



BISG Student Admissions to Primary School Policy

The Purpose of the BISG Student Admissions to Primary School Policy is to standardize expectations for all members of the BISG community with regard to the way in which candidates who are looking to join the school are assessed for primary school (classes 1-8) admission.

The expectations outlined below describe what Parents and Candidates can expect from BISG regarding criteria for assessment into our IPC/IMYC programme and our procedures for assessment.

1. Admission to primary school is processed by the Admissions Team, which includes Admissions Administrator, the Principal and the Vice-Principals. Admission to classes 1-8 is made in response to the submission of:
 - a. a completed registration form,
 - b. a copy of the birth certificate,
 - c. the candidate's school reports from the last two years,
 - d. the payment of the registration fee (1500 zł). Payment instructions will be sent to you once you submit the registration form
2. Criteria for qualifying a candidate for primary school:
 - a. at least a "good" behaviour grade obtained by the Candidate during the last classification (if applicable) along with a current written opinion from their homeroom teacher from the school/ preschool the candidate has most recently attended;
 - b. an individual meeting/interview with the Admissions Administrator, where the Candidate will self-present in English (if able to); additionally, candidates for classes 6-8 will have an interview with the School Principal or Vice-Principal;
 - c. candidates for classes 4-8 must present the knowledge of English language sufficient for studying at their current level of education; this knowledge is evaluated by the Admissions Team with the help of online tests and during the interview;
3. Candidates must meet all the requirements specified in p. 2. The order of the criteria is gradual and so failure to meet criterion a. will mean that the Candidate will not proceed to criterion b.
4. The admissions procedure also considers:

- a. the ability of the School to meet the academic needs of the Candidate and the Candidate's ability to function effectively in BISG ;
 - b. the Candidate's ability to contribute positively to the school culture of internationalism and to cope successfully within an academically rigorous programme;
 - c. the Candidate's ability to make a positive contribution to the school community.
5. The Admissions Administrator shares their opinion and discusses the candidates with other members of the Admissions Team, before the candidate's approval.
 6. If a Student is admitted to the BISG primary school during the academic year, the Student's school documentation from the previous school is required, i.e. grades, school certificate, a copy of the grade sheet and a health card. The school documents must be in English or Polish language, or otherwise translated to English by a certified translator.
 7. Information about the Candidate obtained in the recruitment process is solely for the information of the Admissions Team.
 8. If the number of qualified candidates with the same behaviour grade and comparable level of English language evaluated during the interview exceeds the number of vacant places, the order of the date of submitting the registration form will play a deciding factor in enrollment. Siblings of BISG students may be granted prioritized admission, providing all the criteria mentioned in p. 2 and 4 are met.
 9. After considering all relevant documentation and the results of a face-to-face interview, the Candidate's parents will be informed about the outcome.

This BISG policy is updated regularly with the most recent update in **bold**.

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