

## Admission Policy 2024-2025

Parents/guardians/employers must agree to the terms stated in the Admission Policy. A signature is required on the admission form.

### ADMISSION

Admission to the British School Bern is open to all children regardless of nationality, race, religion or family background. All admissions are provisional during the first month after the student is accepted. Please note that our facility is not wheelchair accessible.

### ADMINISTRATIVE FEE

This is a one-time, non-refundable payment per child, that accompanies the application for admission. This fee covers the processing of the application. This payment must be received before the application form is processed.

### REGISTRATION FEE

This is a one-time, non-refundable payment per child. Once the application has been reviewed and accepted, you will receive a letter of confirmation as well as the invoice for the registration fee.

### RETURNING STUDENT

Students returning within one year will not be required to pay the registration fee. The administrative fee will be required.

### PLACEMENT

New students will be placed in the year appropriate for their age. While parental input is an important part of the process, the decision of the school is final.

### CLASSES

The following are the age requirements for student placement from Preschool onwards. All students must be the appropriate age by August 31<sup>st</sup>.

Year	Age Requirement (as of August 31 <sup>st</sup> )
Preschool	3 years old
Reception (Kindergarten)	4 years old
Year 1	5 years old
Year 2	6 years old
Year 3	7 years old
Year 4	8 years old
Year 5	9 years old
Year 6	10 years old

**For Preschool, children must be 3 years of age as of August 31<sup>st</sup>.** If your child turns 3 during the school year, they may join at the beginning of a new school term. (e.g., If a child turns 3 in March, then they may join the Preschool in Term 3). We require all children to be toilet trained (no Pulls Ups or Diapers).

## **SPECIAL NEEDS POLICY**

As we are a small private institution, we do not have a special needs program to support children with official learning or behavioral diagnosis. Our school maintains the right for equal time and attention for all students. If your child requires further support, the family will be required to privately fund aide time for the student. This ensures a strong academic and social learning environment tailored to all students.

## **ENGLISH AS AN ADDITIONAL LANGUAGE POLICY (EAL)**

Upon admission, your child's English level may be assessed. Based on the results of the assessment, the school will decide whether your child requires intensive EAL support. Please be aware that if your child requires this support, there will be an additional cost. There will be open communication between the school and family regarding the progress and duration of this program.

## **DISMISSAL POLICY**

The school reserves the right to dismiss a student if the following is observed:

If a student...

- prevents or negatively impacts the teacher's/school's ability to plan, assess and deliver a full academic programme in the classroom.
- behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or well-being of any person.
- causes significant damage to or destruction of property or causes the removal of property and resources, limiting the resources for other students.
- prevents the ability of the teacher to fulfill extracurricular activities, daily duties and commitments required of being a part of the British School staff and community.
- interferes with the maintaining of the health and well-being of classroom teachers, specialist teachers, support teachers and students.
- commits, attempts to commit, or is knowingly involved in the theft of property

Interventions and supports will be implemented and thoroughly documented well before a dismissal is considered by the school. Dismissals will only be used when all other disciplinary measures, interventions, supports and options have been exhausted.

It is important that a transparent, fair and supportive process is in place for all parties involved, with appropriate checks and balances at each stage.