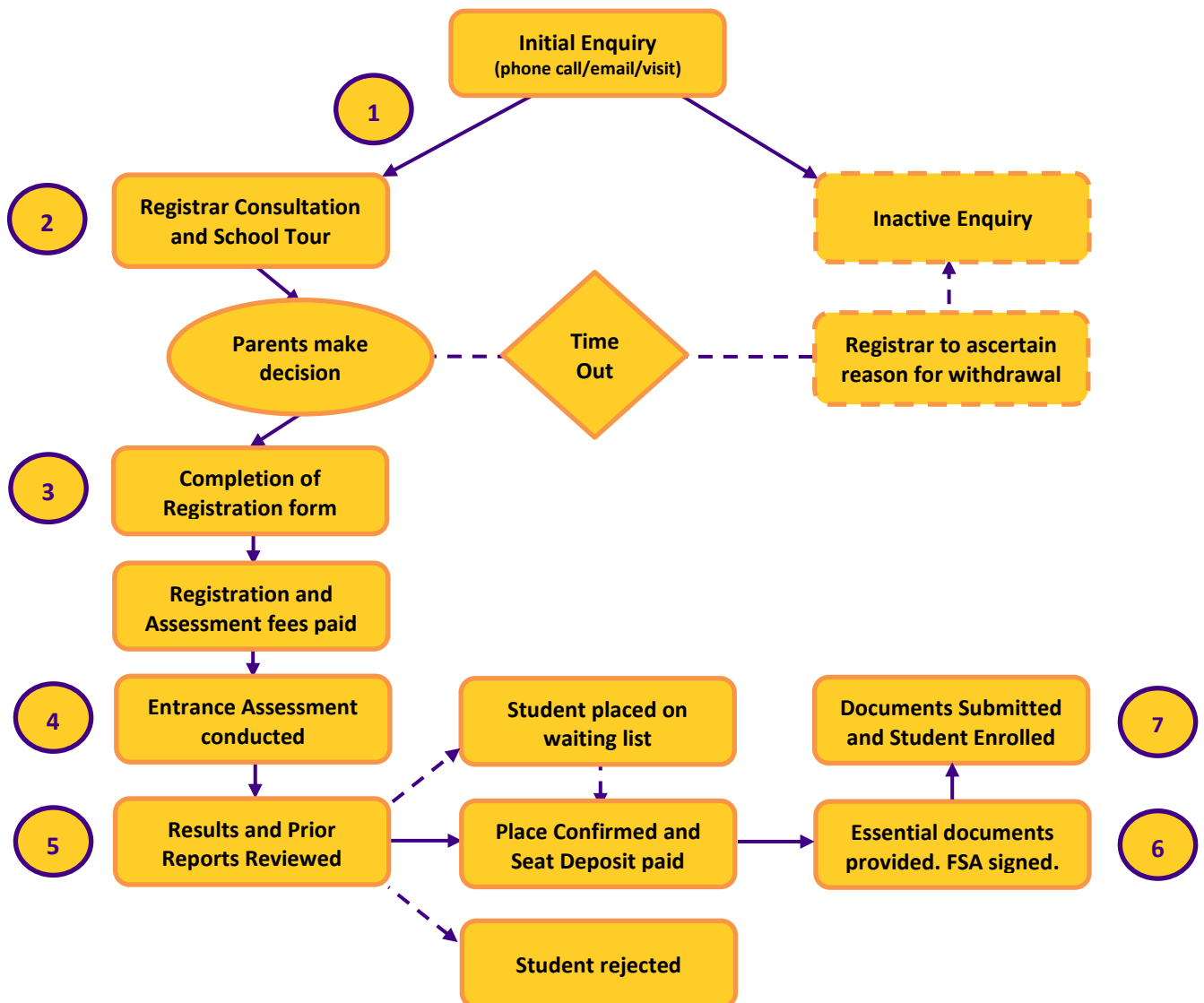


# British School of Ulaanbaatar

## 4.11 – Admissions Policy and Enrollment Procedure

The British School of Ulaanbaatar is a co-educational School throughout all year groups, from Nursery to Year 13, and admits girls and boys regardless of gender, nationality, ethnicity or faith. Admission to BSU depends upon a prospective student meeting the criteria required to maintain and, if possible, improve, the educational and general standards for all students, commensurate with the ethos to which the School aspires. The School must also feel reasonably sure that it will be able to educate and develop a prospective student to the best of his or her potential and in line with the general standards achieved by the student’s peers. This is intended to ensure there is every chance that the child will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult with a good prospect of a satisfying life. These criteria must continue to be met throughout the student’s time at BSU.

The Admissions process from enquiry to enrollment is summarised below on the flow chart.



Admission is dependent on a place being available in a particular year group, assessment results and acceptance of standard contractual conditions. Entrance assessment comprise of age-appropriate assessments and an interview with either the appropriate Head of Phase, Deputy Head Master or the Head Master. The School is academically selective, but has provision for children with mild learning difficulties, physical disabilities and limited developed ability in written and spoken English and strives to be inclusive whilst being aware of our scope to meet the needs of applicants (see [2.7 – Individualised Learning Policy](#)).

## Entrance Procedures

**Step One: Initial Enquiry:** Families interested in making an application to BSU for their child or children may phone the School Reception, email the Receptionist or Admissions Team or call to collect details and made an appointment. The Admissions Team will contact the family within one working day to record the student's name, date of birth, current School and the phone and email address of the main contact, such as a parent, senior family member or company if relevant, and set up an appointment.

### **Step Two: Consultation with the Registrar and School Tour**

Parents considering sending their child to BSU will be advised to make an appointment with the Registrar. This is always advisable in order to ensure availability of key staff. Members of the Admissions Team are usually only available to meet with parents between 10:00 and 12:30 Monday to Friday during term time. Other appointments may be available by request.

The Admissions Team will meet parents (and any other family representatives of the prospective student) and introduces them to the School, provides them with a standard information pack in English or Mongolian by request, a business card and copy of the current or prospective Academic Calendar as most relevant to the applicant. The Registrar may conduct tours of the School to groups of more than one family, but all consultations will be individual. The parents will also be offered the opportunity to meet with either the Head or Deputy Head Master if prior appointments have been made and availability permits.

### **Step Three: Completion of the Registration Form**

Once parents have received the information about the School, and after consideration, have decided they would like their child to be assessed for entrance, they will be required to pay a non-refundable fee of 100 USD and fill out the Registration Form. Parents should download the form from the School website, or alternatively they can collect an application form from the Admissions Team in person. All information submitted on the Registration Form will be considered confidential and sensitive data and treated as such in accordance with the School's Data Protection Policy (see [5.2 – Data Protection Policy](#)). Furthermore, a 50 USD fee will be levied to process entrance assessments (see below).

### **Step Four: Assessment and Taster Sessions**

Once a child is registered formally and the assessment fee (50 USD) has been paid, the Registrar will arrange an entrance assessment session at the School for candidates already in Mongolia which will include a written examination where appropriate and an interview with a member of the Extended Leadership Team (ELT) as age-appropriate and subject to availability.

International candidates not currently resident in Mongolia are permitted to sit the Entrance Assessments in their current school, nearest British Council Offices or British Embassy on the understanding that they are properly supervised and invigilated under strict examination conditions. Interviews will be conducted by synchronous video conference (see [5.8 – Video Conferencing Guidelines](#)). There will be an additional 50 USD charged for external assessments made in this manner, making a full charge of 100 USD for assessment.

On the day of assessment, prospective students for years up to and including Year Four will also be asked and expected to spend a few hours in School in the peer group they would expect to join (a prospective Year Four student would spend time with a Year Three class if planning to enter the School in the following year). Taster days offer children the opportunity to meet their peers and experience part of a normal day at BSU which may include a mixture of academic lessons, sport, art and music. It gives the teachers an opportunity to observe the prospective student in a classroom setting, see how they interact with staff and other students, and assess their language skills and level of ability. Opinions will be fed back to the Registrar and Head of Primary to assist in decision-making, together with the results of the assessment and interview.

If entrance assessments are scheduled to take place during the School Holidays, then testing and interviews will be arranged as mutually convenient between the School and the family of the prospective student, but Taster Sessions will not be available.

#### **Step Five: Results and Decisions**

Once a child has undertaken the entrance assessment and a taster session if possible and appropriate to their age, the results and observations will be passed to the Head Master for his decision. Reports from the student's current and previous schools will also be reviewed. Once a decision has been made, parents will be informed of the result which will either be the offer of a confirmed place, the offer to be placed on a waiting list or a place will not be offered. The Head Master's decision on all entrants to the School is final. If a place is offered, parents will be required to pay 500USD seat deposit. This money will be offset against the first term's tuition fees but is non-refundable if the student does not take up the place on the date agreed.

#### **Step Six: Information Package and Signing of the Family/School Agreement (FSA)**

If the prospective student is successful in gaining a confirmed place, the parents will be provided with an Information Package which contains the following documents:

- School Handbook (available in Mongolian and English);
- Family/School Agreement (bilingual document);
- BSU Tuition Fee Payment Procedures (bilingual document);
- Academic Year Calendar (as appropriate to the student's date of joining);
- School Uniform checklist;
- Bus Timetables;
- Class and ECA Timetables (for mid-academic year arrivals only).

The parents will be directed to read the FSA, and if happy with the conditions therein, will sign and submit one copy to the School and retain one for themselves. The Registrar will also draw parents attention to the process for the payment of tuition fees. These must be settled by the

deadline on the Tuition Fee Payment Procedure (see [4.10 - Tuition Fee Payment Procedure](#)) which is set as per the date of enrollment within each Academic Year. School Uniform (as per [4.7 – Student Uniform and Appearance](#)) may be purchased at this time from the School Shop.

### **Step Seven: Document Submission**

Within five working days after signing the FSA, parents are expected and required to bring or send the documents listed below:

- Copy of the passports/civil IDs of the student and both parents or the legal guardian(s);
- Medical and immunisation records of each applicant, including details of allergies and chronic conditions with medication (if any);
- Copy of the applicant's birth certificate;
- Two recent passport-size photographs of the student;
- Copy of the student's School Reports or transcripts for at least the previous two years in English or Mongolian (official translations may be required if such reports are in other languages);
- Reference form completed by from the student's previous school.

Upon receipt of **all** of these documents, the students will be added to the formal School roll, either mid-academic year or in anticipating of the next. The Registrar will inform the appropriate ELT member who will in turn allocate the student's form group or class, and School House. Parents will be informed of these details by the Registrar, and the Deputy Head Master will inform academic staff to expect the new arrival. The Students will then be invited to attend the School on the following Monday after all documentation has been received and accepted in order for the class teacher/form tutor to prepare for the student's arrival in his or her new class. This may be accelerated in certain circumstances as per parental need and request and will be evaluated on a case-by-case basis by the Head Master.

### **Entrance Assessments**

**Entry to EYFS and KS1:** Nursery, Reception and Year One students are assessed to evaluate basic skills and knowledge through creative play and social interaction. The assessment is conducted by the Head of Primary and consists of English language analysis, which checks alphabet recognition, level of phonic skills, recognition of colours and animals. Numeracy skills are checked by recall of numbers to ten, recognition of numbers and shapes. Hand-Eye coordination is assessed by completion of a logic puzzle. Knowledge of spoken English is assessed, and general behaviour and social skills are noted, often furthered by participation in taster sessions provided on the same day as the assessment and interview.

**Entry at KS2:** Entry to Years Three to Six is informed by results from the CAT4 test produced by GL Assessment together with an EAL assessment for non-native speakers. The entrance process takes approximately one hour. In assessing applications, a subjective judgement is made in addition to the examination result as to the individual student's potential by a personal interview with the Head of Primary, Deputy Head Master or Head Master. Successful students will perform well in both the assessment and interview. Taster Sessions are also encouraged and provided during term time for Years Three and Four, and feedback is gathered from these

sessions. A report from the Head of the child's current school is also considered. If places are available in a year group, entrance testing can take place at any time throughout the year.

**Entry at KS3 and 4:** Entry to the Secondary School is informed by results from the CAT4 test produced by GL Assessment together with an EAL assessment for non-native speakers. The entrance examination lasts approximately two hours. In assessing applications, a subjective judgement is made in addition to the examination result as to the individual student's potential by a personal interview with either of the Deputy Heads of Secondary, Deputy Head Master or Head Master. A recent report of the Head of the student's current school is considered as are other talents, for instance in the areas of sport and the creative and performing arts. Entrance to IGCSE classes will be restricted after the end of Term One of Year Ten, and Year Eleven students would only be in circumstances of direct transfer from a Cambridge International curriculum school together with BSU's offer of the same subjects.

**Entry to Sixth Form:** Entry is by a competitive assessment for both internal and external candidates using the school's internal tests in English, Mathematics and Non-Verbal reasoning plus an EAL assessment for non-native speakers. The entrance examination lasts approximately two hours. In assessing applications, a subjective judgement is made in addition to the examination result as to the individual student's potential by a personal interview with the Head Master or Deputy Head Master. Those who are successful are offered places conditional upon their meeting the entry standard at a satisfactory level in both the entrance assessments and IGCSE or comparable examinations at the age of sixteen. Reports from the student's current school is considered as are other talents, for instance in the areas of sport and the creative and performing arts and performance in local academic competitions. Students will not be admitted to the Sixth Form after the half-term break of Term One in Y12 unless transferring from a Cambridge International curriculum school.

Scholarship Awards are available to students and more details can be found at [2.8 – Scholarship Award Policy](#).

## Nationality and Ability in English

BSU welcomes a mix of nationalities to the student body and does not prioritise any one nationality above another. Nationality is determined on the basis of the passport held by the student. It is not required that all students be fluent in English at the start of their education at BSU and English as Additional Language (EAL) classes will be given to those children who require additional support. However, since all subjects are taught in English bar Mongolian Language, Mongolian History and Culture and Modern Foreign Languages, the School will assess spoken and written English skills of all prospective students and there is an expectation that to gain entry to BSU, each child will have knowledge of the English language at a progressively higher standard with age. Limited English skills will preclude entry into Year Nine and above, and admissions will be informed by a report from the Head of EAL following assessment. All students applying to enter BSU in Year Nine and above will be expected to have at least a B1 level of proficiency in English. Students with lower levels of proficiency will not be admitted unless extreme extenuating circumstances exist.

## Students with Specific Learning Difficulties

BSU is **not** a specialist centre for children who have Specific Learning Difficulties, but it does provide a sympathetic environment and limited support for those with mild difficulties. Students applying for entrance to BSU must fulfil the requirements of the school's entrance examination, but documents, including those from Educational Psychologists if provided, will be reviewed and considered. Students entering the school should be able to cope with the curriculum at BSU as appropriate for their age group, and suitability for the next stage in education will be assessed and parents advised as appropriate (see [2.5 – Monitoring Progression](#)). The Head of Learning Support will provide an opinion on the degree of need and potential additional support a student may require, although it must be recognised this situation can and will evolve following entry and should not be considered a definitive position.

It will be important that parents of potential students supply as much information as they reasonably can in order to enable the School to plan and ensure that any child is not disadvantaged. Information supplied by parents, students or potential students will be treated sensitively and used only for the purpose of planning and implementing appropriate support provision. Such information will only be shared with staff involved in the planning and provision of the education and support systems for the student in question.

## Students with Disabilities

The policy of BSU is to apply our entrance criteria to all potential students regardless of any physical or mental disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled student or potential student at any disadvantage.

The UK Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.” BSU recognises its obligation under Part 4 of the Disability Discrimination Act and The Special Educational Needs and Disability Act 2001 (SENDA) to take reasonable steps to enable all pupils or prospective pupils to gain access to the full range of the educational experience that it offers. BSU seeks to meet the needs of students with disabilities in appropriate ways, and support colleagues who wish to find out about particular challenges and appropriate teaching strategies. In addition, BSU seeks to ensure that students who may have disabilities are enabled to have as much access as reasonably possible to the range of extra-curricular and sporting activities offered.

## Allocation of School Houses

The School reserves the right to allocate students to one of the four School Houses according to availability and in order to have balanced year groups within each house. It is not permitted for students to change House once they have entered the School.

## Waiting Lists

Class sizes are limited at BSU to twenty-four students from Year One upwards, and less for the Early Years Foundation Stage. Once a year group is full, further applicants to that year group will be informed but still offered the opportunity to take the entrance assessment and be placed on a waiting list for that year. Position on the waiting list will be allocated by

performance and outcome of the entrance tests. As soon as a place becomes available in the desired year group, the Registrar will contract the applicants in the order they are listed. Should the applicant be no longer interested or available to take the place, the next family on the list will be contacted. Exceptions to this rule will only be made for children who have a sibling in the School, or when an application is made for more than one child.

## Year Group Eligibility and Comparable Mongolian Grade Level

Allocation to year groups at BSU are made in accordance with the National Curriculum of England and Wales. The table below provides details of the appropriate age group for children. Exceptions are only made in exceptional circumstances of educational need and are at the Head Master's discretion.

Age by 1 September of year of entry	BSU Year Group	UK Key Stage	Mongolian Grade Level
3	Nursery	Foundation Stage	Pre-School
4	Reception	Foundation Stage	Pre-School
5	Year 1	Key Stage 1	Pre-School
6	Year 2	Key Stage 1	1
7	Year 3	Key Stage 2	2
8	Year 4	Key Stage 2	3
9	Year 5	Key Stage 2	4
10	Year 6	Key Stage 2	5
11	Year 7	Key Stage 3	6
12	Year 8	Key Stage 3	7
13	Year 9	Key Stage 3	8
14	Year 10	Key Stage 4	9
15	Year 11	Key Stage 4	10
16	Year 12	Key Stage 5	11
17	Year 13	Key Stage 5	12

## Re-applications

The School does not encourage re-testing in the same academic year should a student fail to gain a place on the waiting lists but will review and revisit an application if the entrance test is close to the pass mark or the prospective student has spent time with a personal tutor to improve their English. Any student who is not successful in gaining a place within one academic year will be required to sit the entrance assessment again in the next academic year in order to be considered for entrance. Students who reapply for a place at the school will not be required to pay the 100 USD registration fee but will be asked to sit an additional entrance test which will incur an additional 50 USD charge.

<b>Lead Author:</b> Jonathan Warner	<b>Date reviewed:</b> September 2022
<b>Date for Review:</b> August 2024	<b>BoD authorisation:</b> Confirmed