TBS Admissions Policy and Procedures

Approved May 2026
For review May 2027

TBS Admissions Policy and Procedures

Admissions Process 3

Admissions Policy 3

TBS Entry Assessment 4

Returning students 4

Age Comparison Chart 2026/27 5

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 Failure to follow this may lead to a place being withdrawn, including after the child has started.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 may be required to obtain a No Objection Letter from the Ministry of Education, Science and Technology, and this must be submitted before a child or children join the classes. Please talk to the Admissions Manager in the event you are having difficulty obtaining 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 Stages 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 their background, but usually, they would take several 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 2026/27

<table>
<tr><th rowspan="3">Age of Child on 1st Sept</th><th rowspan="3">TBS Class Placement</th><th rowspan="3">The British School</th><th colspan="7">Equivalent Titles in Different School Systems</th></tr>
<tr><th rowspan="2">England and Wales</th><th rowspan="2">Scotland</th><th rowspan="2">USA</th><th colspan="4">Australia</th></tr>
<tr><th>Age 1st Jan</th><th>VIC ACT TAS NSW</th><th>NT SA</th><th>WA QLD</th></tr>
<tr><td rowspan="2">3+</td><td rowspan="2">Foundation 1</td><td rowspan="2">01 Sept 22 – 31 August 23</td><td rowspan="2">Foundation 1</td><td rowspan="2">Nursery</td><td rowspan="2">Pre-School</td><td>3</td><td></td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>3.5</td><td rowspan="2">PS/KG</td></tr>
<tr><td rowspan="2">4+</td><td rowspan="2">Foundation 2</td><td rowspan="2">01 Sept 21 – 31 August 22</td><td rowspan="2">Foundation 2</td><td rowspan="2">P1</td><td rowspan="2">Pre-School</td><td>4</td><td rowspan="2">PS/KG</td><td rowspan="2">PP/PS</td></tr>
<tr><td>4.5</td><td rowspan="2">Prep/KG</td></tr>
<tr><td rowspan="2">5+</td><td rowspan="2">Year 1</td><td rowspan="2">01 Sept 20 – 31 August 21</td><td rowspan="2">Year 1</td><td rowspan="2">P2</td><td rowspan="2">Kindergarten</td><td>5</td><td rowspan="3">Trans/ Y1</td><td rowspan="2">Year 1</td></tr>
<tr><td>5.5</td><td rowspan="2">Year 1</td></tr>
<tr><td rowspan="2">6+</td><td rowspan="2">Year 2</td><td rowspan="2">01 Sept 19– 31 August 20</td><td rowspan="2">Year 2</td><td rowspan="2">P3</td><td rowspan="2">Grade 1</td><td>6</td><td rowspan="2">Year 2</td></tr>
<tr><td>6.5</td><td rowspan="2">Year 2</td><td rowspan="2">Year 2</td></tr>
<tr><td rowspan="2">7+</td><td rowspan="2">Year 3</td><td rowspan="2">01 Sept 18 – 31 August 19</td><td rowspan="2">Year 3</td><td rowspan="2">P4</td><td rowspan="2">Grade 2</td><td>7</td><td rowspan="2">Year 3</td></tr>
<tr><td>7.5</td><td rowspan="2">Year 3</td></tr>
<tr><td rowspan="2">8+</td><td rowspan="2">Year 4</td><td rowspan="2">01 Sept 17 – 31 August 18</td><td rowspan="2">Year 4</td><td rowspan="2">P5</td><td rowspan="2">Grade 3</td><td>8</td><td rowspan="2">Year 4</td></tr>
<tr><td>8.5</td><td rowspan="2">Year 4</td><td rowspan="2">Year 4</td></tr>
<tr><td rowspan="2">9+</td><td rowspan="2">Year 5</td><td rowspan="2">01 Sept 16– 31 August 17</td><td rowspan="2">Year 5</td><td rowspan="2">P6</td><td rowspan="2">Grade 4</td><td>9</td><td rowspan="2">Year 5</td></tr>
<tr><td>9.5</td><td rowspan="2">Year 5</td><td rowspan="2">Year 5</td></tr>
<tr><td rowspan="2">10+</td><td rowspan="2">Year 6</td><td rowspan="2">01 Sept 15– 31 August 16</td><td rowspan="2">Year 6</td><td rowspan="2">P7</td><td rowspan="2">Grade 5</td><td>10</td><td rowspan="2">Year 6</td></tr>
<tr><td>10.5</td><td rowspan="2">Year 6</td><td rowspan="2">Year 6</td></tr>
<tr><td rowspan="2">11+</td><td rowspan="2">Year 7</td><td rowspan="2">01 Sept 14– 31 August 15</td><td rowspan="2">Year 7</td><td rowspan="2">S1</td><td rowspan="2">Grade 6</td><td>11</td><td rowspan="2">Year 7</td></tr>
<tr><td>11.5</td><td rowspan="2">Year 7</td><td rowspan="2">Year 7</td></tr>
<tr><td rowspan="2">12+</td><td rowspan="2">Year 8</td><td rowspan="2">01 Sept 13 – 31 August 14</td><td rowspan="2">Year 8</td><td rowspan="2">S2</td><td rowspan="2">Grade 7</td><td>12</td><td rowspan="2">Year 8</td></tr>
<tr><td>12.5</td><td rowspan="2">Year 8</td><td rowspan="2">Year 8</td></tr>
<tr><td rowspan="2">13+</td><td rowspan="2">Year 9</td><td rowspan="2">01 Sept 12 – 31 August 13</td><td rowspan="2">Year 9</td><td rowspan="2">S3</td><td rowspan="2">Grade 8</td><td>13</td><td rowspan="2">Year 9</td></tr>
<tr><td>13.5</td><td rowspan="2">Year 9</td><td rowspan="2">Year 9</td></tr>
<tr><td rowspan="2">14+</td><td rowspan="2">Year 10</td><td rowspan="2">01 Sept 11 – 31 August 12</td><td rowspan="2">Year 10</td><td rowspan="2">S4</td><td rowspan="2">Grade 9</td><td>14</td><td rowspan="2">Year 10</td></tr>
<tr><td>14.5</td><td rowspan="2">Year 10</td><td rowspan="2">Year 10</td></tr>
<tr><td rowspan="2">15+</td><td rowspan="2">Year 11</td><td rowspan="2">01 Sept 10– 31 August 11</td><td rowspan="2">Year 11</td><td rowspan="2">S5</td><td rowspan="2">Grade 10</td><td>15</td><td rowspan="2">Year 11</td></tr>
<tr><td>15.5</td><td rowspan="2">Year 11</td><td rowspan="2">Year 11</td></tr>
<tr><td rowspan="2">16+</td><td rowspan="2">Year 12</td><td rowspan="2">01 Sept 09– 31 August 10</td><td rowspan="2">Year 12</td><td rowspan="2">S6</td><td rowspan="2">Grade 11</td><td>16</td><td rowspan="2">Year 12</td></tr>
<tr><td>16.5</td><td rowspan="2">Year 12</td><td rowspan="2">Year 12</td></tr>
<tr><td rowspan="2">17+</td><td rowspan="2">Year 13</td><td rowspan="2">01 Sept 08– 31 August 09</td><td rowspan="2">Year 13</td><td rowspan="2">S7</td><td rowspan="2">Grade 12</td><td>17</td><td rowspan="2"></td></tr>
<tr><td>17.5</td><td></td><td></td></tr>
</table>

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