



Admissions And Assessments Procedure

Admissions and Assessments

Registration:

Parents shall indicate their interest in applying to BISAK through completing the “General Inquiry” form available on the school website.

The Registrar will then contact the parent with information about seat availability and next steps of registration using a website linked to the school’s Engage platform.

Listed below are the forms required to be completed for EACH child registering for enrolment at the school.

- Registration Form
- Pupil Medical Form
 - The last page of this form named “Statement for Pupil Health Record” must be completed by the child's present doctor and requires the doctor to date, sign and stamp the completed form.
- The above-mentioned Pupil Medical Form must be accompanied by a copy of your child’s immunisation record which needs to be in English.

Along with the above forms, parents shall also provide the following documentation:

- The child's leaving school report, translated into English if applicable.
- A copy of the child's passport page
- A copy of the child's Iqama.

Please Note: Registration cannot be accepted without all the required documents and the Capitation fee.

For SAUDI NATIONALS - Please note

Saudi Nationals can only be accepted if parents have been granted and received a copy of the approval from the Saudi Ministry of Education in Dammam. Applying for Ministry Approval is the responsibility of the parent. BISAK will not process any application unless they receive the Ministry Approval Form.

The school follows a priority system when offering places to children on the assessment and waiting list.

- British passport holders
- Chronological order by date of payment of registration fee

Following registration, and once a place becomes available in an age-appropriate year group, the Registrar will contact parents to invite them to bring their child to BISAK to sit for an assessment. All assessments are carried out at BISAK, unless there are exceptional circumstances.

In the case of an unsuccessful candidate, only **two** reassessments can be requested for admission to the school. The Registrar will contact the parents to rearrange an assessment once there is a place available in the appropriate year group; however, **this will be no earlier than 3 months** after the first assessment. Should the reassessment not be accepted, no further assessments will be offered.

The Admissions and Assessments Procedure determines that all applications must be accompanied by the most recent full school report issued from the pupil’s previous school. In the event that this is not made available, the school reserves the right, at the discretion of the Principal, not to proceed further with the application.

We do not cater for children who have a statement of special educational needs or Education Health Care Plan from the UK or have similar severe SEN needs that have been identified elsewhere.

PREP SCHOOL

The assessment process

EYFS

Applicants seeking to enter the Early Years Foundation Stage are assessed by the class teacher and Head of EYFS on their readiness to learn, their communication and their social skills. Applicants will be asked to spend two full academic days within the class environment. If the teachers do not feel confident in making a judgement about admission, the applicant may be invited for a further visit.

KS1 and KS2

- Year 1 and 2 applicants will spend two days in class and will be assessed by the class teacher. They will be assessed in Mathematics and English (including phonics) as well as their social and communication skills. If the teachers do not feel confident in making a judgement about admission, the applicant may be invited for a further visit.
- Year 3 - 6 applicants are formally assessed in English and Mathematics using a CAT 4 test. A standardised score is obtained. In addition, they will be assessed using an age-related English reading comprehension and Mathematics arithmetic assessments.
- Year 3 - 6 applicants will be required to attend a day in an age-appropriate class. The class teacher then provides feedback on their social, behavioural and academic performance in class. This information is used in conjunction with the formal tests in order to make a decision on admission.
- Parents are required to provide previous school reports, which must be available at the time of assessment.
- All pre-existing learning needs must be disclosed at the time of Registration. Failure to do so may result in loss of place at the school.

How the decision is reached

Decisions on admission are based on both formal and informal assessment. In order to be accepted, applicants will need to:

EYFS

- Be toilet trained and not wear a nappy.
- In Nursery and Reception be able to demonstrate that the social, emotional, communication and behavioural skills are as expected of their age or in line with expectation of our current pupils.
- Be able to cooperate with peers and teachers; specific skills to be recorded on a checklist.
- Participate in a variety of activities.
- Be able to interact socially with peers; specific skills to be recorded on a checklist.
- Be able to answer direct questions and willingly participate in discussions with an adult in English.
- Demonstrate an ability to understand and speak English and to engage in the class setting.
- Have a receptive language age in line with their chronological age.

Year 1 – Year 2

- Applicants must be approved by the class teacher with whom they are allocated as part of their application.
- In Key Stage 1, be able to successfully complete age-related phonics test.

Year 3 – Year 6

- Have successfully completed a CAT test
- Obtained a score of 100 + in CAT 4 tests or demonstrated the potential to achieve this
- Have gained positive comments on their behaviour and social skills from the class teacher on the assessment day
- Have an acceptable report from their previous school
- Reading at the expected level for their age

Assessments are then put into the pupil's file and are available for teachers to refer to once they have started school.

Once the assessments have been completed, the Registrar will take it to the relevant Deputy Headteacher to be signed off.

The Principal will periodically meet with the Heads of School and the Registrar throughout the academic year to discuss admissions and audit the documentation held on pupils.

Should parents wish to discuss the decision made regarding their child's entrance into BISAK following an offer or a rejection after 2nd assessment, they can request feedback from the Assistant Head or Deputy Headteacher. The Headteacher will regularly check that the relevant procedures are being followed. In some cases, the decision may be referred to the Principal, who will review the case on an individual basis, and make a final decision in conjunction with the respective Headteacher.

SENIOR SCHOOL

All pupils who are age-appropriate for **Year 10** and above may be required to attend an interview with the Headteacher or Deputy Headteacher prior to registration. This is a chance to meet with parents and the child to discuss the process in terms of admission. A tour of the school will also be given. This meeting has no bearing on the outcome of the application.

Year 7 to Year 11 pupils will be required to sit a CAT4 assessment an English writing assessment and a Mathematics assessment.

Year 12 to Year 13 pupils will be required to sit an assessment, but entry will usually be conditional upon their GCSE results or equivalent.

The last two years of school reports will be required for all pupils applying, regardless of year group.

How the decision is reached

Decisions on admission are based on both formal and informal assessment. In order to be accepted, applicants will need to:

- Have an acceptable report from their previous school
- Have fulfilled the general registration
- Pass the CAT assessment
- Pass the English Language and entry assessment

The Headteacher/Deputy Headteacher and the Registrar will discuss the results of the assessment and make a decision based on the outcome. However, the acceptance will be subject to strict conditions. If the child is offered a place at BISAK, they will then be placed in an appropriate group. The Cat 4 results are placed in a folder and



passed to the subject teachers who will use the information as a benchmark in setting targets. It will also be included in a portfolio of evidence that is used to measure pupil progress during a Key Stage.

For admission into **Year 10 & 11**, in addition to the assessments, pupils will be required to select their iGCSE option subjects. Please note that if pupils have already made option choices at a previous school, it may not always be possible to accommodate their preferred selection if they do not align with our option block.

Senior School will undertake a feasibility report for all KS4 and KS5 pupils.

For admissions into **Year 12 & 13**, Parent(s) and pupil(s) will be invited to a further meeting with the Deputy of Secondary and Head of Sixth Form to discuss options. Admission will be at the discretion of the Deputy Headteacher of Secondary and Head of Sixth Form and will be dependent on previous exam results. Normally we would not accept students for A Levels unless they have obtained 5 GCSEs (or equivalent) at 4/5 and above and preferably with a 5/6 in chosen subjects for A Level. All pupils who enter Sixth Form need to obtain a 5/6 Grade in English. We endeavour to support the placement of siblings, provided they meet the entrance requirements.

Should parents wish to discuss the results of the assessment, they can request feedback from the Registrar. The Deputy of School will regularly check that the relevant procedures are being followed. In some cases, the decision may be referred to the Principal, who will review the case on an individual basis, and make a final decision in conjunction with the respective Head of School.

All children are considered for a place in an age-appropriate year group.

All information given at Registration regarding applicants is entered onto the School Management System. Once a child has been offered a place, this information is made available to the relevant class teacher/tutor.

All pupils who are accepted to BISAK are under constant review. If the following are seen to be unsatisfactory, the pupil may have their position withdrawn:

- Attendance falls below 95%
- School or homework is not completed consistently
- Conduct