



# **iBOS Admissions Policy**

## **The aims of our school are**

- A school where teachers, staff, and students are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at iBOS.
- iBOS aims to develop students to become well-rounded individuals. We aim to empower our students with the best tools and resources, making them capable in following and achieving their dreams, to become valued members of our global societies, and to allow them to make a positive difference to the world, wherever they choose to progress to.
- Students leave iBOS prepared for university. They are confident, contributing and caring members of the global community and they have embraced the challenge of our specialised education. They will have gained the values that equip them to make a positive contribution

**Responsibility of: The Principal**

**Date Ratified: 05 April 2023**

**Review Date: 05 October 2024**

## **iBOS ADMISSIONS POLICY**

iBOS provides a very high standard of education for all our students. To maintain the standards, we have produced this policy, in plain English which we hope will make our admissions policy stress free.

This statement sets out the terms of admission upon which a place has been offered to your child. By accepting the place offered you agree to be bound by the terms of this policy.

The school cannot guarantee that the student will achieve their desired examination grades. We do all we reasonably can to create a learning environment in which students will achieve their personal best. It is the parent's responsibility to ensure the student has a suitable place to study.

The fees payable and timing of such fees are available in the iBOS prospectus on our website: <https://ibos.school/>

### **Application Process:**

An application form must be submitted for each child you wish to register with iBOS. Upon receipt of the form, an acknowledgement will be sent that the application is being processed.

The stages of our admissions policy are as follows

- Application form filled in and returned
- Application processed by the admissions team
- Emails sent to parents and student confirming acceptance
- Login and accounts set up

Once all the above steps have been completed, we will arrange for the student to have an induction tour of our systems, so they are happy and confident using the tools available.

### **Selection Criteria**

All students will be interviewed together with their parents by the school. Where necessary the school may require students to complete assessment tests to ensure they will be able to participate fully in their lessons. Proof of prior achievement will be required for students entering at KS4 and KS5 (e.g. GCSE results (or equivalent) for students taking A-levels). All transcripts or school reports should be sent to [admin@ibos.education](mailto:admin@ibos.education)

The school retains full discretion as to how and to whom offers are made.

### **Fees**

iBOS requires a one-off payment of a £995 enrolment fee for all students. This is non-refundable and must be paid within 14 days of acceptance to the school to guarantee the student's place. Non-payment will result in the withdrawal of the offer, unless due to special circumstances and at the principal's discretion.

Fees per term will be agreed upon prior to the start of the academic year along with the payment schedule. Late payment of fees will be subject to an 11.5% interest rate.

Non-payment of a term's fees may result in the student being denied access to lessons and other school resources. (For further information please visit the Fees section on our website)

## **Bursaries**

A bursary is financial support provided by the school which allows a student to attend iBOS who otherwise could not afford to do so. Bursaries can value up to 50% of the school fees and are offered at the principal's discretion.

## **Special Educational Needs and Disabilities**

iBOS is an inclusive institution that is committed to equal opportunities for all. The school welcomes all students who meet the admissions criteria including those who have special educational needs and/or disabilities (SEND). The school recognises its duty to make reasonable adjustments to its admissions procedures for students who have a disability.

Parents of students who have special educational needs and/or disabilities are required to inform the school about these upon registration. We require that all historic and current documentation (including educational psychologist reports, relevant medical documentation and school reports) be submitted to Admissions upon registration or when generated, as should any updates to these documents.

All information provided is carefully considered by our Special Educational and Disabilities Co-ordinator (SENDCo) and reasonable adjustments are agreed upon for admissions assessments in line with the guidance provided by the Joint Council for Qualifications (JCQ).

The Admissions Officer will also liaise with the School's Special Educational and Disabilities Co-ordinator (SENDCo) to assess whether the school can meet the students' needs and if so, will ensure that reasonable adjustments are made within the school's capability and resources.

## **Late Admission:**

Students enrolling later during the academic year, will be charged tuition on a pro-rated basis as follows:

- Up to 6 weeks of attendance = 50% of term fees.
- More than 6 weeks = 100% of the term fees.

For early withdrawals, the school requires a one-term written notice of the intention to leave. Only terms that have been paid in full will be refunded and prorated on the terms listed above.

## **Payment due dates:**

For payment due dates each year visit the fees section on the website.

## **Withdrawal:**

The school reserves the right to withdraw a student's place if their behaviour is giving cause for concern, or it becomes apparent that fees could not be paid. We also reserve the right to withdraw a place prior to entry, if during the admissions process, parents have not been candid about the student's educational needs and the support they might require to be able to succeed and thrive here.

## **Notice Period:**

If you wish to withdraw your child from the School (other than at the normal leaving date), you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice, at the rate that would have been charged for the final term of provision if a term's notice had been given. For example, if you wish to withdraw your child at the end of the summer term, notice must be given prior to the last day of the spring term. Term dates are available on the iBOS website. Notice should be in writing and sent to the Principal ([Principal@ibos.education](mailto:Principal@ibos.education)) via registered mail or email.

**When the relevant amount in lieu of notice must be paid:**

In cases above, the appropriate amount of fees in lieu of notice will become payable by you upon demand as a debt.

**Withdrawal part-way through a term:**

Withdrawal part-way through a term does not reduce the amount you owe to the School. The school's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.