



Name of Policy:	Admissions Policy
Applicable to:	Whole School
Approved on behalf of the ELT	John Bagust
Effective date:	August 2020
Date of next review:	September 2021

Admissions Policy

NCBIS Mission Statement

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Purpose and Scope of Policy

NCBIS enrolment Policy

NCBIS is a British International School, under the directions of the Heliopolis Society for the cultural and social care of English-speaking Foreigners. In line with its name, NCBIS provides a British and international oriented educational programme to students who desire such an education. It also provides a bilingual Dutch programme for students of Dutch-speaking foreigners who desire such an education.

NCBIS currently falls under the inspection of the Ministry of Social Affairs, given our NGO status, as well as accredited by IBO, COBIS, CIS, ISI, Edexcel, British Council, CIE, BSME and the Dutch Ministry of Education.

In terms of student composition, at least 52% of the total school population must be "expatriate" thereby safeguarding the internationalism that is deemed a key aspect of our school. Currently NCBIS consists of over 60 nationalities. In any year group, expat students must make up at least 50% of any cohort.

In recognition of our School setting, up to 48% of our families may be accepted from Dual Nationality Egyptian families, as long as they sign a declaration that they realise that our education does not automatically lead to entrance to Egyptian Universities, as standardised Governmental tests in Arabic must be completed and passed, which we do not offer. Our educational provision does not include compulsory Arabic, Religion and Social Studies which are taught in all Governmental schools under the Ministry of Education, and so our families tend to be those who have been repatriated to Egypt or whose children will automatically study abroad. Arabic is taught as an option and encouraged as a world language, however.

The last two places that are available in any particular year group are to be reserved for English-speaking Foreigners.

Total School enrolment:

In order to maintain a safe and educationally vibrant learning environment, the school has capped its numbers at 815 students. The School seeks to maintain the following targeted class limits:

Nursery: 18 students (though up to 20 to accommodate siblings or staff children by management approval)

Reception: 20 students (though up to 22 to accommodate siblings or staff children by management approval)

Years 1-6: 20 students (though up to 22 to accommodate siblings or staff children by management approval)

Years 7-13: 20 students (though up to 22 to accommodate siblings or staff children by management approval)

Board approval is needed if we are to exceed 22 in any class.

Class sizes may reach these maximum levels, where overall pupil numbers lie within the agreed maximum figure of 815 total enrolment.

It is important that Parents and students have a shared commitment to, and acceptance of, our School's aims and educational philosophy in order to establish an effective home-school partnership. Research demonstrates that students always achieve more when expectations are high both at home and at school.

Pupils attending NCBIS are expected to be living with their Parents / Guardians who should be resident within Egypt. Both Parents are expected to be able to communicate in spoken and written English with a good degree of fluency to facilitate this important home-school partnership.

Placement in year group

It is the policy of the school to place students within their age appropriate year group. Students will be Placed according to their age on the 1st September in any given year, as shown below:

Year Group	N	R	1	2	3	4	5	6	7	8	9	10	11	12	13
------------	---	---	---	---	---	---	---	---	---	---	---	----	----	----	----

Age on 1st Sep	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
----------------	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----

Special Educational Needs and Learning Support, including EAL

While NCBIS strives to be as inclusive as possible and cater for a wide range of abilities, the School cannot cater for students whose language, learning or behavioural needs can only be met by significant additional adult support within it. As a guideline, the School will be unable to accept Learning Support students into a year group where there are already 10% or more pupils on the Learning Support Register. It is the responsibility of the Parents to provide the School with all relevant information at the time of application.

Failure to do so may result in Parents being asked subsequently to withdraw their child if the School considers that it is unable to meet his or her needs. Failure to disclose all learning needs may also make it impossible to gain the external exam "access arrangements" which may make the difference between success and frustration in our external exams. Specialised staff are employed for Learning Support across the school.

Continuing Enrolment

NCBIS works to identify pupils and families at the point of entry who will benefit from our balanced, caring and rigorous education and who will make a positive contribution to the life of the school. The School also reserves the right to withdraw a pupil's place if by reason of the pupil's conduct, academic progress or attendance, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities, and /or community life offered by the school, or if a parent has behaved in a way not in keeping with the School's philosophy and aims.

Enrolment into the Dutch stream

Pupils seeking enrolment in Peuters - Groep 8 within the Dutch stream at NCBIS should have a good Standard of spoken and written Dutch at either native or second language level. At least one of the child's Parents must be able to speak Dutch with a reasonable level of fluency.

Entry into NCBIS IB Diploma Programme (Years 12 and 13)

Entry into the IB Diploma Programme is not a "rite of passage", and all interested students must apply for entry, take part in an evaluation interview and submit a writing sample to show sufficient verbal reasoning to cope with the rigorous programme. Our Year 12 / 13 students, whether existing students or new applicants, need to be in "good standing and show a capacity to be able to benefit from the IB Diploma Programme (IBDP)"

Direct applications to the IBDP (6th form) will be considered for those students who have obtained a minimum of 3 "B" grades and two "C" grades at IGCSE or GCSE (or equivalent), while students wishing to study Higher Level Maths and Physics should gain an A grade or higher in those subjects. It is important for students and Parents to get the most up-to-date information possible on the IBDP at NCBIS from the web page "IBDP Options Booklet" or directly from the relevant IB staff or IB Coordinator.

For those students who wish to apply to NCBIS 6th form, but do not have the requisite (I)GCSE grades, two options exist; namely a 3 month probation period on the Diploma course and then possible change to less demanding "IB Courses", or to directly take the "courses". They take part in exactly the same classes and examinations as their classmates, gain IB points at the end of the programme which can be converted to UCAS points for UK universities, but simply opt for fewer subjects in agreement with the school. Students on "Courses" at NCBIS still accessed university education in the UK , Canada and the USA, though the options are more limited than with the full Diploma. Simply stated, they can take the subjects they are most interested in, and therefore concentrate their studies to maximum effect. This is particularly relevant for highly creative students who will present portfolios to the universities of future choice, or for those who will go on to BTEC type courses at UK universities or Associate degree at a 2 year US Community College.

Prioritisation Criteria

While the School is inclusive by nature, strong demand for places will lead to the following enrolment criteria to assist in prioritising applications for those places that may become available.

The School will allocate places on the following basis once all other admissions and assessment conditions have been met:

Category A

Expatriates from countries where English is spoken as a first or official language, or English-speaking expats.

Should there be too many applications from Category A for the number of places available, then priority is given on the following basis:

- 1) Recent education in English National Curriculum school in UK
- 2) Recent education in a British International school overseas
- 3) Ability to make a positive contribution to NCBIS; ethos, academic, sporting or artistic life.

Category B

English-speaking Dual Nationals with Egyptian passport

Should there be too many applications from Category B for the number of places available, then priority is given on the following basis:

- 1) Recent education in English National Curriculum school in UK
- 2) Recent education in a British International school overseas
- 3) Ability to make a positive contribution to NCBIS; ethos, academic, sporting or artistic life.

Where there remains a substantial waiting list after applying the prioritisation criteria then an admissions committee that includes senior management from the relevant section of the school, will meet to determine which applicants would most benefit from an NCBIS education and which applicants and families can make a positive contribution to the school, its ethos, academic, sporting or artistic life. The decision of this committee is final.

Once the school has sent an offer of a place to the applicant, they have 2 business days to confirm acceptance/rejection of the offer of a place. Invoices for a new student will be issued upon acceptance of the offer and the Registration fee is due within two weeks to secure the place or prior to the student's first day of attendance in case the term has been started. The place would be offered to the runner-up applicant in case of delay.

All fees for the term must be paid before students can be admitted to classes. Please refer to the school Fees Guidance for more information.