



Admissions Policy

British International School Gdańsk – Secondary School

Normal point of entry	Class 9 (equivalent to Class 1 LO in the Polish system)
Applies to	Internal BISG candidates and candidates applying from other schools
Review	Annually by Head of Teaching and Learning

1. Purpose, Admissions Philosophy and Candidate Profile

British International School Gdańsk (BISG) aims to admit students who are academically prepared to benefit from the School's programme and who are willing to contribute positively to an international, respectful and academically ambitious learning community.

The admissions process is designed to establish whether the candidate has the academic foundations, approach to learning and readiness required for the BISG Secondary School, and whether the School can appropriately meet the candidate's educational needs within its provision and in accordance with its Inclusion Policy.

BISG seeks students who demonstrate:

- academic curiosity and a willingness to learn;
- responsibility, increasing independence and perseverance;
- respect for others and openness to different cultures and perspectives;
- the ability to work constructively with others and participate positively in school life;
- appropriate behaviour, attendance and punctuality; and
- readiness to engage with the expectations of the Pre-IB Programme and the subsequent IB Diploma Programme.

Admission is subject to the availability of places. Meeting the minimum eligibility requirements does not guarantee admission where the number of eligible candidates exceeds the number of places available.

2. Scope

This policy applies to admission to the BISG Secondary School. The same admissions requirements apply to internal BISG candidates and candidates applying from other schools.

The normal point of entry is Class 9 (equivalent to Class 1 LO in the Polish system). Applications to other Secondary School year groups or applications made during the school year are considered under Section 10 of this policy.

Admission decisions are made by the Secondary School Principal following review by the Admissions Committee.

3. Application Requirements for Class 9

A complete application consists of the following documentation:

1. A registration/application form completed by the candidate's parent or guardian.
2. A written candidate statement completed independently in English.
3. The final academic report from the previous school year and the most recent academic report or classification from the current school year.
4. Behaviour, attendance and punctuality information from the previous and current school year.
5. The candidate's nomination of the six subjects to be used for the academic average, as described in Section 4.3.

As part of the admissions process, candidates are also required to complete:

6. Entrance examinations in Mathematics and English, subject to the exemptions described in Section 4.2.
7. An admissions interview, subject to meeting the entrance examination eligibility requirements.

The School may request further information where reasonably necessary to assess an application. Any additional information requested will be relevant and proportionate to the admissions decision.

4. Academic Requirements

4.1 Entrance Examinations and Qualifying Standards

Class 9 candidates are required to sit entrance examinations in Mathematics and English, unless they qualify for an exemption under Section 4.2. Both examinations are conducted in English.

The exams will take place on the first Monday and Tuesday after the national class 8 exams in any given year.

The purpose of the examinations is to assess whether candidates have the knowledge, skills and academic foundations necessary to access the BISG Secondary School curriculum successfully.

4.2 Recognition of Academic Distinctions and Examination Exemptions

BISG recognises exceptional academic achievement demonstrated through success in recognised Kuratorium subject competitions and equivalent international competitions.

Candidates holding qualifying titles are entitled to the following admissions arrangements:

- A finalist or laureate in English is exempt from the English entrance examination.
- A finalist or laureate in Mathematics is exempt from the Mathematics entrance examination.
- Candidates holding qualifying titles in both English and Mathematics are exempt from both entrance examinations.
- Candidates holding the title of a laureate in a recognised Kuratorium subject competition, or a recognised international equivalent, receive priority consideration for admission in recognition of their outstanding academic achievement.

Academic distinctions in subjects other than English and Mathematics do not exempt candidates from either entrance examination.

Exempt candidates remain subject to the other admissions requirements and are assessed in accordance with the Admissions Assessment Framework. The framework takes account of examination exemptions and recognised academic distinctions to ensure consistent consideration of all eligible candidates.

Priority consideration does not automatically guarantee admission.

Candidates must provide official documentation confirming their competition achievements. The School determines the recognition of international equivalents.

4.3 Academic Record and Six-Subject Average

The Admissions Committee reviews the candidate's academic performance from the previous school year and the current school year. The most recent official classification grades available at the application deadline are used to calculate the admissions academic average.

The six-subject average is calculated from:

- Mathematics;
- English; and
- four additional subjects selected by the candidate from: Polish or another first-language subject, Physics, Biology, Chemistry, History, Geography and ICT (Information and Communication Technology).

Where a subject is not offered in the candidate's current educational system, the Admissions Committee may accept the closest appropriate equivalent.

Grades from different educational systems are interpreted in the context of that system and, where necessary, converted using a consistent methodology established by the School.

The six subjects are nominated in the application form. They do not need to be repeated in the candidate's written statement.

5. Behaviour, Attendance and School Reference

Candidates attending a school that uses the Polish behaviour grading system, including internal BISG candidates, are normally expected to have achieved a behaviour grade of at least very good (bardzo dobre) in the final classification of the previous school year and in the most recent classification period of the current school year.

Where the candidate's educational system does not issue behaviour grades, the candidate must submit a current school reference from an appropriate member of staff. The reference should, where possible, address the candidate's attitude to learning, conduct, responsibility, reliability, relationships with others and response to school expectations.

Attendance and punctuality from the previous and current school year form part of the admissions review. Persistent unexplained absence or lateness may affect an admissions decision.

The Admissions Committee may take documented medical, family or other exceptional circumstances into account when reviewing behaviour, attendance and punctuality.

6. Candidate Statement and Admissions Interview

6.1 Candidate Statement

Candidates are required to complete a written statement independently in English in response to the following question:

"Why are you interested in joining the Pre-IB Programme at British International School Gdańsk, and what qualities, skills and experiences do you believe will help you succeed in the IB Diploma Programme?"

The statement is used to understand the candidate's motivation, academic interests, educational aspirations, attitude to learning and reasons for applying to BISG. It is not intended to duplicate the English entrance examination.

6.2 Admissions Interview

Candidates who meet the entrance examination eligibility requirements, including those qualifying for exemptions under Section 4.2, and who have submitted a complete application are invited to an admissions interview.

The interview is used to discuss the candidate's motivation, academic interests, approach to learning, independence, response to challenge, understanding of the expectations of the Secondary School and readiness to participate constructively in an international school community.

The interview also provides the candidate with an opportunity to ask questions about BISG and its programmes.

Where appropriate, a parent or guardian may be invited to a separate part of the admissions meeting.

7. Admissions Committee and Decision-Making

The Admissions Committee is appointed by the Secondary School Principal. Depending on the application, it may include members of the Secondary Leadership Team, Heads of Department, the IB Diploma Programme Coordinator, members of the SEN/Inclusion Team, pastoral staff and other relevant members of staff.

The Committee reviews each eligible application using the same admissions criteria and a standard Admissions Assessment Framework approved before the relevant admissions cycle.

The assessment considers:

- performance in the Mathematics and English entrance examinations, where applicable;
- recognised academic distinctions and examination exemptions;
- the six-subject academic average and wider academic record;
- behaviour, attendance and punctuality;
- the candidate's written statement and admissions interview; and
- whether the School can appropriately meet the candidate's educational needs within its provision and in accordance with its Inclusion Policy.

The Admissions Assessment Framework takes account of recognised academic distinctions, including the priority consideration described in Section 4.2, and provides for the consistent assessment of candidates who qualify for entrance examination exemptions.

The Admissions Committee makes a recommendation to the Secondary School Principal. The final admissions decision rests with the Secondary School Principal.

8. Oversubscription and Waiting List

The number of places available in each year group is determined annually by the School.

Where the number of eligible candidates exceeds the number of available places, candidates are ranked using the Admissions Assessment Framework referred to in Section 7. The same framework is applied consistently to all candidates in the relevant admissions cycle.

Eligible candidates who cannot immediately be offered a place may be placed on a waiting list in admissions ranking order. If a place becomes available, it is offered to the highest-ranked candidate remaining on the waiting list.

The waiting list remains valid until the School closes the relevant admissions cycle. Applications received after the waiting list has closed are considered as in-year applications under Section 10.

9. Admissions Outcomes and Conditional Offers

Possible admissions outcomes are:

- offer of admission;
- conditional offer of admission;
- placement on a waiting list; or
- refusal of admission.

A conditional offer may be used where a clearly defined academic, language, documentation or other admissions requirement remains outstanding.

Any condition attached to an offer is communicated in writing and specifies the requirement to be met, the deadline for meeting it and the consequence if the condition is not fulfilled.

Conditional offers do not override the essential admissions eligibility requirements or applicable provisions of the BISG Statut.

10. Applications to Other Year Groups and In-Year Admissions

Applications to Secondary School year groups other than Class 9, or applications submitted during the academic year, are considered individually, subject to the availability of places and the School's ability to support the candidate's successful integration into the relevant programme.

The assessment takes account of the candidate's previous education, academic achievement, English language proficiency, curriculum compatibility, behaviour, attendance and any relevant educational needs.

The School may require entrance examinations, subject assessments, an admissions interview or additional documentation, as appropriate to the year group and programme.

Applications for entry into the IB Diploma Programme are additionally assessed in relation to the candidate's proposed subject choices, previous curriculum coverage, subject availability and the requirements of the IB Diploma Programme.

Admission to an IB Diploma Programme already in progress is subject to the School being satisfied that the candidate can meet the relevant curriculum, teaching-hour and assessment requirements.

All applications under this section are reviewed by the Admissions Committee, with the final admissions decision resting with the Secondary School Principal.

11. Confidentiality and Data Protection

Information obtained during the admissions process is treated confidentially and is shared only with members of staff or other authorised persons who require access for legitimate admissions, educational, administrative or legal purposes.

Personal data is processed in accordance with applicable data-protection law, including the General Data Protection Regulation (GDPR/RODO), applicable Polish law and the School's data-protection procedures. Candidates and their parents or guardians are provided with the relevant School Privacy Notice.

The School collects only information that is reasonably necessary for the admissions and enrolment process and retains it in accordance with the School's applicable retention procedures.

12. Relationship with Other School Policies and Review

This policy should be read together with the BISG Statut, the School's Inclusion Policy, relevant IB policies and the School's privacy and data-protection documentation.

Where mandatory provisions of Polish law or the BISG Statut take precedence over this policy, those provisions apply.

The School reviews its admissions procedures regularly. Any substantive change affecting a particular admissions cycle should be communicated before that admissions process begins.

Final publication note: The editorial revisions are complete. Before publication, I would confirm that the competition exemptions and priority-consideration arrangements are consistent with BISG's legal status and Statut, and that the Admissions Assessment Framework specifies how exempt candidates are considered alongside those who sit both examinations. These are implementation and compliance checks, rather than reasons to expand the published policy further.

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