



BOGAERTS
INTERNATIONAL SCHOOL

Bogaerts International School North Campus Admissions Policy

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The Bogaerts International School North Campus (BIS North Campus) admissions team aims to make the transition to a new school as transparent and informative as possible. The aim of this document is to present and explain the conditions for enrolment in our campus.

MISSION STATEMENT

Bogaerts International School aims to combine passionate, student-centred approaches to teaching and learning with shared community values, in order to stimulate student agency, a love of inquiry and a dedication to positive action around the world.

1. ADMISSIONS TEAM AND DECISION-MAKING PROCESS

The Admissions team comprises the Director of Operations, the Administrative Coordinator, the Pedagogical Director, and Homeroom advisor(s) for the prospective year.

Systems are in place for all members of the Admissions team to review application documents, ensuring alignment with BIS North Campus beliefs, values and practices. The Admissions team's collective contributions are taken under consideration before a decision is made for every applicant, considering the school's Inclusion Policy.

As an international school, BIS North Campus strives for diversity and a well-balanced representation of nationalities among our staff, teachers, and students. To promote diversity, the quota allocation per nationality is set at maximum 30% from the total number of students enrolled in all year groups and not exceeding 50% from the total number of students in a single year group.

The Admissions team reserves the right to consider applications for enrolment depending on the documentation submitted and evaluation conducted and reserves the right to decline any application. Enquiries concerning the reasons for the declining of an application may be directed towards the BIS North Campus admissions department (north@bischool.com).

The Admissions department aims to return a decision once all documentation has been received and verified; and once interviews, trial days, and teachers' feedback are collected and reviewed to reach a consensus. This process may sometimes culminate within ten working days, pending any further follow-up that may be required.

2. CRITERIA FOR ADMISSION

2.1. Student Profile

We seek candidates who:

- Are motivated/determined, and committed to the School vision, mission and philosophy
- Have a growth mindset
- Are internationally-minded
- Contribute to the School community
- Respect and recognise the importance of all parts of the BIS community equally
- Demonstrate academic and personal integrity.
- Are willing to collaborate

2.2. Parent Profile

We value parents who:

- Recognize the holistic approach to education at BIS North Campus opposite to a traditional model*
- Understand or are willing to understand in depth our pedagogical model
- Engage in the learning journey of their children
- Are internationally-minded
- Contribute to the School community
- Respect and recognise the importance of all parts of the BIS community equally
- Demonstrate a desire to understand the School's policies.

* We define a traditional model as the system in which the use of books in the classroom, exams and homework experience an emphasis.

2.3. Family Engagement

As a family-oriented institution BIS North Campus believes in fostering a sense of safety and trust within the learning community. Family engagement contributes to positive student outcomes, including improved child and student achievement, decreased disciplinary issues, improved parent-teacher and teacher-student relationships, and improved school environment. We therefore encourage parents, caregivers and guardians to be actively engaged in their children's learning journey by:

- Contributing to the Parent-School Association (PSA)
- Attending Parent-Teacher Conferences
- Volunteering in school activities
- Chaperoning school trips
- Supporting students at home

3. GRADE PLACEMENT

As an institution that implements the International Baccalaureate Programs, attention is paid to students' age, as these programs were designed with students' age and maturity in mind. In general, students will be placed according to their age on the 1st of September of their year of entry: 3 years for EY1, 6 years for PY1, and 11 years for MY1.

To achieve the decision regarding correct grade placement, the School considers information regarding students' previous educational system, and grade level equivalency across different systems. Where it is considered by the Admissions department to be of benefit to the student, he/she/they may be placed in a lower grade than requested.

Students transferring from another school during the course of the school year will be placed in the equivalent grade level that still needs to be completed.

This decision remains entirely at the discretion of the Admissions department and cannot be disputed after the enrolment has been confirmed by the parents.

4. CANDIDATES WITH SPECIAL EDUCATIONAL NEEDS

Since BIS North Campus is in its first years of operations, the school does not have a dedicated learning support team that looks over students' life. However, due to the School's deep commitment to offering an equal education to all learners, we welcome learners who have a shadow to support their learning

challenges, and who are able to provide concrete documentation on the accommodations that teachers need to make to design meaningful learning.

The overarching goal of BIS North Campus accommodation efforts is a fully inclusive educational experience in mainstream education classes for all students, whenever possible. Should a student require specialised accommodation or individual care (diagnosis, therapy, counselling, individual assistance or tutoring, etc.), these costs will be defrayed by the student's family. The School maintains contacts with specialists and tutors and will readily make recommendations for the parents and families on a case-by-case basis. Please refer to our Financial Regulations for the costs of these services.

The school unfortunately cannot accept students who are deemed unable to function in a mainstream classroom environment even with professionally prescribed educational accommodations.

5. PROCEDURES

Applications for admission are accepted throughout the year for overseas students. No official decision on an application is given until all the admissions process has been finalised. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the [School Admissions Website](#) to start the admissions process.

5.1. Documentation Required for Admission

Before a student may be admitted to the School, all of the following documents must be submitted to the Admissions department:

- Online Student Application Form, completed and signed by the parent or legal guardian.
- School records for the previous two years and all records for the current year, as available.
- The results of any and all standardised testing, including educational evaluations or psychological and any other medical reports. School reports/transcripts must be in English, French or Dutch, with official translations provided when originals are written in another language.
- Completed Academic Reference Form(s).
- Copies of the applicant's passport and visa if applicable.
- Confirmation of payment of the school application fee.

5.2. The International Baccalaureate Diploma (Academic Year 2024–2025)

BIS North Campus founding cohort's highest grade is MY4. Students in MY4 still have to successfully fulfil the standards of MY5 to be eligible candidates for the International Baccalaureate Diploma Program (DP) at BIS North Campus. The IBDP is a challenging and enriching curriculum that requires a high level of discipline, learning habits, and English language. The School recognizes these challenges and has put systems in place to ensure readiness for the IBDP. More details on IBDP admissions are to be released in the next policy review.

5.3. The High School Diploma

As a future New England Association of Schools and Colleges (NEASC) candidate, BIS North Campus will offer an alternative High School Diploma pathway for students who may want to continue their studies at BIS but do not aspire to attempt the IBDP. BIS High School Diploma is US style High School Diploma,

covering the final four years of a student's school life, i.e. Grades MY4-DP2. Students earn the High School Diploma by gaining credits for each of the courses passed in an academic year, and these grades will be included on the student's transcript at the end of Grade DP2.

For students entering BIS North Campus later than MY4, past school reports will be used to determine whether a credit may be awarded for courses of study at the previous school.

More details on the High School Diploma will be available on request.

5.4. Entry to the Early Years

It is expected that students joining Early Years 1 are 3 years old by September 1, fully toilet trained and able to feed and dress themselves with a reasonable level of independence.

5.5. Post-Review Procedure

From the time an application is completed, the Admissions department aims to return a decision within ten working days, pending any further follow-up that may be required.

Acceptance: If a candidate is accepted, an acceptance email will be sent. An official confirmation must be returned within 10 days of receipt, along with the Admission fee for each child, in order to officially reserve the space(s). If the offer of a place has not been accepted by the 10-day deadline, it can be offered to another candidate.

Denial: If a candidate is denied a place, an official confirmation of the denial will be sent by mail.

Waiting lists: If a candidate is accepted but no space is available in the appropriate year, he/she will be placed on a waiting list and the parents will be sent an official communication when space becomes available. When a place does become available in the appropriate year, it will be offered to a candidate on the waiting list.

5.6. New students arriving during the course of the year

General

The Admissions department informs teaching staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date, and any relevant background details.

Secondary School Students

New students who arrive during the year will be given an orientation by the Pedagogical Director, the Homeroom advisor, or one of the Admissions Coordinators.

Primary School Students

Each classroom teacher ensures a smooth transition for all new children.

6. INTERVIEWS AND SCHOOL VISITS

While it may not always be possible for overseas families to arrange a visit to the School, it is always preferable to organise an interview with the candidate and his parents and the School. A compulsory interview is required in order for a decision to be made.

7. BIS ALIGNMENT WITH BELGIAN LAW

All school-age children are bound by legal educational obligations and therefore all school students and their families are required to observe the official start and end dates for school holidays as displayed on the school's website. With this in mind, no absences prior to the start or following the end of these official holiday dates will be authorised.