



# **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: 17 June 2025**

**Review Date: 05 January 2027**

## **iBOS ADMISSIONS POLICY**

### **1. Aims of the School**

At iBOS, we are committed to providing a high-quality, inclusive, and student-centred British education in an online environment. Our aim is to foster an atmosphere of respect, courtesy, intellectual curiosity, and friendship among teachers, staff, and students. - Support students in becoming confident, well-rounded individuals capable of achieving their full potential. - Equip students with the values, knowledge, and skills necessary to make a meaningful contribution to the global community, preparing them for higher education and beyond.

### **2. Admissions Statement**

This policy outlines the terms of admission to iBOS. By accepting a place, parents/guardians agree to abide by the terms of this policy and all associated policies available on our website.

**Please note:** Admission to iBOS does not guarantee specific academic outcomes. While we provide an exceptional teaching and learning environment, student success also depends on independent effort, home support, and a conducive study space. It is the responsibility of the parent or guardian to ensure the student has the necessary equipment, a stable internet connection, and an appropriate environment for remote learning.

### **3. Application Process**

The stages of the admissions process are as follows:

1. Submission of the completed application form
2. Review and processing by the Admissions Team
3. Interview with the student and parent(s)/guardian(s)
4. Request for supporting documents (school reports, transcripts, exam results)
5. Outcome of application communicated via email
6. Payment of the non-refundable enrolment fee to secure the place
7. Setup of school accounts and induction

Once these steps are completed, the student will receive access to an induction programme to ensure readiness and confidence in using iBOS platforms.

### **4. Selection Criteria**

Admission decisions are made at the discretion of the school and are based on a combination of:

- Interview performance
- Academic history and supporting documentation
- Language and academic readiness (assessments may be required)
- Capacity of the school to meet the student's individual needs

The school reserves the right to decline applications if it deems the provision unsuitable or if

documentation is incomplete or misleading.

### **5. Enrolment Fee and Tuition Fees**

- A one-time **non-refundable enrolment fee of £995** is payable within 14 days of acceptance. Failure to pay within this time may result in withdrawal of the offer unless exceptional circumstances apply (at the Principal's discretion).
- Tuition fees are outlined in the iBOS Prospectus and on the school website.
- Late payments may incur an **11.5% interest surcharge**.
- The school reserves the right to deny access to learning platforms and lessons in cases of unpaid fees.

Please refer to the website for current fees and payment deadlines: <https://ibos.school>

### **6. Bursaries**

Bursaries may be awarded at the Principal's discretion to support access for students who would otherwise be unable to afford an iBOS education. These can cover up to 50% of tuition fees.

Applicants must submit supporting financial documentation for consideration.

### **7. Special Educational Needs and Disabilities (SEND)**

iBOS is fully committed to being an inclusive school and welcomes students with special educational needs and/or disabilities. We will make reasonable adjustments in line with the Equality Act 2010 and the guidance provided by the Joint Council for Qualifications (JCQ).

Parents must disclose all relevant SEND information, including:

- Educational psychologist assessments
- Medical reports
- School support documentation
- Ongoing updates of these documents

This will be reviewed by the SENDCo to determine the school's ability to provide appropriate support.

### **8. Safeguarding and Child Protection**

iBOS is committed to safeguarding and promoting the welfare of all students. As an online school, we have additional safeguarding protocols in place to protect children during remote learning. Our Admissions Team will verify student identity and parental responsibility. Parents must support the school in maintaining a safe online environment by ensuring appropriate adult supervision, secure devices, and a safe physical space for learning.

### **9. Data Protection & Privacy**

Personal data submitted during the admissions process is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the iBOS Data Protection Policy. This includes data collected via forms, interviews, assessments, and correspondence. A full Privacy Notice is available on our website.

### **10. Age of Entry & Eligibility**

iBOS accepts applications from students aged 7 to 19. Students must be able to demonstrate sufficient English proficiency to access the curriculum. For Sixth Form entry, students are normally expected to have passed at least five iGCSEs or equivalent, including English and Maths.

### **11. English Language Proficiency**

All lessons are conducted in English. Students who are non-native speakers may be asked to provide evidence of English language proficiency or sit a diagnostic assessment. Support for EAL learners is available but must be discussed at the admissions stage.

### **12. Technical Requirements**

Students must have daily access to:

- A suitable computer or laptop
- A reliable internet connection
- A working webcam and microphone
- A quiet workspace

iBOS is not responsible for technical issues on the student's side.

### **13. Attendance & Participation**

Students are expected to:

- Attend all timetabled lessons
- Complete assignments punctually
- Participate actively in lessons and discussions

Unauthorised absences or poor engagement may lead to further review and possible intervention.

### **14. Late Admission**

Students joining mid-term will be charged as follows:

- Attendance of up to 2 weeks = 50% of term fees
- More than 2 weeks = 100% of term fees

For early withdrawals, the school requires a one-term written notice of the intention to leave.

### **15. Withdrawal and Refund Policy**

- **General Principle:**

The acceptance of a place at the school constitutes a financial commitment for the full academic year. The school makes long-term staffing, timetabling, and operational arrangements based on confirmed enrolments. Accordingly, parents/guardians are liable for

the full year's tuition fees, whether payment is made annually in advance, by Early Bird instalment, or termly.

- **Early Bird Payments**

- Early Bird payments are tuition fee payments made in advance to secure a place.
- If notice of withdrawal is given before July 1st, a refund equivalent to two terms' fees may be granted, with one term's fees retained by the school.
- If notice of withdrawal is given on or after July 1st, the parent/guardian remains liable for the full academic year's tuition fees, and no refund will be made.

- **Termly Fee Payments**

- Parents who choose to pay tuition fees on a termly basis remain contractually liable for the full annual tuition fees once a place is accepted.
- Withdrawal during the academic year or after July 1st does not release parents/guardians from this liability. Any unpaid instalments for the remainder of the year will remain due in full.

- **Withdrawal After the Academic Year Has Commenced**

- Once the academic year has begun, parents/guardians are liable for the entire year's tuition fees, even if the child is withdrawn partway through the year.
- No prorated refunds will be provided for partial attendance.

- **No Exceptions**

The school does not grant exceptions to this policy. Parents/guardians should carefully consider their circumstances and financial commitments before accepting a place.

- **Rationale**

This policy safeguards the school community by ensuring that last-minute withdrawals do not disrupt staffing levels, class sizes, and the overall financial stability of the school.

## **16. Dispute Resolution and Appeals**

If a parent disagrees with an admissions decision, they may appeal in writing to the Principal within 10 working days. Appeals will be reviewed in accordance with the school's Complaints Policy.

## **17. Residency & Legal Status**

Parents are responsible for ensuring their child has the legal right to study via a British online school. iBOS is not a licensed sponsor under the UKVI scheme.

## **18. Review**

This policy will be reviewed every 18 months or earlier if required to ensure compliance with statutory requirements and good practice.