



SABIS International School UK

Bath, England

Member of the SABIS® School Network

SABIS International School UK (SIS-UK) Admissions Policy

SABIS International School UK is situated in 148 acres of pristine British countryside and we look forward to your son or daughter joining us to benefit from the education we offer in this very special place. Please read on to find details of our admissions process.

Admissions at SIS-UK

The admissions process at SABIS International School UK (SIS-UK) is designed to help parents and guardians make the best educational decision for their children. We aim to enable applicants, parents and the School to learn as much as possible about each other in order to, later on, help every student who joins SIS-UK achieve his/her potential.

The School's policy is to conduct its admissions on a fair and non-discriminatory basis. SIS-UK seeks to attract pupils of many different nationalities whose parents are in agreement with the School's mission statement and the core purpose and core values of SABIS®. SIS-UK is committed to equal opportunities and aims to ensure inclusion, regardless of an applicant's gender, race and ethnicity, nationality, religion, disability, sexual orientation or social background.

Students must be able to engage meaningfully with the programmes offered at the various levels of the School. They must have the interpersonal skills for collaborative learning as well as the self-discipline and motivation necessary for independent study. SIS-UK seeks pupils who will make a positive contribution to the School community.

Registration and Enrolment

Applications are accepted year-round and students are enrolled on a space-available basis.

SIS-UK is non-selective in its Admissions Process, except in cases where the School believes it is unable to best meet the needs of a particular applicant. It is our experience that SABIS® member schools are able to meet the needs of the vast majority of prospective students. In order to assess the applicant's current level of knowledge and determine the appropriate entry grade, all applicants are required to complete a diagnostic assessment.

Once an application form is received, the Admissions Office will arrange for the appropriate diagnostic assessment and will obtain copies of current School records. It is the parent's responsibility to provide the School with current School recommendations/references. If the applicant is unable to visit the School, an interview will be arranged over the internet with the School Director in order to explore the applicant's motivation, interests and English language ability.

Admission decisions are made after careful evaluation of applicants in order to determine the suitability of SABIS International School UK and its programme of study for each applicant. The School will take into consideration the diagnostic assessment, previous School records, including transcripts and recommendations, and any face-to-face or online interaction with the

applicant. Criteria for evaluation include motivation, social and emotional development, and the ability of the School to meet the needs of the applicant.

A place will be reserved for the applicant at the appropriate entry level subject to the applicant satisfying the School's entrance requirements. Placement is determined by the student's performance not necessarily age; students may be placed with others older or younger than themselves, but maintaining a maximum of 2 year age range in the same class. Throughout the application process, the School will be available to provide information, to discuss areas of concern and interest, and to respond appropriately to any requests parents may have.

Confirmation of entry

Once a place has been reserved for an applicant, parents are invited to secure this place through payment of the £1000 Enrolment Fee and completion of the Parent Contract. The Enrolment Fee will be refunded upon graduation or when a student is withdrawn from the School according to the terms stated in the Parent Contract.

Overseas Applicants

Special arrangements can be made for applicants to undergo assessment and, where possible, be interviewed in their home country. A second diagnostic assessment will be given shortly after an overseas student arrives at SIS-UK in order to check the level of performance at the time of entry, and to ensure the performance of the first diagnostic assessment is similar to that of the test given at the School. Students transferring from a School within the SABIS® School Network will not be tested prior to entry but School reports and assessments will be made available to SIS-UK.

Students with disabilities and special requirements

SABIS International School UK welcomes students with disabilities provided that our campus is able to accommodate them. Not all areas of the campus are equipped for wheelchair access so it is, with regret, that we cannot currently accept an application for a student who requires long term use of a wheelchair. Arrangements can be made for short term wheelchair usage, and we are planning to fit equipment that will make access to more parts of the site possible by wheelchair.

The School will make all reasonable adjustments to admission arrangements to ensure that students with disabilities are not placed at a substantial disadvantage. SIS-UK welcomes students with learning difficulties and special educational needs, providing that our staff can offer the support that is required.

We advise parents of students with learning difficulties, special education needs or other disabilities to discuss the applicant's requirements with the School Director/Admissions Office before he or she sits the diagnostic assessment so we can ensure adequate provision is made and avoid disappointment. Parents should provide a copy of an Educational Psychologist's report, a medical report or other professional report on the applicant to support their application, as appropriate.

Applicants other than UK Nationals

All non UK-nationals will be required to present their passports and visa documents to the school and may be required by UK Border Agency law (www.ukba.homeoffice.gov.uk) to apply for a visa for study in the UK. It is the responsibility of the applicant to identify their individual entry

requirements to the UK, but the School will be happy to direct you to appropriate resources. Please ask for further details from the Admissions Office.

UK Guardians

All SIS-UK students whose parents do not live in the UK must have a UK Guardian – it is the parent’s responsibility to provide details of the appointed guardian to the school. Ideally, where possible, most parents will appoint a family friend or relative to act as a guardian. Where it is not possible to appoint a family friend or relative, a professional guardian should be appointed via an accredited guardianship agency, affiliated to AEGIS (Association for the Education and Guardianship of International Students). SIS-UK can provide a list of accredited guardianship agencies.

UK Guardians will receive a letter accompanying our Guardianship Policy, outlining the school’s expectations of the guardian’s role. UK Guardians are also asked to sign a Guardian Contract, agreeing with SIS-UK’s expectations.

Fees/Terms and Conditions (See Terms and Conditions)

Before entry to SABIS International School UK a prospective family will have paid £1000 Enrolment Fee, £2000 deposit and the cost of the first term’s tuition.

At least one full term’s written notice is required for withdrawal of a student from the School during the academic year. Written notice must be submitted to the Admissions Office on or before the first Monday of the term.

There is no refund or reduction of fees for absence, suspension or permanent exclusion. No records, exam certificates, recommendations or reports will be released until all financial obligations to the School have been met.

Removal of a student: The School Director has the right to request parents to temporarily or permanently withdraw a student where, in the reasonable opinion of the Director, this is in the interests of the student and/or the School. This may also include consistent misbehaviour, non-payment of fees or where the relationship between the School and the parent has broken down. In extreme cases, the School Director may also permanently exclude a student from the School. There will be no refund of fees for the balance of the term when a student leaves the School in any of these ways but the parents will not be liable to pay a term’s fees in lieu of notice.

Complaints

The admissions process at SABIS International School UK (SIS-UK) is designed to help parents and guardians make the best educational decision for their children. If you have any complaints about our Admissions Process, the School’s complaints procedure can be sent to you upon request and it is also available on the School’s website under the password protected policies page.