



Independent Bonn International School

Admissions Policy and Procedure

This policy is applicable to all pupils including those in the EYFS.

The Head of IBIS applies the regulations on admissions fairly and equally to all those who wish to attend this school. The rules for admission are agreed upon by the Board and set out in the application forms and parent handbook.

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds irrespective of nationality, religion, gender, sexual orientation, race and ability.

IBIS places great emphasis on child protection.

All applications will be treated in a sensitive manner.

The level of ability of a child, or any special needs that s/he may have, plays a part in the admissions policy of the school. We welcome pupils with special educational needs. However, if our programme of education is not suited to the child or we do not have the expertise or capacity to deal with certain requirements, we cannot offer a place for the child. We also welcome handicapped children. The school may have a limit on the number of children we can accommodate.

How parents can apply for their child to be admitted to our school.

Parents receive information about the school and, following a visit if possible, fill in registration, medical, address list, Schulverein (School Association) and Förderverein (Support Association) application forms. No place can be granted until all of the above have been completed and approval given for membership of the Förderverein. Any reports from previous schools are to be submitted. If possible and appropriate, the child is invited to spend a day in the classroom. The Head may invite the parents for a discussion before making a final decision. The Head's decision is final.

Children may enter the school at any time of the year subject to places being available. Parents must inform the school if there are any special needs requirements for a child and submit any educational psychologists' reports or other relative documentation.

There is no formal assessment for entry into IBIS.

There is a trial period of six months on both sides.

Written confirmation of a place is sent to the parents with information about the financial arrangements.

Assisted places

The school offers a limited number of awards of up to 100%. Please request the relevant conditions and documentation.

Class size

Kindergarten classes are restricted to 10 children per adult whilst other classes are restricted to a maximum of 22. At the discretion of the Governing Body, additional helpers may be employed to assist class teachers with classes.

Date revised: August 2014

Person responsible: I.Bolik

Approved by governors:

Review next due: 2016

Policy linked to:

(1) SEN

(2) Accessibility plan