

BSN Admissions Policy

Introduction

The British School in The Netherlands (BSN) provides a British education with an international focus to students from global and local communities residing in the Netherlands. As an international and British school, the BSN is enriched by a hugely diverse community composed of many nationalities. We welcome children and young people from all corners of the globe - encouraging cultural connections both in and outside our classrooms.

The BSN is committed to being an inclusive, non-selective school that welcomes applications from students of all abilities all year round. The BSN is open to all students, irrespective of race, ethnicity, culture, nationality, gender, disability or religion/belief, whose learning needs can be met effectively. Please note that we refer to 'parents' throughout the document for ease of reference. This also includes guardians.

We understand however, that there are occasions when people feel that their concern has not been resolved and would like to raise a formal complaint. In this case, the BSN will attempt to resolve the issue through the three stages outlined within this complaints policy.

Dutch Compulsory Education

The Leerplicht states that all children of all nationalities who are living in the Netherlands, aged 5-16, must be in full-time education. Students between the ages of 16 and 18 must attend school until they have obtained a diploma (basic qualification) or have reached the age of 18. The admission and attendance policies at the BSN have regard for this law.

Visits to the BSN

The BSN welcomes visitors to its campuses. It is always recommended that parents/guardians and, where possible, students visit the school before their application and/or admission. The BSN Admissions Team arrange tours throughout the school day, allowing families to see the school in action, look at the different facilities, and, where possible, meet with relevant staff.

Criteria for Admission

In determining the appropriate age group for each student, the BSN use the British academic year, which is 1 September to 31 August. The school strongly encourages students to enroll in the designated year group according to their chronological age; however, on an individual

basis, cases and exceptions will be considered. These will be discussed with parents prior to the placement of the child. The decision will be subject to the Headteacher's approval.

Junior School (Early Years Foundation Stage (EYFS))

Students are admitted to Foundation 1 after their third birthday. A meeting at the school with the family and child is often arranged before admission. We expect children coming into F1 to be independent in meeting their own care needs, including using the toilet and washing/drying their hands. We understand that some children may not be reliably dry due to their developmental needs. In these individual cases, an induction program will be arranged to support toilet training in partnership with the parents. This induction is important because the facilities and staff-to-child ratio in a primary school only have the capacity to support occasional accidents.

Full-time attendance is an option but not compulsory in Foundation 1. Part-time options are also available: Monday to Wednesday (3-day attendance) or Thursday to Friday (2-day attendance). These attendance patterns are not interchangeable.

Depending on their age and time of admission, students can remain in Foundation One for up to five terms. These students are referred to as 'Early Starters' and will not be promoted to Foundation 2 until the September after their fourth birthday. Part-time attendance may also be increased to full-time attendance, when and if, this arrangement is suitable for the student.

Students are admitted to full-time education in Foundation 2 in the September after their fourth birthday. Full-time attendance becomes compulsory in this year group.

Junior School (Year 1 - Year 6)

Students can join the Junior School at any point throughout the academic year. The BSN offers the same, high-quality education and curriculum across all the Junior School campuses. The Admissions Team will place students where there are spaces available in the relevant year group. We always endeavour to place Junior School siblings at the same campus.

Senior School (Year 7 - Year 11)

The BSN offers the same, high-quality education and curriculum across both Senior School campuses. The BSN will place students where there are spaces available in the relevant year group. We always endeavour to place Senior School siblings at the same campus.

Students are accepted throughout the academic year with the exception of Year 10, where admission closes at the beginning of the Spring Term (January).

The school does not usually accept students into Year 11 or part-way through Year 10 due to the requirements of the syllabi and curriculum of the GCSE examinations that take place in the Summer Term (April to June). Please note that if a child has already done one year of GCSEs, we will consider the possibility of placing them in Year 11.

As an age 3-18 campus, students in Year 6 Junior School Leidschenveen (JSL) will automatically progress into Year 7 Senior School Leidschenveen (SSL) (unless there are extenuating circumstances – to be discussed with the Headteacher and Admissions).

Students in Year 6 Junior School Vlaskamp (JSV) will automatically progress into Year 7 Senior School Voorschoten (SSV) (unless there are extenuating circumstances – to be discussed with the Headteacher and Admissions).

Sixth Form (Year 12 - Year 13)

Admission to Year 12 closes at the end of September. In exceptional circumstances, students may join until the beginning of the Spring Term (early January). However, the progress of students in this situation is closely monitored, and it may be appropriate for them to restart Year 12 the following year.

The school does not usually accept students into Year 13 due to the requirements of the syllabi of the A-Level and IB examinations that take place in the Summer Term (April to June).

In addition to the criteria above, there are some academic measures considered for entry to the Sixth Form (see Appendix 1 for subject-specific details):

- International Baccalaureate Diploma Programme (IBDP) or A-Levels requires five GCSE passes between Grades 4-9, with at least Grade 6 in the subjects chosen study. IGCSE students must have five passes between Grade C-A* with Grade B in the subjects chosen to study.
- Entry to study vocational programmes such as the International Baccalaureate Careers-related Programme (IBCP) or BTEC qualifications are discussed with the Sixth Form team on a case-by-case basis.
- Students who wish to join the BSN from other education systems may be required to sit placement tests in the subjects selected for A-Level or IB, or similar areas of study.

Admission of Students with English as an Additional Language (EAL)

Junior School, including EYFS

There is no requirement for new students to be able to speak English or have English literacy skills. Upon admission, the teachers will identify the level of support required and plan accordingly within the classroom. All class teachers are experienced in teaching multilingual students and work closely with the EAL teaching team to ensure all students make progress.

Senior School (Year 7 – Year 9)

An English assessment is carried out prior to admission to ensure students can access the curriculum. A programme of support in EAL is provided according to the individual needs of the student.

Senior School (Year 10)

An English assessment is carried out prior to admission to ensure that students can access the curriculum and examination syllabi. The school will determine whether they must choose Study Skills or EAL as part of their timetable (in place of a GCSE option).

Senior School (Year 12)

Students must have the appropriate level of English to be able to access their subject choices at A Level, BTEC or International Baccalaureate (IB). Students without a GCSE pass in English (or equivalent qualification) will sit a placement test and, if appropriate, will be assessed by the EAL department.

Parental Communication

Although there is no expectation for parents to be proficient in English, all communications between school and home will be in English. This includes reporting on progress and academic attainment as well as on the personal welfare of the student.

Admission of Students with Additional Educational Needs (AEN)

The BSN will accept students with Additional Educational Needs if the school can support and provide a meaningful education for them. At the Senior Schools, this may mean being able to access the curriculum for GCSE examinations. Admission is on a case-by-case basis and may include the recommendation for a Learning Support Assistant for whom additional fees are applicable. The final decision rests with the Headteacher and the CEO.

When making an application, parents are required to inform the school of any known and pre-existing Additional Educational Needs, including physical or medical needs, that may affect the school's ability to provide a safe and appropriate educational experience for the student.

Failure to provide such information may result in any offer of a place being withdrawn before entry. If such issues are disclosed after entry to the school, it may result in the immediate termination of the contract between the school and the family.

For further details, refer to the BSN Additional Educational Need Policy.

Students living with a Guardian

The BSN occasionally receives requests from parents for their son or daughter, living locally, to attend the school while they live outside The Netherlands. In such cases, it is the responsibility of the parent to appoint a guardian who will act 'in loco parentis', i.e., in place of the parent and be responsible for the overall welfare of the student. The home support

arrangements must be conducive to the student's academic success and personal welfare. Before such an arrangement is finalised, full details of the guardian must be shared with the school.

It is the responsibility of the parent to ensure that both the guardian and student have the legal right to live in the Netherlands. The student must live within a reasonable daily travelling distance of the school and with at least one responsible and mature adult over the age of 25 who will act as their guardian.

BSN Admission Process

Application: Parents are asked to make a formal application by completing the Admissions Form on the school website. A non-refundable application fee of €250 is required and will only be refunded if the school does not offer a place to the student.

Parents must submit a copy of the student's most recent school report in order for the application to be processed, along with proof of the student's date of birth, usually in the form of a passport or birth certificate. For entry into the Senior Schools, a reference from the student's current school is requested.

School Visit: On receipt of the online application and further documents, parents are invited to visit the school with their child/children. The BSN recommends a visit, but this is not compulsory. During this visit, families will either meet with a member of the Admissions Team or a Senior Leader for a tour of the school and facilities.

Maximum Class Size: The BSN's maximum class size is 24 children per class. In exceptional circumstances, we may allow a class to go temporarily over 24 during the year, but we will never begin an academic year with more than 24 students per class.

Offer of a place: Following receipt of the child's school reports and the school reference (if relevant), the school will decide whether a place will be offered. Please note that where a school report is satisfactory and provides enough detail, this may be sufficient. Otherwise, a student reference may be requested. Parents will receive an email informing them of the outcome. Where appropriate, this may include an outline of the specific conditions attached to the offer of a place.

For entry to the Senior Schools, the criteria for the specific year group should be met, and if further information is required, the school will contact parents directly before the offer is made.

Where the school is unable to offer a student a place on their campus of choice

In some cases, we may not be able to offer a student a place on the campus of the parents'/students' choice. However, in this case, we will endeavour to find an applicant a place on another of our campuses (subject to parental agreement and ability to satisfactorily support a student's needs).

Where the school is unable to offer a place


In occasional circumstances, for example, where a school is unable to provide adequate support or where we believe a student will not be able to meet examination requirements, the BSN may be unable to offer a student a place. The decision on the placement/non-placement of a student (cross-BSN) rests with the Headteacher, with a final appeal process to the CEO, if appropriate.

Campus transfers/ change requests

In exceptional circumstances, where a parent/student wishes to change campus, these requests will be considered where there is availability and where the campus is able to provide adequate support for a child's needs. All requests for campus transfers must go via the Admissions Office.

Acceptance of the place: The BSN will issue an offer letter and contract to the family. Parents must complete and sign the BSN Contract and return it at their earliest convenience to secure the place.

The full process for admission to the BSN as well as fees and additional information can be found on the school website: www.britishschool.nl/admissions.

Review date: January 2024	Next review: January 2026	Board of Management: 
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