	Process ADMISSIONS	Code PA-PIA
	Document	6th Version
	INSTITUTIONAL ADMISSIONS POLICY	May 2nd, 2023

The purpose of the admissions process is to select students and families that meet the profile, skills, talents and knowledge that we expect from those who wish to be part of our British International School family.

1. Community Profile

The British International School is made up of families committed to the education and comprehensive growth of their children, who stand out for considering the family environment as one of their main values and for supporting the philosophy, principles and all the activities proposed by the school, so that they may become active members of the community.

The applicant family must meet the following requirements:

- That at least one of the parents has higher education and/or shows an adequate professional level (not necessarily academic).
- That they receive income from verifiable legal activities.
- That they belong to an adequate socio-cultural level.
- Independent of religious belief, a family that believes in the importance of adhering to the ethics and values promoted by the institution.
- A family that provides personal and emotional stability to their children.


2. Places

The board of directors will review and determine the maximum admissions places (seats) for each section.

3. Admissions process for new families

3.1 Pre-registration: it can be done through our website or by telephone to the admissions area where general information will be requested, such as the child's name and surname, age, course to which he/she aspires, parents' names and surnames, email and contact telephone numbers.

3.2 Outreach meeting: The Admissions Department will get in touch with interested families and invite them to individual or group outreach spaces (Interview with the Admissions Coordinator or Outreach Morning) so that they can learn about the school facilities and the steps to follow in order to continue in the admissions process. The parents proceed to provide the necessary documents for the financial study and confirmation of references prior to the scheduled meeting.


	Process ADMISSIONS	Code PA-PIA
	Document	6th Version
	INSTITUTIONAL ADMISSIONS POLICY	May 2nd, 2023

The necessary documents are:

1. Copy of identity document according to age
2. Birth Certificate of the applicant
3. Copy of identity document of parents and/or guardians
4. Grades transcripts from previous years

According to the following instructions:

- a. Pre-school, last descriptive report of the kindergarten attended
- b. Elementary grades transcripts from the first grade to the current grade. (According to the Ministry of National Education) to the present.
- c. Secondary grades transcripts from sixth grade (According to the Ministry of National Education) to the current grade.
- * Apostilled if the candidate comes from another country.
- * For readmission it is not necessary to provide the grades transcripts of the years studied at British International School (BIS).
5. If the applicant attends or has attended therapies such as Speech Therapy, Occupational Therapy and/or Psychology, attach a descriptive report
6. 1 recent color photo (document type) of the applicant.
7. 1 recent photo (document type) of each parent or guardian if applicable.
8. Three letters of recommendation, per family, preferably issued by families of British International School students, PA-01-F-03 form.
- * Does not apply to re-entry, officials, alumni and British International School family.
9. Student visa (foreign candidates).
10. Marriage certificate of the parents.
11. Income supports (supporting documents) of both parents and/or guardian.
 - o For employees, labor certificate, income tax return and/or income and withholding return.
 - o *Does not apply to school officials.
 - o Independent: RUT (Only Tax Registry), Chamber of Commerce, income tax return and/or income certificate issued by an accountant, accountant's professional card.
 - o Bank statements of both parents and/or guardian.
 - o If the person responsible for the educational costs is a company and/or legal person, you must attach an income tax return and/or certificate of income and withholdings, RUT, Chamber of Commerce, photocopy of the legal representative and bank statements.
12. Admission Form PA-01-F-02
13. Psychology admissions recommendation form PA-01-F-04, completed by the level coordinator or psychologist of the institution where he/she is currently studying (the document must be delivered by the educational institution directly to the School).
14. Early Years Psycho-Pedagogical Profile PA-01-F-14 form or Elementary/Secondary profile PA-01-F-18 form as applicable.

	Process ADMISSIONS		Code PA-PIA
	Document INSTITUTIONAL ADMISSIONS POLICY		6th Version
			May 2nd, 2023

15. Form creation and/or updating of suppliers and clients PGA-02-F-14 form which must be completed by the person responsible for paying the educational costs.

16. Data processing authorization form of interested party PSG-07-F-07.

3.3 Admission exams (Interview with applicants).

Candidates are summoned for an interview to take the necessary tests and exams for each level.

For Year 7 onwards these exams contain concepts and skills required for entry into IB (International Baccalaureate) programmes, either MYP or DP. To be admitted to the Diploma, the student must perform well in the admission exams that guarantee good performance at these levels. On the other hand, the student must meet the requirements established by the School Evaluation Policy (SIEE) to become a candidate for the IB Diploma. If the student comes from an IB world school, he/she must provide his/her report cards with a good performance that allows him/her to connect with the subjects of our programs as the case may be.

If the tests are satisfactory, the applicant is eligible to enter the school and we proceed to continue with the reservation of the place (seat). In the event that there is a leveling commitment by the student towards the year to which he is going to apply, it must be signed and presented by the parents before the moment of enrollment.


Reservation of place (financial meeting):

The financial area will set a meeting with the parents and/or guardians in order to reserve (set aside, ensure) the applicants' place. Once the entire process has been completed, the student's pre-registration will proceed.

4. Age requirements for entry by school year

GRADE EQUIVALANCE / EQUIVALENCIA DE GRADOS															
	EARLY YEARS / PRE-ESCOLAR				PRIMARY / PRIMARIA					SECONDARY / SECUNDARIA					
UK / Reino Unido	N	R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
EUA	-	K4	K5	1	2	3	4	5	6	7	8	9	10	11	12
Colombia	P	PK	K	T	1	2	3	4	5	6	7	8	9	10	11
Age/Edad (Years/Años)	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- Age cut off date for admission July 31st
- Children without knowledge of the English language are admitted only up to Year 2.

	Process ADMISSIONS	Code PA-PIA
	Document	6th Version
	INSTITUTIONAL ADMISSIONS POLICY	May 2nd, 2023

- Students are only admitted for Year 12 or Year 13 if they come from schools that follow the IB Diploma program or have exceptional academic results and a 100% bilingual level of English.

5. Readmissions

(For students who have not been out of school)

The steps of the admission process for new families must be followed.

When a student is applying for readmission, he/she must take an exam in order to determine his/her current level of academic performance.

Applicants who have a deficiency in any test, if they are admitted by the school, will be required to provide additional support at the expense of the family, agreeing on a leveling commitment for a certain time.

If the applicant who wishes to be readmitted left the school with a disciplinary or academic record, the school will study the application in order to make a decision on the matter.

The readmission of students will depend on the availability of places for the corresponding academic year.

For the re-entry of former students, the parents, as the first persons responsible for the education, must sign the contract for the provision of educational services for the entire school year and they must accept the commitments agreed in the letter of academic commitment formulated by the corresponding sectional director.

Regardless of the date of readmission, the total tuition fee and monthly payments (fees) for the education service must be paid for the current school year, prior agreement with the Financial and Administrative Department.

6. Unschooling



It is understood under this item, those children, youngsters or adolescents who are not receiving studies for some period of the school year, for the school year or for more academic periods.

School Dropout: This item includes minors whose parents decided to interrupt or disconnect the student from the educational institution at any time during the school year, without linking him/her to another institution, which affects his/her right to education, a fact that generates repercussions for educational institutions, families, the educational system and especially for minors.

At the moment a case is presented, it will be evaluated and defined by the Admissions Committee.



CHANGE CONTROL		
Version	Date	Change Description
1	Jun-16	Document creation
2	Aug-17	Change of code, logo, SGS, version, date
3	Aug-18	Form code update
4	Aug-22	Document delivery within the visit
5	Oct-22	Inclusion paragraph exams and 7 onwards
6	May-23	Requirements inclusion

Reviewed:	Approved:
 Melissa Benedetti Director of Quality and Accreditation	 Jeannette Rinkel Principal