



British Junior Academy of Brussels  
Admissions, Registration and  
Participation in Educational  
Programme Policy

Revised October 2018



The British Junior Academy of Brussels

Admissions, Registration and Participation in the Educational Programme Policy

This policy is for the whole school including the Early Years Foundation Stage

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## 1.0 AIMS AND OBJECTIVES

The British Junior Academy of Brussels is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Equal Opportunities:** Staff will ensure that all children have equal access to the curriculum. Children will be encouraged to enjoy contributions and experiences from different cultures and respect similarities and differences. The school will seek to develop tolerance and concern for others regardless of sex, race, culture, religion or class and to avoid stereotypical views.

The British Junior Academy of Brussels is a non-selective, co-educational school which provides British education of a high quality to international pupils. The school welcomes pupils of all nationalities whose needs can be met within a British school setting. All prospective pupils must meet the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which the school aspires.

Children have different needs and at the British Junior Academy of Brussels, with its cultural diversity, we pride ourselves on providing a service to our pupils that is designed to meet specific requirements. The programmes we have on offer are flexible and rigorous enough to challenge the most able, whilst offering specialist support to pupils who have specific needs. In exceptional circumstances, this may incur an additional fee, which will be confirmed when a place is offered.

## 2.0 ADMISSIONS

### 2.1 Procedure

Interviews are conducted by the Headteacher, whilst the registration process is carried out by the school office. The procedure is as follows:

- pupils may be admitted to the British Junior Academy of Brussels in the term in which they are three years old for entry into the Early Years Foundation Stage (EYFS);
- pupils begin their formal education in Reception in the year in which they are five years old;
- initial enquiries are made either via the website, where an application form can be downloaded or from the school office. A member of staff will provide information about all sections of the school and issue application forms, to be returned with copies of school reports for the last two complete years from the current and previous school. Additional information for example, examples of school work, or confidential reports may be requested in addition to the information supplied;
- all applications will be considered by the Headteacher whose decision is final;
- a pupil may be offered a place following an interview with the Headteacher. The Headteacher will ask for details of the pupil's strengths, weaknesses, and interests and any relevant medical history;
- the Headteacher reserves the right, at his/her sole discretion, to request academic testing to confirm a level prior to the offer of a place and to refuse an application if she is not satisfied that the British Junior Academy of Brussels is the best educational setting for the child;

- the Headteacher also reserves the right to request that the child(ren) spend a day in class to assess their eligibility for joining the school;
- following a successful interview, parents will be asked to complete an application form. The school will then invoice parents according to the BJAB Schedule of Fees, if there is a place available. Payment of the Registration and Deposit Fees allows a place to be reserved for a specific entry date;
- registration Fees and Deposits are non-refundable if a place is not taken up;
- parents are expected to accept and support the details outlined in the Guidelines to Parents.

The full Admissions Procedure is set out in Appendix A.

## **2.2 The offer**

An offer of a place will be made based on the information provided on the application form, at interview and the school reports supplied, together with an assessment of the child's time spent in class.

## **2.3 Waiting lists**

Occasionally, children have to be placed on a waiting list due to the unavailability of places in the relevant year group. All efforts will be made to accommodate the applicant(s) as soon as possible. Parents will naturally be advised of the time frame within which a place is likely to become available. Payment of the Registration and Deposit Fees are required to be placed on the waiting list and these fees are refunded if no place becomes available.

## **2.4 Re-enrolment**

Enrolment happens on a year on year basis but families do not have to re-apply each year. The school reserves the right to decline re-enrolment if the specific needs of a child cannot be met in the next school year. Breaches of school regulations may lead to a refusal of re-enrolment.

## **2.5 Withdrawal**

If a place is not taken up by the stated start date, registration and deposit fees will not be refunded and payment of one month's fees will be due.

The school's Contractual Agreement specifies details of payment and procedures for withdrawal as a child moves on from BJAB. Three months' notice is required. Accordingly, leaving at the end of:

- first term (December 31<sup>st</sup>), requires notice by September 30<sup>th</sup>
- second term (March 31<sup>st</sup>), requires notice by December 31<sup>st</sup>
- third term (June 30<sup>th</sup>), requires notice by March 31<sup>st</sup>

In the absence of the above notice being received, 3 months' fees will be payable.

Prior to the pupil's departure, the School Office Manager will send parents a 'Transfer Form', which will ask for future contact details and the name and address of the pupil's next school. The completed and returned form shall be maintained in the pupil's file.

The Registration Fee is not refundable. If a child is withdrawn during the academic year with the required three months' notice, the Deposit Fee will be returned. If a child is withdrawn during the academic year without notice, the Deposit Fee will not be refunded.

### **3.0 POINTS OF ENTRY**

#### **3.1 Pre-Kindergarten and Kindergarten**

In the term when children are three, they may, at the Headteacher's discretion, enrol in the Pre-Kindergarten and Kindergarten Class. The child must be fully toilet trained and dry.

#### **3.2 Reception**

Pupils begin their formal schooling in Reception, in the academic year in which they turn 5.

#### **3.3 Years 1 and 2 (Key Stage 1)**

Pupils are aged 5 to 7 years old in Key Stage 1.

#### **3.4 Years 3, 4, 5 and 6 (Key Stage 2)**

Pupils are aged 7 to 11 years old in Key Stage 2.

#### **3.5 Educational level**

Children are placed in class with their chronological age group. In extremely exceptional circumstances they may be placed in an alternative year group subject to their needs, at the discretion of the Headteacher.

#### **3.6 Special Education Needs and Disabilities (SEND)**

Pupils who do not have English as their mother tongue, who learn differently or have physical disabilities are fully integrated into the school based upon the ability of the school to provide an appropriate educational plan. This recognises the small nature of the school and the nature of the premises. All reports highlighting children with additional learning needs must be submitted to the school prior to a pupil's start date. Parents of children who are EAL must complete an additional information sheet.

### **4.0 REGISTRATION**

The following regulations apply to all children registered in full-time primary education which at the BJAB is from Reception Class upwards. Belgian law takes precedence when registering children in full-time primary education.

#### **4.1 Class registers**

Registers are to be maintained accurately each day to record attendance/absence of staff and pupils and punctuality. It is a matter of high priority that the following procedures are carried out effectively, not least as a matter of security.

#### **4.2 Administrative responsibilities**

It is the responsibility of the administrative staff and the Headteacher to coordinate the provision and maintenance of class registers and staff registers, all of which are to be held on iSAMS;

It is the responsibility of the Finance Officer to maintain a **School Admissions Register** as listed below, to be made available for inspection. The School Register is returned to the Belgian authorities for annual documentation indicating the registration of all pupils from the age of 6 years old who are in primary education.

The Finance Officer updates the School Register weekly and retains the School Registers on iSAMS for a minimum of five years.

• Pupils full name (surname, first names)
• Sex
• Nationality
• Name and address of parent with whom the child normally resides
• Home & work telephone number
• At least 1 telephone number for parental contact in case of emergency
• Date of Birth (day, month, year)
• Date of admission / readmission
• Name & Address of school last attended

### 4.3 Class teacher responsibilities

The class teacher is to:

- record attendance, punctuality and absence using the iSAMS-based register;
- identify reasons for absence using the drop-down menu.

### 4.4 Attendance

All pupils are required to be in school in line with the scholastic calendar. If pupils are absent from the school due to illness for more than 3 days, parents are required to send in a medical certificate.

Parents are required to send in an email identifying the reason for absence/illness if pupils are out of school for one day or part of a day (up to 3 days).

Parents have to inform the school as soon as possible by telephone or email if a child is absent and this is to be followed by a medical certificate if over 3 days. Details of all absences have to be noted on iSAMS.

If attendance is not adequately explained, parents will be required to complete an 'Absence from school form' (see Appendix B).

Under no circumstances can pupils be given permission to take holidays during the published school calendar.

### 4.5 Punctuality

Pupils are required to be in school punctually, in line with the school's timetable. Teachers are to ensure that registration and lessons begin promptly.

Late arrival is to be recorded formally on the iSAMS register. The class teacher should request that the Administration Office sends a 'Punctuality Notice' home to parents when a child is repeatedly late (see Appendix C). The Headteacher should be informed in writing of those pupils who are consistently late, and what actions have been taken to date by the class teacher in line with school policy. The Headteacher will write a formal letter or meet with parents in the final instance.

### 4.6 Pre-Kindergarten and Kindergarten Pupils

The register is to be taken at 9am and at the beginning of the afternoon session.

#### 4.7 Reports

All reports are to reflect the attendance and punctuality of pupils and a report will be produced by iSAMS. Class teachers should make formal comments regarding punctuality issues in the school reports and at parent meetings.

#### 4.8 Regulations for physical education (PE)

Pupils are required to take part in all physical education programmes. Exemption is only permissible if a medical note is provided in advance. A child who is not considered fit enough to take part in PE or swimming is not normally considered fit to be in school. A note from parents exempting their children from such activities is not acceptable and without a medical note pupils are expected to take part in the activity.

#### 4.9 Transfer to countries of origin

Children returning to their native countries may require verification of their registration at the BJOB and the full-time educational course that a child has received. Documentation should indicate the dates during which the child has been in attendance and the classes undertaken; documentation is to be signed by the Headteacher and the school stamp attached.

**Teachers are expected to read the Guidelines to Parents in conjunction with this policy document.**

### 5.0 AFTER SCHOOL PROCEDURES

#### 5.1 Garderie

The Garderie Supervisor maintains lists of pupils attending Garderie (see Garderie Policy). Children who attend Garderie / after school activities are to be handed over to the Garderie Supervisor by the class teacher and signed 'IN'. When pupils are collected, the time should be recorded and the parent is to sign the pupil 'OUT'.

**Notice in writing must be received by the school prior to a child being collected by anyone other than parents together with a copy of the identification card or passport.**

**MEMBERS OF STAFF SHOULD NOT HESITATE TO CHECK IDENTITY CARDS or SEEK ADVICE FROM THE HEADTEACHER, if the person is unknown to them.**

#### 5.2 After school activities

The School Office Manager maintains lists of pupils attending activities, a copy of which is provided to the relevant activity organisers. The School Office Manager will supervise all registers. All extra-curricular activities should show a register of attendance. It is the responsibility of the activity organiser to ensure the safe departure of pupils at the end of the day

#### 5.3 Transport

The School Office Manager maintains lists of all pupils leaving on school transport and this is shared with all appropriate staff members.

The Head of Pastoral Care arranges a rota appointing staff to oversee the safe departure of pupils. See: Transport Guidelines.

This policy is the responsibility of Sarah White, Headteacher, and Madame De Maertelaere, the Proprietor.	Revised: October 2018
<b>Sarah White</b> <b>Headteacher</b> .....  <b>Madame De Maertelaere</b> <b>School Proprietor</b> .....	
<b>To be reviewed:</b>	October 2019

## Appendix A: Admissions procedure

- **Application Packs** are to be prepared and held in the office. These should contain:
  - Application Form
  - Medical History
  - Agreement
- **Admissions for Current Academic Year**
- A new file is open on iSAMS for each inquiry.
- Upon receiving an inquiry, the school is to determine whether interview is to be in person or via Skype/telephone:
- Wherever possible, the family is invited to visit the school in person
  - family meets with Headteacher who interviews the child (when possible) and parents and shows family the school.
  - family is handed Prospectus including Application Pack at the end of the visit.
- interview is arranged via Skype/telephone if the family is too far to visit the school
  - family sent Application Pack via email
  - Headteacher conducts interview via Skype or a telephone interview
- Headteacher to inform administrative staff of Year Group arrangements and Finance Officer of any particular invoicing/ payment arrangements
- child attends taster day in the school (if needed)
- follow up calls, changes to enrolment date, significant discussions with family pre and post interview should be noted on iSAMS and dated.
- upon school receiving notice that family intends to enrol, Headteacher or Admin staff send informal email welcoming family and outlining next steps
- reports and references are collected from previous school(s)
- any formal reports relating to individual needs are requested
- application is received
  - upon receipt of application, Finance Officer sends invoice for Registration and Deposit Fees accompanied by note stating that child's place is secured when Registration and Deposit and Fees are paid
  - the application is to be reviewed and signed by Headteacher or Admin Staff who note year group on the application, any missing documentation (i.e. Medical History, vaccinations, etc.) and payment arrangements on top right corner of application
  - School Office Manager informs family of any missing documentation / information (such as emergency telephone numbers) and ensures that items are received. Follow up calls are made as required
  - School Office Manager and Admin team completes the pupil's profile on iSAMS with all documents received



- upon receipt of payment of Deposit and Registration Fees, Finance Office is to send formal email of Welcome to the family stating that their child's place is secured
- Upon receipt of payment of Deposit and Registration Fees, Finance officer is to send an email to the Headteacher and the Admin Staff
- The Class Rep should be informed by the office of any newcomers. The class Reps' contact is given to the new family for her to get in touch with him/her. The class Rep should add the contact of the new family, add the child's name and parent contact details to the Class List and circulate the new Class List to the class.
- School Office Manager follows up with Class Representative to confirm contact has been successfully made and shares to Parents' Billboard Password
- Lists are to be updated as follows:
  - the School Office Manager revises:
    - hot lunch list
    - activities lists
  - the Health, Safety and Welfare Officer updates the Medi-Check List by reviewing the Medical History Forms and circulates the revised list to all staff each month
  - new pupils with serious health concerns (serious allergies, history of anaphylactic shock, etc) should have a Care Plan Sheet prepared
  - any required medicines are secured from the family by the School Office Manager and held in the School Office in the marked medicine box, labelled with the child's name
  - the School Office Manager notifies the Health, Safety and Welfare Officer of the medicine's expiry date for inclusion on the Medi-Check List
- **Application for next academic year**
- Procedure is as above except:
  - The pupil's files are stored in the office until the next academic year (information are also updated on iSAMS)
  - A Welcome Pack is sent out over the Summer to all parents (existing and new) containing:
    - Hot Lunches form
    - Garderie form
    - Transport information
    - PTA Contact
    - Permission for Excursions
    - Contact Form
    - Information on the Parent / Teacher Evening at the start of September
    - Permission for images, photos etc. on web site
- At the Parent/Teacher Evening normally held the first week of school, parents are to be advised of the following areas on the website:
  - Guidelines for Parents
  - Year Handbook
  - Early Years Handbook (if appropriate)

**Appendix B: Absence from school form**

**ABSENCE FROM SCHOOL**

Dear Parents,

Please provide us with an email / medical certificate explaining your child's absence from school from

\_\_\_\_\_ (date) to \_\_\_\_\_ (date).

With regards, \_\_\_\_\_ Class teacher

**Appendix C: Punctuality note**



**Date:**

**Dear.....,**

**Punctuality**

I am writing to advise you of my concern and that of **Class Teacher** regarding the late arrival in school of **XXXX**. **XXXX** for example has been marked as late in the register **XXX** times recently. As you may be aware, the **Year Group** children have registration at 8.20am and they begin their **XXXXXX** lessons promptly at 8.25am. Their late arrival is proving disruptive to the start of lessons and the rest of the teaching group.

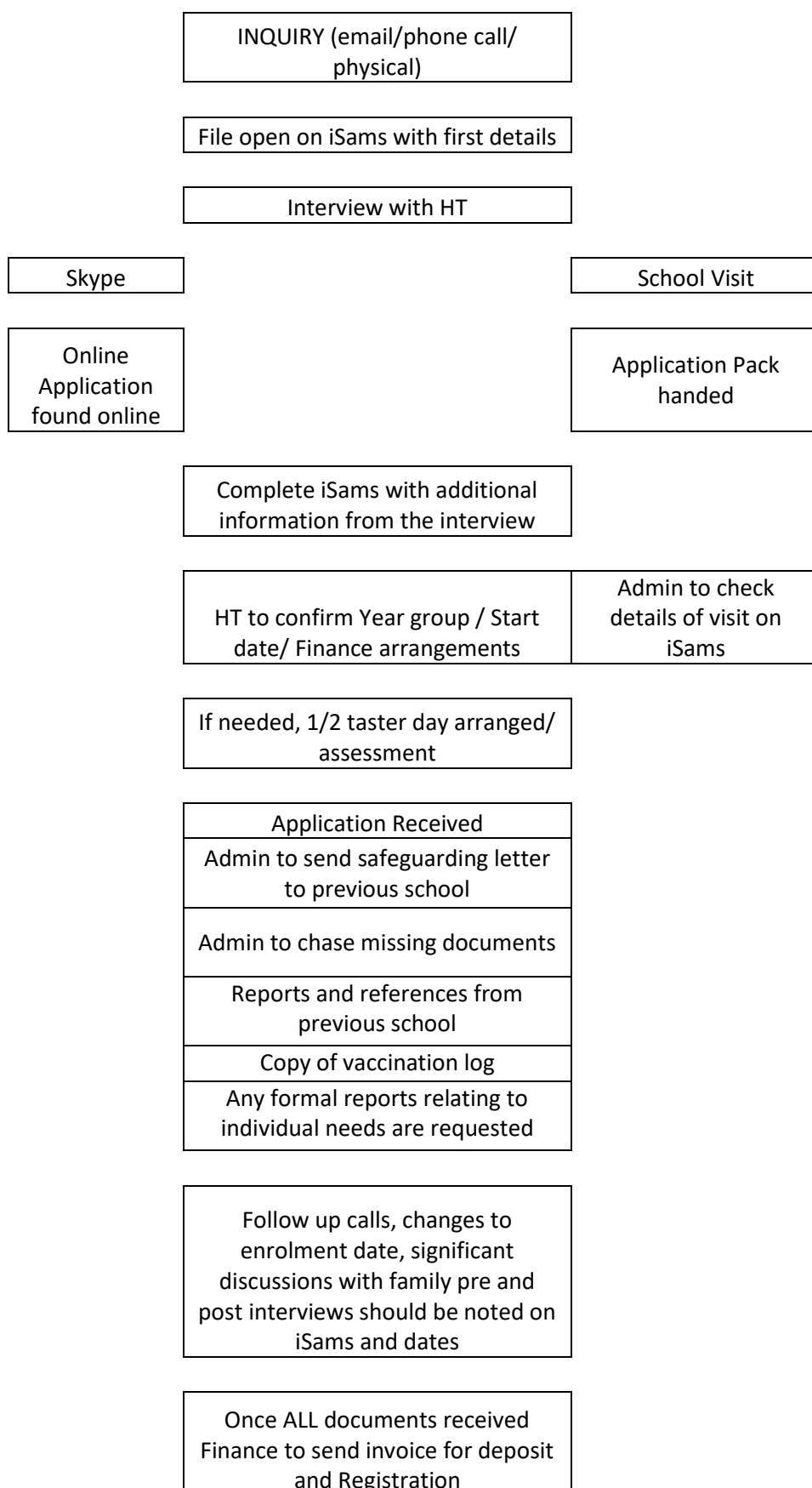
I should advise you that the School Guidelines are specific about punctuality. The regulations laid down for registration require that I formally advise you that your child should be in school at the prescribed times.

I would ask that you have **XXXXXX** at school in the mornings so that **he/she** benefits from a positive and supportive start to the day. The school doors are open from 8.00am to give the children time to arrange their belongings.

Yours sincerely,

Sarah White  
Headteacher

**Appendix D: Admission flow chart**



Finance to confirm payment on iSams	
Finance to inform Admin	
Pupil registered	
Admin to check info on iSams	
Admin to inform HT	HT to inform relevant staff members if enrolment during the academic year
Admin to send Informal email to welcome the family	

**Start of the Year**

**Middle of the Year**

Send Welcome Pack + Parents Guidelines

Send Welcome Pack + Parents Guidelines

Invite family to New family induction day

Admin to share Parent Billboard Password

Admin to liaise with Class Reps

Admin to share information about after-school activities

Follow up email 2 weeks after start date to check if everything ok