

The British International School Istanbul Admissions Policy
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In line with our Guiding Statements, the British International School Istanbul endeavours to be inclusive when admitting new students. BISI welcomes students of all nationalities (with the exception of Turkish Nationals), ethnic groups, backgrounds and beliefs. BISI also welcomes students for whom English is an additional language, subject to the conditions outlined below. All students for admission will be treated equally. All students attending BISI will be expected and required to attend all lessons without exception. The school accepts students at any time during the academic year, regardless of their intended length of stay, from those children of parents working in Turkey on short-term contracts to families who have chosen to relocate to the Turkey on a more permanent basis. In addition, Turkish students of the appropriate age group are welcome to join our National School.

The following groups will not qualify for admission:

- Students below the age of 2½ years
- Students who are not toilet trained
- Students over the age of 18
- Profoundly disabled students or those with severe learning difficulties
- Students wishing to join Year 10 or above whose level of English will not allow them to access the curriculum

Students who qualify for admissions must fulfil the requirements outlined in the BISI Admissions Procedures – A Guide for Parents, prior to acceptance.

Students will be placed in the age appropriate Year Group at all levels of the school but students joining Secondary School with little or no English will be required to repeat their first year thus placing them one year below their chronological age. Similarly students who should be in Year 11 or 13 but join the school in Year 10 or 12 will be one year behind their chronological age. Students will not be accelerated to a year group beyond their chronological age.

In the first EYFS class, the students will stay half day for at least the first term. The ages of students in any one class are according to the academic year and are measured from 1st September. Note that students may be moved back one year at the discretion of the Director/Deputy Director of Schools. Students will not be placed in a year group beyond their chronological age.

BISI will only accept students into Year 11 or 13 in exceptional circumstances. Under normal circumstances students of the appropriate age for these year groups will be invited to join Years 10 or 12 respectively as the courses followed in these year groups are two year courses leading to externally set and graded international examinations. Students who are studying the IGCSE or the IB Diploma Programme in their current school may be able to transfer if their subject choice in their current school matches with the subjects we offer in BISI.

Special Educational Needs

The School needs to be made aware of any known disability or special educational need which may affect a student's ability to take full advantage of the education provided at the school and there is space on the registration form for parents to inform the school of this. Should special educational need or disability become apparent after admission, the school will consult with parents about reasonable adjustment that may allow the student to continue at the school.

Process for Admissions

Initial Enquiry

Parent makes contact with the School via the Enquiry Form, the Campus Tour Appointment Form, email or telephone and requests an appointment to visit the school.

Preliminary Visit

The Head of Communications invites the prospective parent to visit the school and meet with the relevant Director.

Completion of the Application

Once the parent decides that the British International School Istanbul is the school of their choice, he/she is required to complete an application for each student. The procedure is as follows:

- Complete and sign the Registration Form IN FULL and give it to the Director of Admissions, together with an application fee. No application will be considered without payment of the fee.
- The Director of Admissions must receive the following documents. These are legally required by the Ministry of Education.
 - Four passport size photographs of the child
 - Two photographs of each parent
 - Photocopy of the child's passport

- Parents' passport copy
- BISI Medical Form
- BISI Family Contract
- Financial Policy + Invoice Information form

Parents are requested to complete all sections of the application form in as much detail as possible. Reports and Recommendations from the student's current school are required (unless it is the student's first year of school).

Withdrawal

Ninety day's notice of intention should be given in writing in order to withdraw a student from the school in order to obtain a refund of fees.