



The British School

TBS Admissions Policy and Procedures

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Thank you in advance for your interest in The British School Kathmandu. We hope the following process is clear, but please do contact us if you require further information. Please note that admission to TBS is not guaranteed.

Admissions Process

1. Complete the Online Registration forms, Medical information forms and EAL Pupil Profile, which can be downloaded from our website.
2. Supply the school with a copy of your child's birth certificate and passport. **A child must have a valid dependent visa to get admission to the school.**
3. If your son/daughter has been to school before, submit a copy of the last two years' school reports and the **contact details of the Principal or relevant class teacher**. If your child might need additional support we will conduct a preliminary review to assess whether or not we can cater for their needs.
4. Pay the **non-refundable registration fee** of **£200** per child. Please contact the Admissions Manager in the case of Nepali parents who do not have access to foreign currency.
5. This process will then place the children on our waiting list. The date of registration is part of the process for awarding places as and when they become available.
6. The school will need to be satisfied that there will be full cooperation with the school if the child were to be admitted including, but not limited to, the student and family following school policies and the timely payment of fees. Failure to follow this may lead to a place being withdrawn, including after the child has started.

Please Note: In the absence of any of the above information, the admissions application will not be processed further.

7. When a place becomes available The TBS Admissions Manager will contact parents.
8. Children of all ages will be invited to participate in an age-appropriate entry assessment. This is needed in part to ensure a smooth and fully supported transition of the child into TBS and to assess whether this is an appropriate placement for them.
9. Where there are English as an Additional Language (EAL) or Special/Additional Educational or Disability (SEND) needs, then a further assessment may be required by our Additional Learning Needs Support Coordinator to ensure the school can meet the child's needs. If the school cannot meet their needs then a place may not be offered.
10. We do not normally admit students on a short term basis (e.g. less than one academic year) however please contact the admissions team to discuss your individual circumstances.

Admissions Policy

All registered children are placed on a waiting list maintained by the Admissions Manager and parents are informed once places become available. Where demand exceeds the available places, priority is given as per the following categories:

1. United Kingdom, British Overseas Territory and Crown Dependency passport holders
2. Sibling of current TBS child(ren)
3. Child(ren) of serving British Gurkhas Nepal staff
4. Commonwealth country passport holders
5. Passport holders of countries for whom there is NO national school provision in Kathmandu
6. Passport holders of countries for whom there is a national school provision in Kathmandu
7. Nepali passport holders. ***Nepali passport holders should obtain a No Objection Letter from the Ministry of Education, Science and Technology and this must be submitted before a child\children joins the classes. Please talk to the Admissions Manager in the event you are finding it difficult to obtain the No Objection Letter.**

8. Children are accepted throughout the academic year (subject to availability).
9. Children need to be registered and assessed before we offer a place. The main purpose of the assessment is to ensure that we have some understanding of the academic needs of all our children and to allow us to monitor progress against this initial benchmark.
10. For those students outside Nepal or Kathmandu, it is possible to arrange for an interim assessment through liaison with your child's current school. The Admissions Manager will advise in such cases and this may allow us to offer a provisional place subject to TBS testing once the child is in Kathmandu.

TBS Entry Assessment

1. For prospective **Foundation 1, Foundation 2, Year 1 and 2 children**, parents and children meet with the class teacher (for a brief discussion). Children need to be **toilet trained** before starting at TBS.
2. For children in **Key Stage 2/3/4/5 (Years 3-13)**, there are two tests. A general mathematics test and a written English test for prospective Year 3 students. They are broad in scope and designed to be accessible for all regardless of prior school systems. An additional two and a half-hour online Cognitive Abilities Test (CAT) is sat by prospective students for Year 4 and above. This tests verbal, non-verbal, spatial and quantitative understandings. It is culturally neutral and tests general ability. There is also a short written task asking some basic questions about students' educational history.
3. Students wishing to enter the Sixth Form (Years 12 & 13) will be assessed according to the background, but usually, they would take a number of papers in the subjects they wish to follow in Year 12 along with the CATs assessment.
4. Some students may need additional assessments, particularly if they have further needs. Some of these will be internal and will be conducted by our staff, including our Additional Learning Needs Team. Other students may be required to undertake assessments from external professionals such as occupational therapists, educational psychologists, speech and language therapists etc. **If significant needs are identified, we will need to assess if we have adequate provision for admission and, if so, any associated costs to be added to fees. If we do not have adequate provision for admission, it would not be in the best interests of the child or the school to offer a place and so we will not accept them.**
5. There is no guarantee that any child will be offered a place at the school and places are also subject to review should we be unable to cater for their needs at any point in the future.

NB – The school follows an age comparison chart and children are put into classes according to this chart (overleaf)

Returning students

All returning students will be treated as new applicants/entrants.

Please speak to the Admissions Manager if you believe that your child will be returning to the school in the foreseeable future.

Although different school systems are not completely comparable, it might be helpful to look at schooling in the following way: Please see the age comparison chart enclosed.

Age Comparison Chart 2023/24

Age of Child on 1st Sept	TBS Class Placement	The British School	Equivalent Titles in Different School Systems						
			England and Wales	Scotland	USA	Australia			
						Age 1st Jan	VIC ACT TAS NSW	NT SA	WA QLD
3+	Foundation 1	01 Sept 19 – 31 August 20	Foundation 1	Nursery	Pre-School	3	PS/KG		
						3.5			
4+	Foundation 2	01 Sept 18 – 31 August 19	Foundation 2	P1	Pre-School	4	Prep/KG	PS/KG	PP/PS
						4.5			
5+	Year 1	01 Sept 17 – 31 August 18	Year 1	P2	Kindergarten	5	Year 1	Trans/ Y1	Year 1
						5.5			
6+	Year 2	01 Sept 16 – 31 August 17	Year 2	P3	Grade 1	6	Year 2	Year 2	Year 2
						6.5			
7+	Year 3	01 Sept 15 – 31 August 16	Year 3	P4	Grade 2	7	Year 3	Year 3	Year 3
						7.5			
8+	Year 4	01 Sept 14 – 31 August 15	Year 4	P5	Grade 3	8	Year 4	Year 4	Year 4
						8.5			
9+	Year 5	01 Sept 13 – 31 August 14	Year 5	P6	Grade 4	9	Year 5	Year 5	Year 5
						9.5			
10+	Year 6	01 Sept 12 – 31 August 13	Year 6	P7	Grade 5	10	Year 6	Year 6	Year 6
						10.5			
11+	Year 7	01 Sept 11 – 31 August 12	Year 7	S1	Grade 6	11	Year 7	Year 7	Year 7
						11.5			
12+	Year 8	01 Sept 10 – 31 August 11	Year 8	S2	Grade 7	12	Year 8	Year 8	Year 8
						12.5			
13+	Year 9	01 Sept 09 – 31 August 10	Year 9	S3	Grade 8	13	Year 9	Year 9	Year 9
						13.5			
14+	Year 10	01 Sept 08 – 31 August 09	Year 10	S4	Grade 9	14	Year 10	Year 10	Year 10
						14.5			
15+	Year 11	01 Sept 07 – 31 August 08	Year 11	S5	Grade 10	15	Year 11	Year 11	Year 11
						15.5			
16+	Year 12	01 Sept 06 – 31 August 07	Year 12	S6	Grade 11	16	Year 12	Year 12	Year 12
						16.5			
17+	Year 13	01 Sept 05 – 31 August 06	Year 13	S7	Grade 12	17			
						17.5			

We hope you have a wonderful time at The British School!