



# **Admissions Policy**

## **British International School Gdańsk**

### **Primary 1-8**

#### **1. Purpose, Admissions Philosophy, and Candidate Profile**

The Purpose of the BISG Student Admissions to Primary School Policy is to standardise 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.

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 procedure considers:

1. The ability of the School to meet the academic needs of the Candidate and the Candidate's ability to function effectively in BISG;
2. The Candidate's ability to contribute positively to the school culture of internationalism and to cope successfully within an academically rigorous programme;
3. The Candidate's ability to make a positive contribution to the school community.

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 and Admissions Responsibility

This policy applies to all admissions to the BISG Primary School (Classes 1–8). Admission to primary school is processed by the **Admissions Team**, which includes:

- School Principal
- Vice-Principal
- Admissions Administrator

## 3. Application Requirements

Admission to Classes 1–8 is made in response to the submission of a complete application consisting of:

1. A completed **registration form**;
2. A copy of the candidate's **birth certificate**;
3. Candidates who wish to join Class 1 and have completed Class 0 in Poland need to provide 'Gotowość szkolna' (Eng. school readiness) document.
4. The candidate's **school reports from the last two years** (if applicable);
5. Any SEN information must be provided during registration. Failure to do so may result in the offer of a place being withdrawn.
6. Payment of the non-refundable **registration fee (2,000PLN)**. *Payment instructions will be sent once the registration form is submitted.*

## 4. Criteria for Qualifying a Candidate for Primary School

Candidates are evaluated based on a **gradual order of criteria**. The order of the criteria is strict, and failure to meet criterion **(a)** means the Candidate will not proceed to criterion **(b)**:

- **a. Behaviour & School Reference:**  
At least a **“good” (dobrze)** behaviour grade obtained by the Candidate during the last classification (if applicable).
- **b. English Language Proficiency (Classes 4–8):**  
Candidates applying for **Classes 4–8** must demonstrate a knowledge of the English language sufficient for studying at their current level of education.

## 5. In-Year Admissions & Documentation Requirements

If a student is admitted to the BISG primary school during the academic year, the student's official school documentation from the previous school is required prior to enrolment, including their grades / recent academic performance records. Where these are not forthcoming, a Candidate may be required to sit an admission test to assess their suitability.

**Language Requirement for Documents:** All submitted school documents must be in English or Polish. Any documentation issued in other languages must be translated into English by a certified translator.

## **6. Oversubscription and Prioritisation**

Where the number of qualified candidates with the same behaviour grade and a comparable level of English language (evaluated during the interview) exceeds the number of vacant places, admission is granted based on the following criteria:

1. **Date of Submission:** The date and time of submitting the completed registration form will play the deciding factor in enrolment.
2. **Sibling Priority:** Siblings of current BISG students may be granted prioritized admission, provided all criteria specified in **Section 4** (Qualifying Criteria) and **Section 1** (School Context & Academic Fit) are fully met.

## **7. Admissions Outcomes and Communication**

After considering all relevant documentation, the Candidate's parents will be informed in writing about the outcome by the Admissions Administrator.

Possible outcomes include:

- Offer of admission
- Conditional offer of admission (subject to outstanding documentation or language/academic conditions)
- Placement on a waiting list
- Refusal of admission

## **8. Confidentiality and Data Protection**

1. Information about the Candidate obtained in the recruitment process is solely for the information of the Admissions Team.
2. All personal data is processed confidentially in accordance with applicable data protection laws (GDPR/RODO), applicable Polish law, and the School's data-protection procedures.

## **9. Relationship with Other Policies and Review**

This policy should be read alongside the **BISG Statut** and the **School's Inclusion Policy**. Where mandatory provisions of Polish law or the BISG Statut take precedence, those provisions apply.

This policy is reviewed annually by the Head of Teaching and Learning.

N.B. Most Candidates who join the school will be placed in their chronological year group. However, the school reserves the right to place a Candidate ahead or behind this group if they feel the Candidate's needs were not being adequately met in their chronological group.

**Date: October 2026**