

Policy: Admissions

Updated: **November 2024**

Next review: **November 2025**

Table of contents

1. Introduction - about Thames British School Warsaw	1
2. Rationale	2
2.1 Registration deadlines	2
2.2 Admission requirements	3
2.2.1 English language requirements	4
2.2.2 Admission to Cambridge IGCSE Programme(Year10)	4
2.2.3 Admission to A Level / IB Diploma Programme	5
2.3. Internal admissions	6
2.4 Trial session	6
2.5 Waiting list	6
2.6 Refusal	7
3. The Admissions Process	7
3.1 Application	7
3.2 Documents	9
3.3 Decision	9
3.4 Acceptance	10

1. Introduction: About Thames British School Warsaw

Thames British School is a leading International British School located in Warsaw, Poland. We work diligently to provide high quality care and education for students from 2.5 to 18 years old.

We are proud to have founded a thriving institution that is fully-accredited to offer the UK Early Years Programme for ages 2.5 to 5, Cambridge Primary and Lower Secondary programme for students aged 5 to 16, culminating in IGCSE examinations, and a choice of Cambridge A-Levels or the IB Diploma Programme for students aged 16 to 18.

These rich, broad and internationally recognised curricula and qualifications enable our students to gain deep subject knowledge and conceptual understanding, as well as higher-order thinking skills. They are widely respected and provide an international passport to success at university level and in 21st century careers.

We understand that choosing a school is one of the most important decisions a parent can make and we believe that a personal visit is invaluable. We hold a number of Open Days throughout the year, which give a general introduction to the school. We are also very happy to welcome candidates and their parents at other times, by prior arrangement. Please contact our Admissions Team to arrange a visit.

At Thames British School Warsaw, we

c | a | r | e

Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school this means we are all responsible all of the time;
- that communication and our choice language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical and manner and with integrity at all times;
- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and

- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture..

Our values:

c	Collaborative & Compassionate	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
a	Authentic	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
r	Responsible & Resilient	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
e	Enlightened	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

2. Rationale

The aim of this policy is to identify and admit children who can take advantage of the broad and varied curriculum offered by Thames British School.

The policy provides applicants and their parents/guardians with guidance on the Thames British School admissions process. Through our policy, we aim to ensure that while Thames British School is inclusive to all applicants, we carefully consider whether the relevant class has physical capacity and offers a curriculum that will be accessible and generally beneficial to the prospective student.

2.1 Registration deadlines

The enrolment process is open throughout the year for all the year groups, subject to place availability. The exceptions are as follows:

- Year 9: the deadline is end of March for the enrolment in the current school year (3 last months). Late registration may result in higher Cambridge Checkpoints exam registration fees (late registration after 21st February)
- Year 11 and Year 13: part of the 2-year program and require applicants transferring from other IGCSE/A Level/IB DP programmes to have matching subjects choices¹ to those offered by Thames British School. Candidates from other systems may be considered only: if students are able to fulfil the minimum requirements set by external partners; we agree that entry into these programmes is in the best interests of the student; and that there is a clear pathway to future success. As all families and circumstances are different we will make decisions on the information available and on a case by case basis.

2.2 Admission requirements

Our admissions process promotes access and opportunities for all families seeking the best educational path for their children. We welcome diversity and embrace differences by ensuring that all applicants are treated equally throughout the admissions process.

The level of English required for entry depends on the proposed year of entry, which is assessed during the admissions process. In certain circumstances, the School may offer the applicant to join a lower age group if the level of English proficiency does not meet the requirements and the applicant is not currently covered by the Polish education system. Where this is the case, the School will clearly inform parents of this at the time of the offer.

2.2.1 English language recommendation

It is strongly recommended that candidates applying for a place in Thames British School demonstrate the following English language proficiency levels:

Pre-school and Primary - Key Stage 1	none
Primary - Key Stage 2	CEFR A1 / A2

Lower Secondary (Key Stage 3)	CEFR B1
IGCSE (Seniors)	CEFR B2
A-level / IB Diploma (6th Form)	CEFR C1

¹

2.2.2 Admission to Cambridge IGCSE Programme (High School Seniors):

The following may be considered: Academic proficiency as shown on previous school reports; Behaviour and effort grades; and Previous Cambridge Lower Secondary Checkpoint results.

Other factors that may be considered during the admission process include:

- Special circumstances (non-academic)
- Results of CEM tests (or other standardised tests checking students' academic potential) compatible with the candidate's choice of IGCSE options - prior to admission or following admission, to ensure suitability for the selected academic track

The school reserves the right to organise additional tests for some candidates, e.g. in maths, and consultations with specialists such as school psychologist or career counsellor.

When deciding about particular IGCSE options, we will consider the candidate's grades in the subjects they wish to pursue, as well as the results of career orientation meetings.

2.2.3 Admission to A-level / IB Diploma Programme:

Entry to Programme and specific subjects with these programme are subject to actual IGCSE or other previous results. This may mean that a student's pathway may be reviewed after final grades are released by the examination board. We will work with students and families to determine the appropriate pathway for success based on academic and behaviours demonstrated.

A-level	IB DP
in order to study A Levels, students should obtain a minimum grade C in relevant IGCSE courses	in order to select a subject at the Standard Level (SL), a candidate must obtain a minimum grade C in this subject in IGCSE
	in order to select a subject at the Higher Level (HL), a candidate should obtain a minimum grade B in this subject in IGCSE

	as a general rule, students who do English as a Second Language are not encouraged to select the DP English Literature option
--	---

Applications to the school need to be made by the parents or legal guardians of the prospective student. Under no circumstances can prospective students themselves make an application.

2.2.4 Year group placement criteria

Entry into specific grades will depend on a number of factors including age and suitability to begin study in a particular programme.

While there are specific requirements listed above for entry into specific year groups, in general the decision of which year group a student will be admitted to rests with the Senior Leadership Team.

While parents may request specific year groups, the following decision making hierarchy will be followed.

In British education, formal schooling starts in Year 1 for children who are turning 6 and is broken up into Key Stages. As such, The age of the child is the primary metric used to determine the appropriate year group assignment. This is calculated by calendar year so that all students enter the appropriate grade so that they will, assuming no interruptions, **graduate high school at the age of 18**, inline with British and international norms, as shown below:

Year group and Learning stage													
EY's	Key Stage 1 (Primary)		Key Stage 2 (Primary)				Key Stage 3 (Lower Secondary)			Key Stage 4 (Seniors)		Key stage 5 (6th Form)	
RK	1	2	3	4	5	6	7	8	9	10	11	12	13
Age on December 31 during that year of study													
3-5	6	7	8	9	10	11	12	13	14	15	16	17	18

Exceptions to the age rule **may** be made depending on the last year/grade the child has completed and those children who are coming from polish schools with appropriate credentials. Additional accommodations **may** be made for students from, and returning to the southern hemisphere to ensure they are an appropriate age when they finish school. This decision will be based on evidence provided by the family such as report cards.

Exceptions to the age rule **may** also be entertained to accommodate polish families who wish their child(ren) to start formal education during the year the child turns 7, however Thames British School remains committed to British Style year groupings and strongly recommends that children enter the school in the correct age grouping ie entering in year 2.

In all cases, the final decision rests with the Schools Senior Leadership Team who will at all times act in the best interest of the child seeking enrolment and the larger school community.

2.3. Internal admissions / progression

Transitions from primary school to secondary school for our current students do not, generally, require additional assessment. Candidates (current Year 9 students) for Year 10 are automatically accepted for IGCSE programme provided they demonstrate appropriate English language competency and learning behaviours. If they will be invited to a consultation meeting with the Cambridge Coordinator before the end of the school year to discuss the next steps in their educational path.

2.4 Trial session

Trial sessions provide our younger candidates the opportunity to get to know our school first-hand, and also gives them the opportunity to meet the teachers who will guide students through their educational path. We may request this based on

information received during the admissions process or may be made by the family.

During the school year, we offer candidates up to 2 trial days free of charge after prior arrangement with the admissions officer. The trial session requires the completion of the enrolment form and the delivery of documents in accordance with the admissions process.

After the trial session, parents receive feedback from the admissions officer who will guide them through the next steps of the admissions process.

2.5 Waiting list

Our aim is to offer places at Thames British School to applicants who meet our admissions criteria, however sometimes we are unable to accommodate new students in specific grades or on campuses due to high demand. In this case, we offer candidates a place on the waiting list, or at another location. If a place becomes available, those on the waiting list will be considered.

2.6 Refusal

Thames British School reserves the right to refuse an applicant a place if it believes that it is unable to provide a suitable learning environment for the child, or if it believes that is unable to serve the child's best interests or if the candidate's behaviour during the trial sessions or admissions process is inappropriate.

We also reserve the right to refuse applicants to Thames British School if we are unable to meet the requirements of applicants with special needs (i.e. if appropriate resources, expertise etc. are available).

Thames British School reserves the right to withdraw an offer of a place if parents/guardians fail to disclose all relevant information or if that information changes and this would affect admissions decisions or that could adversely affect the life of the school.

3. The Admissions Process

The admissions process at Thames British School is led by the Admissions Team in consultation with the Schools Senior Leadership Team and other experts as needed. The final admissions decisions are made by the School's Senior Leadership Team in consultation with Admissions officers.

3.1 Application

Parents are encouraged to complete the admissions enquiry form, so that the Admissions Officer can arrange a visit to our school at the earliest convenience. Arrangements can also be by phone, but the necessary form needs to be completed once visiting the school (GDPR). Where the visit in person is not possible, alternative arrangements can be made to arrange an online appointment with an admissions officer.

Parents are encouraged to complete the Admissions Enquiry Form so that the Admissions Officer can arrange a visit to our school as soon as possible. Arrangements can also be made by phone, but the necessary form must be completed after visiting the school (RODO). If an in-person visit is not possible, alternative arrangements can be made to arrange an online appointment with the Admissions Officer.

The general procedure is outlined with age specific requirements detailed in the following tables:

Step	What	Who
1	Make an appointment to visit the school on Open day or at another convenient time. OR Complete the online form OR Contact us	All information is added to the schools information system.
2	evidence of previous education and language proficiency will be request be and reviewed by the admissions team.	Admissions team to review and contact previous schools for any clarifications needed.
3	Interview to assess their ability to access the curriculum and to ensure that we are a good fit. We may also request a meeting to assess where a student is in their educational journey and where they will best fit at Thames. We will always make decisions	Admissions will make an appointment and conduct initial interviews. If required a member of Teaching and Learning Team will be contacted and additional meetings arranged

	based on our professional expertise in the best interests of the student.	
4	The child may be invited to an interview with our school psychologist to assess what additional support they will need	Admissions will arrange an appointment with the school psychologist
5	Your child may be invited for a trial day. You will need to sign the trial day agreement. We may request this if your child has additional needs or families may request this as a chance for your child to spend a day with the class and our staff doing our day-to-day activities.	Admissions team will arrange this with the school
6	Admissions team will contact you to inform you of the school's decision.	
7	Successful applicants will be invited to complete the enrolment forms and contracts.	
8	When the contract is signed and fees paid as agreed, your child may join the class at the time agreed.	

Preschool Pre-Nursery. Nursery, Reception Ages 2.5-5	Meeting with an admissions officer. There is no formal assessment.
Primary School Year 1 - Year 6	Meeting with an admissions officer. An informal interview with the applicant at which level of English will be assessed (Interview feedback to complete)
Lower Secondary School Year 7 - Year 9	Meeting with an admissions officer. An informal interview with the applicant, at which level of English will be assessed (Interview feedback to complete). Candidates whose 1st language is not English complete an online test (CEPT) with prior written parental consent.

Cambridge IGCSE Year 10-Year 11 (Seniors)	Meeting with an admissions officer. An informal interview with the applicant, at which level of English will be assessed (Interview feedback to complete). Candidates complete an online test (CEPT) with prior written parental consent. Candidates will be invited to a meeting with a Cambridge Coordinator if required.
A Level or IB Diploma Program Year 12 - Year 13 (6th Form)	Meeting with an admissions officer. An informal interview with the applicant, at which level of English will be assessed (Interview feedback to complete). Candidates complete an online test (CEPT) with prior written parental consent. Candidates will be invited to a meeting with the Head of 6th form if required.

As a part of the admissions process, candidates may also be advised to meet with our school psychologist.

The results of the tests conducted are only for internal use and parents will be provided with the overall feedback from the admissions stages.

3.2 Documents

As a part of the admissions process, parents are requested to complete the enrolment form and other relevant documents such as health questionnaires.

The documents required in admissions process:

- Enrolment form
- GDPR form
- Health questionnaire.
- School certificate/report from the previous school(s) confirming completed level of education.
In case when parents are unable to provide such documents, then any other form of written confirmation of the completed level of education can be accepted (subject to review).
- Reference from the previous school if requested. Parents make a request to the previous school to provide a reference (if required). It is the responsibility of

parents to provide information from their child's current or most recent school the relevant documentation.

- Approval for Safeguarding check (appendix 1) (admissions to contact previous school and ask specific Safeguarding questions. If concerns are raised, the relevant DSL, DESL and HoS must be informed so that all appropriate information can be obtained).
- Entry test (CEPT) results (if applicable)
- Parents/guardians consent to candidates taking the entry test
- Any other relevant documents that are required in the admission process, such as specialist opinion (if applicable)
- Parents will also be asked to provide any form of identification such as ID or passport for the verification purpose.

3.3 Decision

Our aim is to ensure that all admissions applications are processed within a reasonable time after all stages of the admissions process have been completed and the required documents have been provided including the official opinion from specialists to establish the candidate's needs(if applicable).

3.4 Acceptance

Once the formal place has been offered, parents receive an agreement with all the terms and conditions.

Parents will be asked to review all the terms and conditions and respond to the Admissions Officer within 2 weeks. Places are only reserved after formal acceptance in the form of a signed contract is received.

Families applying from overseas or those who are unable to deliver a signed paper contract are able to submit this electronically (signed and scanned via email) and provide original documentation when they are able.

Acceptance of the offer and financial obligations must take place and be met before starting studies at the School.

Appendix 1

Hello, I am calling from Thames British School in Warsaw. [child's name] has applied for a position at our school in Year [] at our school and I am performing a mandatory safeguarding check. Can you please put me in contact with the DSL at your school?

Questions for the DSL

1. Does the child have any safeguarding concern or are there any open cases involving the child?
2. Are there any historical safeguarding cases involving the child?
3. Is there any other information that should be disclosed about the child or the family?
4. Do you wish our DLS to contact you in relation to the child?