

THE BRITISH SCHOOL OF BAHRAIN



School Admissions Policy and Guidance for Parents

DOCUMENT CONTROL	
Policy Reference	BSB - School Admissions Policy - 035
Date Adopted	February 2021
Review Date	August 2023
Next Scheduled Revision (biannually)	February 2024

Table of Contents

1. Admissions Policy
2. Overview
3. Application requirements
4. Application process
5. Admissions criteria
6. Normal Application Timeline
7. Assessment process
8. Requirements for applicants who are Arab nationals
9. Special Needs
10. Placement of twins/multiples
11. Application decision
12. Waitlists explained
13. Medical requirements
14. Regulatory Documentation
15. Exit procedures
16. Application checklist
17. Updating your information
18. School day
19. Fees, Terms & Conditions
20. Additional costs
21. Contact Us
22. Glossary of Terms
23. APPENDIX 1 – MOE procedures for students relocating to Bahrain

1.0 Admissions Policy

1.1 Overview/Rationale

1.1.1 The British School of Bahrain is a selective, mixed ability, co-educational British Curriculum international school for 3-18 year olds. All instruction is in English except for language lessons in Arabic, French and Spanish.

1.1.2 Our aim is to admit any student who can access our curriculum which is based on the national curriculum of England and Wales with modifications reflecting and respecting the local context of Bahrain and our international student body. Our curriculum spans from Early Years to Infants, Juniors to Middle School and through to Senior School, where students complete GCSEs and IGCSEs and then to the Sixth Form, where they complete either A-levels or BTEC qualifications.

1.1.3 Happiness and confidence, emotional and social development are equally as important as intellectual development. For this reason students are assessed for entry to the year group appropriate for their age, in line with the UK National Curriculum and educational best practice.

2.0 Overview

2.1 This booklet contains information about applying for a school place at the British School of Bahrain.

2.2 The British School of Bahrain offers a British style education that broadly follows the English National Curriculum from Nursery to Year 13. BSB offers I/GCSE in Years 10 and 11. In the Sixth Form, students can follow the A Level or BTEC pathway.

2.3 The school caters for students who have the following attributes:

2.3.1 An age appropriate fluency in English language (speaking, reading, writing and comprehension).

2.3.2 A positive attitude to learning.

2.3.3 The ability to thrive in a high achieving environment.

2.3.4 Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.

2.4 Please take the time to review the following information and guidance on our Admissions procedures and requirements before completing the Application Form.

2.5 Students wishing to enrol in the school must be proficient speakers of English and display the intellectual capacity to fully participate in and benefit from the school's curriculum.

2.6 Please note we will not accept applications where the desired date of entry is more than one year ahead of the date of application.

2.7 Application forms must be accurately completed and signed by parents or guardians. Please also include a copy of your child's last school report and any additional information e.g. professional educational or medical diagnosis documents and recommendation letters. Withholding such information or providing inaccurate details may result in your child's place being withdrawn. Please note a separate form must be completed for each child.

2.8 If places are unavailable in the academic year group required, your child will be put on a waiting list. Please note waiting lists will close when maximum numbers are reached.

2.9 Year 11 and Year 13 are important years in the British Education system as students take their GCSEs and A Levels/BTEC exams respectively. GCSEs and A Levels/BTEC are usually taken over two years. Applications for entry to Year 11 and Year 13 are dependent on us offering the same subjects and exam boards that the student is studying. We do not usually admit students to Years 10 and 12 after the first term of the school year on account of the assessment and examination schedules of the GCSE and A Level programmes.

2.10 School Tours

2.10.1 Please contact our Admission Team by phone or email to arrange a tour. They will also be happy to answer any queries you may have. School tours are arranged by prior appointment with the individual schools.

3.0 Application Requirements

3.1 The following documentation is required to support the application form:

3.1.1 A copy of your child's passport showing the child's date of birth and nationality. Please note that a student's assigned nationality is determined by the nationality registered on the CPR.

3.1.2 Your child's most recent school report. A copy of your child's latest school report, including comments on academic, social progress and behaviour must be submitted with the form. This must be stamped and signed by the issuing school. If your child has been homeschooled we would request a written report from the institution you have registered with. A report issued by a student's parents does not apply. All reports should be in English or a certified translation. (This is not required if your children have not yet been attending school.)

3.1.3 A confidential reference from the Head of Year or Senior Leader including safeguarding clearance may be requested at a later date.

3.1.4 Your child's vaccination records from birth. The British School of Bahrain follows the Ministry of Health's Immunisation Schedule for the Kingdom of Bahrain. It is therefore essential for your child to have a complete vaccination record prior to starting at the British School of Bahrain; please refer to the medical requirements within this booklet to assist you.

3.1.5 Two passport-size photographs from within the last 6 months.

3.1.6 The Application fee 50/-BD per child. Payment can be made in person by cash or cheque made payable to The British School of Bahrain. Applications from outside Bahrain should make their payment by bank transfer. The fee is NON-REFUNDABLE – even if a place does not become available at the desired date of admission or within one year of that date, or your child, after assessment, does not meet the criteria for entry to the school. The Application fee may be waived at the discretion of the school.

3.1.7 A copy of your child's CPR card (Central Population Registration card) which is available once your residency permit has been granted. Please note an application can be placed before this is received on the understanding that it has been applied for by the parent / guardian.

3.1.8 Signed copy of the Terms and Conditions.

3.1.9 Copies of parents' passports.

3.1.10 Signed Medication consent form

3.2 Please also note that if information relevant to the extent of the child's educational, emotional, social or health needs has not been disclosed during the admissions process, we reserve the right to ask the parents to withdraw the child when it becomes apparent at a later stage once the child has been admitted to the school. This may include Educational Psychologist reports, medical reports or information about medication being taken.

3.3 The Application Form and supporting documents can be submitted by registered or courier mail, by hand or be scanned and submitted by email. The date the completed application (including vaccination records, passport copies, reports and registration fee) is received by the school will determine the applicant's initial place on the waiting list.

4.0 Application Process

4.1 Once we have received the completed application form, the following process will take place:

4.1.1 We will check that the desired date of entry is not more than one year ahead of the date of application. We will not accept applications where the desired date of entry is more than one year ahead of the date of application.

4.1.2 We will check whether a place is available or likely to become available in the appropriate year group for your child either on the date you have requested or, if no places are available, within one year of that date. If a place is likely to be available, we can continue processing the application.

4.1.3 If we consider it unlikely that your child will gain entry within one year of the requested date, you will be informed that if you wish to continue with the process, your child will be assessed for a place on the waiting list only and no guarantee of date of entry. We would also request the most recent school report at this point.

4.1.4 Next we will proceed with checking the Application information and supporting documents.

4.1.5 If the application is incomplete, you will be requested to provide the missing item(s). Providing you have submitted the passport copies, school reports and application fee we will, at the school's discretion, allow the application to proceed.

4.1.6 Once you have submitted all the required admissions documentation required you will be contacted by the Admissions team to schedule an appointment for the entry assessment test or in certain circumstances e.g. a pandemic situation, the student will be assessed on the previous school report.

5.0 Admissions Criteria

5.1 At BSB we select students who will be able to cope with the demands of the curriculum. We do not admit students who will not be able to meaningfully access the curriculum offered. We admit students only where there is an appropriate curriculum for the individual to follow.

5.2 Admission to the school requires the following elements to be successfully completed:

- 5.2.1 BSB admissions form in full with all accompanying documents, including all relevant medical information, as required by the Ministry of Education and the Ministry of Health.
- 5.2.2 Required accompanying documents to be submitted, including copy of passport, CPR, school report, leaving certificate from the previous school, vaccination and medical records, signed Terms and Conditions form.
- 5.2.3 Assessments to be completed by the student which measure their readiness for our curriculum, their ability in English, Mathematics, Non-Verbal Reasoning and spatial ability. Students may be evaluated for Admission on their previous school reports in extenuating circumstances e.g. a pandemic situation.
- 5.2.4 Satisfactory reports/references from previous schools in which we check academic attainment, effort, homework record, classroom and general behaviour, attendance and punctuality.
- 5.2.5 Payment of fees which include: application fee, registration fee, resource and book deposit fee and tuition fees.

Sixth Form

A-Level and BTEC

In addition, for admission to Sixth Form A-level and BTEC courses, we require students to have:

- 5 GCSE results of grade A*-C / 9-4, including English and Mathematics

and

- Typically, an A*-B grade in those subjects they wish to pursue at A-level. Some specialist subjects require particular grades for entry.

6.0 Normal Application Timeline

6.1 Although we accept students throughout the school year, the usual time to start the application process for a September start would be to apply from October in the previous year. Please note that should the applications received exceed the places available we will close the applications at our discretion. Places for September are usually finalised by the end of the academic year.

7.0 Assessment Process

7.1 Our entry assessments are designed to ensure that the curriculum and teaching we offer is appropriate to your child's learning needs. Please note that in any year group occasionally additional assessment may be required at the school's discretion e.g. EAL (English as an additional language). We place children in an age appropriate class according to the

British curriculum taking into consideration the previous Grade completed for Ministry of Education purposes. For general guidance, the usual provisions are as follows but please note that in extenuating circumstances e.g. a pandemic situation, students will be evaluated on the most recent school report.

7.2 Nursery and Reception children are observed on a video recording or on our premises or by a pre-arranged video call. Children applying to Nursery will be assessed on English language development, social skills and behaviour. Nursery assessments are held in January/February prior to the September start. Ideally, these 'Readiness for School' evaluations are conducted by the Infant school staff and allow the children to play and interact using educational toys provided.

7.3 At the start of the school year, Reception children will be assessed in a similar way to Nursery children. However, as the year progresses they will also be assessed on their phonic knowledge, ability to read, and early number skills.

7.4 Year 1 and Year 2 are assessed by a pre-arranged video call. They will be evaluated on their ability to sustain a conversation, social skills and behaviour.

7.5 Year 3 to Year 6. Entry assessments are usually conducted under exam conditions. We allow students two to three hours to complete the assessments. These assessments are designed for the year group for which a student is seeking admission. They consist of a Math, English and Non-Verbal reasoning assessment and the applicant completes a short written piece. Please note that due to the current COVID situation, students are evaluated on school reports with possibly a follow-up virtual meeting and an online controlled assessment.

7.6 Year 7 to Year 10. Entry assessments for Year 7- Year 10 are usually conducted under examination conditions. These are online controlled assessments which consist of a Maths, English and Non-Verbal assessment. Once completed the applicant completes a short written piece. Please note that due to the current COVID situation, students are evaluated on school reports with possibly a follow-up virtual meeting and an online controlled assessment.

7.7 Sixth Form Qualifications (Year 12)

As you may be aware, A Levels are more demanding than I/GCSEs and for that reason we have entry requirements which are typical for most schools and colleges around the world. Offers are conditional on achieving certain GCSE or other academic grades prior to entry. All applicants will usually undertake an online controlled assessment which tests verbal, mathematical and non verbal skills. Once completed the applicant completes a written essay. Please note that due to the current COVID situation, students are evaluated on school reports with possibly a follow-up virtual meeting and an online controlled assessment.

7.8 A minimum of five passes at Grade 5 or above at GCSE or the equivalent.

This must include English and Mathematics, regardless of which subjects you wish to study. Additionally, you will need a Grade 6 or 7 or above in most of the subjects you wish to study at A Level.

Further Mathematics: You will be expected to have achieved a grade A* at higher tier IGCSE or GCSE or equivalent.

7.9 Please look at our Sixth Form Prospectus carefully and if you are able to attend our information evening, talk to individual Heads of Department if you have any questions. Some subjects, such as Economics, may be new to you. In all cases, entry to our Sixth Form will be based on careful discussions on an individual basis.

7.10 All students who enter our programmes in Year 12 are taken on a ‘trial’ basis and their suitability will be reviewed after a short period of 6 weeks. This gives the students time to settle into their studies and get to grips with the demands of studying at this level.

7.11 Reports from previous schools will be assessed, as will any academic examinations already taken. Occasionally an interview will be held or previous schoolwork may be requested. For students wishing to study Art, Drama or Music a sample of their work / portfolio would be required before considering offering a place on the A-Level programme.

7.12 If you have not taken GCSEs or equivalent in your previous school but have taken alternative qualifications, you will need to provide original certification sitting entrance tests.

8.0 Requirements for applicants who are Arab nationals

8.1 The nationality noted on the CPR determines an applicant’s nationality. If your child is applying for admission with a passport from an Arab state, then they are required by the Ministry of Education in Bahrain to take Arabic language and citizenship as part of their curriculum programme. Students applying with Arab state passports may also be required to sit an entry test in Arabic to determine their level of proficiency in the language. Students of Muslim religion are required to take Islamic studies as part of their curriculum programme.

8.2 At GCSE, Arabic is an additional, compulsory subject and Arab students have one less GCSE option as a result.

8.3 If you would like your child to be included in the Arabic for Native Speakers programme you must provide evidence with your application, that the child is of Arab nationality.

9.0 Special Needs

9.1 The British School of Bahrain is a mainstream school and so has only limited resources to cater for students whose learning needs require significant support. It is not in the best interests of anyone and least of all of the students involved, if he or she is not able to benefit from the educational programme we offer and thrive within an academically high achieving environment.

9.2 Parents of children who have a history of requiring support that falls outside of the classroom are required to bring to the attention of the school detailed information regarding their child’s specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous IEPs (Individual Education Plans) and/or reports from educational psychologists. Parents are strongly advised to discuss possible applications prior to making a formal application to ensure that the BSB is in a position to meet the needs of the student.

9.3 Failure to declare accurately at the stage of application the extent of a child’s individual learning needs may result in parents being subsequently asked to withdraw their child because the school is unable to meet his or her needs. This is a situation that we are anxious to avoid because we know that it will impact adversely on the child’s self-esteem and future learning prospects.

10.0 Placement of twins/multiples

10.1 On the whole, the school recommends that twins or multiples are placed in separate classes. Requests for any exceptions can be made by contacting the Head Teacher of the relevant school section directly.

11.0 Application Decision

11.1 We are committed to meeting each student's needs to the best of our ability. The final decision on the acceptance and placement is based on the potential of the applicant to benefit from the programmes and educational services available. Acceptance decision is based on the following criteria:

11.1.1 Entrance assessment which is designed to determine that a student will be able to fully access our curriculum and achieve academic success.

11.1.2 English language proficiency. Our curriculum is delivered through the medium of English only and we require that students applying for entry are proficient speakers of English.

11.1.3 We also factor the student's previous records of academic attainment and references from their current school that you submitted with the application form.

11.1.4 Previous attendance records and behaviour will also be reviewed.

11.2 Some aspects that may increase the likelihood of being offered a place:

11.2.1 Exemplary academic and behavioural record.

11.2.2 Your child is a native English speaker

11.2.3 Siblings already attending the BSB

11.2.4 Your child has limited ability to access a local education

11.2.5 You made an early application (the earliest possible date is one year in advance of the desired date of entry)

11.3 Some aspects that can reduce the likelihood of being offered a place

11.3.1 Your child is in need of Learning Support that is either at a level that the School cannot provide OR there are no vacancies available within our Learning Support programme.

11.3.2 You have not met fees or other financial commitments to a previous school.

11.3.3 You have acted in a manner that is unsupportive to the School and /or its aims and objectives.

11.3.4 You have been unsupportive of the School with regard to the education, behaviour etc. of siblings enrolled, or previously enrolled, at BSB.

11.3.5 Your application was later than others also eligible for the places available.

11.3.6 You have a poor fee-paying record for children currently or previously enrolled in our school, or at other schools.

11.4 When the application has passed the above criteria, we then have to review the availability of places in the year group that your child qualifies for. The possible decisions are:

11.4.1 Unconditional place offered in the year group for which you applied.

11.4.2 Conditional place offered in the year group for which you applied. This would be linked to conditions we set (and which you must accept prior to entry) to help your child succeed in our school.

11.4.3 Met the entrance criteria but there are no places available in the year group. Please refer to the next section for clarification.

11.4.4 You are requested to provide further information/school reports and then a re-test may be required at the discretion of the school and the application re-assessed.

11.4.5 Your application was unsuccessful. Your child does not meet the eligibility and requirements for a place at the BSB. This decision has been reached based upon academics, behavioural records and readiness to access the BSB community.

12.0 Waitlists explained

12.1 Waitlists exist for most of our year groups so parents are encouraged to apply early for a place at the school. We operate a rolling waitlist system so if children are unable to gain entry on the desired period of enrolment, their applications will continue to stay on our waitlist until a place becomes available throughout the academic year, with the exception of the exam year groups, Year 10 and Year 12, where entry is preferred at the beginning of the academic year and no later than the end of October, subject to the Executive Head's approval.

12.2 Being placed on the waitlist does NOT in any way guarantee that a place will later be offered to your child. We select pupils from the waitlist according to criteria listed in Section 11.0 Application Decision. The date of application or the date of being placed on the waitlist are not the most important factor.

12.3 If, towards the end of the academic year, your child has not been offered admission, please contact the Admissions team who will advise you further. It is likely that you will be offered a re-evaluation that will enable us to judge his/her progress since the first assessment and subject to a successful assessment your child would be waitlisted as a priority to roll-over to the next academic year.

12.4 We can accept a deferred application for one academic year.

12.5 We have been offered a place, what's next?

12.5.1 Once a student has qualified, and a vacancy becomes available, he or she will be offered a place according to the admission priority from the waitlist.

12.5.2 When we offer a place you will be informed by telephone and followed up with an email. The email will contain a deadline date for you to accept the offer made to you. To accept, you must, by the date specified, sign and return the Parent School Agreement (PSA) Form and pay the following;

12.6 Registration Fee of 100/-BD

12.6.1 This is a once-only fee that is additional to the tuition fees and is non-refundable.

12.7 Book deposit fee of 50/-BD

12.7.1 Once your child leaves school and can present the original receipt of the 50/-BD book deposit fee, the amount will be refunded, less the cost of any books and resources lost or damaged.

12.7.2 The Registration Fee and book deposit are due for EACH child accepted into the School. If you miss the specified deadline, the offer may be withdrawn. After we have received the signed Parent School Agreement (PSA) Form and above fees, we will raise the invoice for the first set of tuition fees.

12.7.3 Enrolment to the school is not considered final until the registration fee, first term's fees and all documentation have been received. Once a child has been admitted to the British School of Bahrain the first term is probationary. In Year 12 a first revision takes place after six weeks, in addition to the above probationary period.

12.8 Conditional Offers Policy

12.8.1 If a conditional offer (the conditions of which are noted on the Parent School agreement) is made to a new student, the Head of Admissions must ensure the parents and students are clear regarding the consequences of not meeting the conditions by the review date.

12.8.2 It is the responsibility of the respective Headteacher to review the conditional status of the student(s) admitted to BSB. The procedure for the reviewing of the conditional entry is as follows:

12.8.2.1 Collate central data from Data Tracker.

12.8.2.2 Meet with the student's teachers of subjects which relate to the conditional offer and ascertain the progress (or not) that is being made. Establish if the student is a cause for concern.

12.8.2.3 Contact the parent of the student to establish the extent to which the terms of the conditional offer have been met.

12.8.2.4 Request from the parents as much of the following evidence as possible to prove that the conditional offer has been met. Evidence should take the form of:

12.8.2.5 A report from a tutor outlining the contents of the tuition carried out with the student and the progress made (to include contact details of said tutor)

OR

12.8.2.6 A report from an after-school class outlining the contents of the tuition carried out with the student and the progress made (with an official school stamp and contact details of the teacher who delivered the content)

OR

12.8.2.7 A retake of an admissions test (from BSB)

OR

12.8.2.8 School assessments that provide evidence of progress made since entry to school.

12.8.2.9 Request a meeting with the parents to go through the evidence collated and, as a result, establish if the terms of the conditional offer have been met.

12.8.2.10 Forward all related material for a final decision regarding the conditional status of the student.

12.8.2.11 Recommend to the Headteacher of the relevant section if the conditional status:

12.8.2.11.1 has been passed

12.8.2.11.2 should be extended

12.8.2.11.3 requires further action (such as removal of the student from the school) to be explored.

12.8.2.12 The Headteacher to write to the parents finalising the conditional situation of the student;

12.8.2.13 Copy of the review of the conditional offer and its outcome to be added to the student's file.

Age Qualification Guide

Academic School Year September 2023 – July 2024				Academic School Year September 2024 – July 2025			
Year Group	Child's age in Year Group	Date of Birth Falls Between		Year Group	Child's age in Year Group	Date of Birth Falls Between	
Nursery	3 turning 4	1 Sept 2019	31 Aug 2020	Nursery	3 turning 4	1 Sept 2020	31 Aug 2021
Reception	4 turning 5	1 Sept 2018	31 Aug 2019	Reception	4 turning 5	1 Sept 2019	31 Aug 2020
Year 1	5 turning 6	1 Sept 2017	31 Aug 2018	Year 1	5 turning 6	1 Sept 2018	31 Aug 2019
Year 2	6 turning 7	1 Sept 2016	31 Aug 2017	Year 2	6 turning 7	1 Sept 2017	31 Aug 2018
Year 3	7 turning 8	1 Sept 2015	31 Aug 2016	Year 3	7 turning 8	1 Sept 2016	31 Aug 2017
Year 4	8 turning 9	1 Sept 2014	31 Aug 2015	Year 4	8 turning 9	1 Sept 2015	31 Aug 2016
Year 5	9 turning 10	1 Sept 2013	31 Aug 2014	Year 5	9 turning 10	1 Sept 2014	31 Aug 2015
Year 6	10 turning 11	1 Sept 2012	31 Aug 2013	Year 6	10 turning 11	1 Sept 2013	31 Aug 2014
Year 7	11 turning 12	1 Sept 2011	31 Aug 2012	Year 7	11 turning 12	1 Sept 2012	31 Aug 2013
Year 8	12 turning 13	1 Sept 2010	31 Aug 2011	Year 8	12 turning 13	1 Sept 2011	31 Aug 2012
Year 9	13 turning 14	1 Sept 2009	31 Aug 2010	Year 9	13 turning 14	1 Sept 2010	31 Aug 2011
Year 10	14 turning 15	1 Sept 2008	31 Aug 2009	Year 10	14 turning 15	1 Sept 2009	31 Aug 2010

Year 11	15 turning 16	1 Sept 2007	31 Aug 2008	Year 11	15 turning 16	1 Sept 2008	31 Aug 2009
Year 12	16 turning 17	1 Sept 2006	31 Aug 2007	Year 12	16 turning 17	1 Sept 2007	31 Aug 2008
Year 13	17 turning 18	1 Sept 2005	31 Aug 2006	Year 13	17 turning 18	1 Sept 2006	31 Aug 2007

Please use this guide to understand in which class your child will be considered for entry. We would like you to contact the Admissions team directly for any information concerning entry into GCSE and A-Level /BTEC years.

Please note we do not accept applications more than one year in advance of the desired date of entry.

Looking ahead for Nursery Admissions		
Academic Year	Date of Birth Between	
2023 - 2024	1 Sept 2019	31 Aug 2020
2024 - 2025	1 Sept 2020	31 Aug 2021
2025 - 2026	1 Sept 2021	31 Aug 2022

13.0 Medical Requirements

13.1 The British School of Bahrain follows the Ministry of Health’s Immunisation Schedule for the Kingdom of Bahrain. It is therefore essential for your child to have a complete vaccination record prior to starting at the British School of Bahrain.

13.2 Vaccinations required for Nursery Students (aged three, turning four)

13.2.1 Please ensure your child has had the following vaccinations:

- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose Meningococcal ACWY
- 2 doses of MMR
- 4 doses of DTP/Hib (Diphtheria, Tetanus, Whooping Cough and Haemophilus Influenza given at 2, 4, 6 and 18 months)
- 4 doses Oral Polio (or three doses of IPV)
- 3 doses of Pneumococcal (Prevnar)
- 2 doses Chicken Pox Vaccine (If your child has had Chicken Pox, they do not need this vaccination)

13.3 Vaccinations required for all children aged four years and above (Reception and above)

13.3.1 All vaccinations as listed above and:

- Pre School Boosters. DTP and Polio (given at 4-5 years of age)
- 2nd dose of MMR, if not already given

13.4 Vaccinations required for all children aged thirteen years and above (Year 9 entry and above)

13.4.1 All vaccinations as listed above and:

- Tdap booster (Tetanus, Diphtheria and Pertussis) *[this is given routinely in Year 8 in Bahrain]*

13.5 Please note, your **child will not be permitted to start at the British School of Bahrain** if you cannot produce a complete vaccination record. You must have at least started any Hepatitis A/B courses or have contacted the School Nurse or produced a letter from your Doctor as to why you have not had the required Ministry of Health Vaccinations for Bahrain.

13.6 Information required in an Emergency

13.6.1 Experience has taught us that should there be a cause to call for emergency services and your child need to attend hospital, for us to provide a fast rapid response in this situation, please inform us and keep us informed of the following;

13.6.1.1 Any allergies, medical conditions, and if your child has had any recent diagnosis has to be mentioned to us.

13.6.1.2 Parents/Guardians contact details need to be provided and the school kept up to date with any changes.

There have been instances when parents were completely unreachable during emergencies, and therefore need to keep phone numbers available. An emergency contact form will be given and this is to be completed before your child begins in School. As well as parent / Guardian details, we also require two further contacts in case parents are uncontactable.

13.6.1.3 Provide a copy of your child's current CPR and Insurance card (both sides)

We've encountered several occasions where paramedics and staff had to stall emergency transfers due to incomplete documents.

13.6.2 Please do not hesitate to contact the School Nurse if you have any queries:

Infant Nurse:	Junior Nurse:	Senior Nurse:
Eman Jasim	Anju Matthew	Sharalamary Devadhasan
17610960	17610961	17610962
medical@thebsbh.com	nurse2@thebsbh.com	nurse@thebsbh.com

14.0 Regulatory Documentation

14.1 Ministry of Education Approval (Applicable for students entering Year 3 and above)

The Private Education Directorate of the Ministry of Education of Bahrain mandates that students in Year 3 and above must adhere to the following procedures.

14.2 TRANSFERRING FROM ANOTHER SCHOOL IN BAHRAIN

This procedure is usually done through the [Ministry of Education website](#)

You must upload the following documents:

- Acceptance Letter from the BSB
- Copy of the most recent End of Year or End of Term report, stamped and signed by the issuing school.
- Copy of the transfer certificate and No Objection letter (clearly stating no fees are outstanding) stamped and signed by the issuing school.
- Copy of CPR/Saudi Iqama.

14.3 REQUIREMENTS FOR JOINING THE BSB FROM OUTSIDE BAHRAIN - Please refer to Appendix 1.

15.0 Exit Procedures

15.1 If your child is transferring to another school or family relocation, please inform the Admissions team in the first instance in writing. They will assist you in any entrance invigilation or references required for your child's new school. Please also inform your child's form tutor and the Head teacher of the relevant section in writing in good time before your child's withdrawal from school. We require at least one academic term's notice if your child is leaving the BSB for exit documentation or references, transcripts and reports to be prepared.

15.2 Please note that this documentation will not be provided until all school fees are paid and all books and equipment belonging to the school have been returned. Your child's form tutor will assist them with the necessary exit arrangements before he or she leaves the school.

15.3 For students travelling within the GCC – please be aware that some schools require the transfer certificate to be attested by:

15.3.1 Ministry of Education

15.3.2 Ministry of Foreign Affairs

15.3.3 The Consulate or Embassy of the country your child will continue education

Please note that this is the correct order for this process and this is the responsibility of the parents.

16.0 Application checklist

16.1 Information provided on the application form correct and completed

16.2 Copy of the child's passport

16.3 Copy of parents' / guardians' passports

16.4 Copy of child's CPR / Smart Card

16.5 Copy of parents' / guardians' CPR / Smart Card

- 16.6 Two passport sized photographs of child
- 16.7 Copy of child’s immunization records from birth
- 16.8 Child’s most recent school report
- 16.9 All special circumstances that your child requires recorded
- 16.10 Medical consent form
- 16.11 Application fee, Fee terms & conditions signed
- 16.12 Application form signed

17.0 Updating your information

17.1 It is essential to keep the Admissions Office informed of any change of details. When a place becomes available, the school will attempt to notify the parents at the home or mobile numbers provided. If you are not in a position to commit at that time, the place will be offered to another applicant and your child will remain on the waitlist until a second opportunity arises. Should you not be able to accept a place when we offer again, your child’s application will be withdrawn. Any future interest in joining the BSB would require a new application.

18.0 School Day

18.1 Our school day starts earlier than most schools in the northern hemisphere and is designed to reflect the local climate.

18.2 All teachers and assistants are in school by 7.30 am, although most are here earlier.

18.3 School Starts at 7.45 am for ALL Registration until 7.55 am.

18.4 Infants’ classroom doors open at 7.45am.

18.5 Juniors’ classroom doors open at 7.45 am for students to enter the classrooms.

18.6 Seniors’ classroom doors open at 7.35 am.

18.7 8.00 am Lessons begin.

18.7.1 Children who arrive at school after registration begins will be marked as late.

18.7.2 Children who arrive after 8.00 am must report to Reception.

18.8 School ends at:

18.8.1 1.00 pm for all students in Nursery

18.8.2 2.00 pm for students in Reception

18.8.3 2.30 pm for students in Year 1 and Year 2

18.8.4 2.55 pm for students in Year 3 - Year 13

18.8.5 3.00 pm – 4.00 pm Extra Curricular Activities (during non-Covid times)

19.0 Fees, Terms & Conditions

19.1 Payment of Tuition Fees

19.1.1 All fees must be paid in accordance with the invoice on or before the deadline date on the invoice.

19.1.2 Failure to pay the fees by the invoice due date may cause the school to exclude a child and others from the same family from school until payment is made in full. With respect to persistent late payers, the School reserves the right, without giving notice to the parent, to cancel the places allocated to the family, and additionally, offer them to new children waiting for places at the School.

19.1.3 Fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). No refund will be given. If a child is scheduled to join the school after the mid-term point, the registration fee, book deposit fee and half the term’s tuition fee will be payable.

19.2 Method of Payment of Tuition Fees

19.2.1 In accordance with the instructions on the invoice, payment may be made by direct bank transfer, credit card (excluding application and registration fee payments), cheque or by cash at our Accounts Office. Counter cash transactions at the bank are to be avoided, as this will cause delay in clearance and reaching the Accounts team.

19.2.1.1 Related bank charges are the responsibility of the remitter.

19.2.1.2 Cheques should be made payable to the British School of Bahrain.

19.2.1.3 You can also make payment at any BFC branch in Bahrain.

Please provide full details of the respective fee payment and pupil name(s) to ease the acknowledgement process.

20.0 Additional Costs

20.1 GCSE, A-Level and BTEC examination entry fees

Please note that total GCSE, A-level and BTEC fees can amount to several hundred Bahrain Dinars. Entry into examinations and activities for which fees are due will be denied where these have not been paid.

Extra-Curricular Activities	Cafeteria Lunches
Field Trips (local or overseas)	Uniforms
Optional Instrumental Tuition	Bus transportation

21.0 Contact us

Physical Address	Building 1080, Road 1425 Block 1014, Hamala
Email Address	admissions@thebsbh.com

Telephone Number	17610944
-------------------------	-----------------

22.0 Glossary of terms

BSB	British School of Bahrain
GCSE	General Certificate of Secondary Education
A Level	Advanced Level
BTEC	Business and Technology Education Council
AS Level	Advanced Subsidiary level
SENCO	Special Educational Needs Co-ordinator
IEP	Individual Learning Plan
EAL	English as an Additional Language
PSA	Parent School Agreement
BD	Bahrain Dinar
CPR card	Central Population Registration card
PCC	Parent Community Committee

23.0 APPENDIX 1

Ministry of Education Approval (Applicable for students entering Year 3 and above)

The Private Education Directorate of the Ministry of Education of Bahrain mandates that students in Year 3 and above must adhere to the following procedures:

REQUIREMENTS FOR JOINING THE BSB FROM OUTSIDE THE KINGDOM OF BAHRAIN		
RELOCATING FROM	JOINING BSB- YEAR 3 TO YEAR 8	JOINING BSB- YEAR 9 TO YEAR 13
All Students relocating from GCC Countries (Saudi Arabia, Kuwait, UAE, Qatar, Bahrain and Oman)	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL AND ALSO STAMPED BY THE MINISTRY OF EDUCATION IN THE COUNTRY OF ISSUE.	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL AND ALSO STAMPED BY THE MINISTRY OF EDUCATION IN THE COUNTRY OF ISSUE.
All Students relocating from Countries issuing the Huges Apostille stamp (for further information please visit this website https://pecattestation.com/apostille)	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL. AN APOSTILLE STAMP* IS REQUIRED ON THE ORIGINAL TRANSFER CERTIFICATE OR ON THE ORIGINAL FINAL SCHOOL REPORT.	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL. AN APOSTILLE STAMP* IS REQUIRED ON THE ORIGINAL TRANSFER CERTIFICATE AND ON THE ORIGINAL FINAL SCHOOL REPORT.
All Students relocating from United Kingdom (which does not include IRELAND)	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL. AN APOSTILLE STAMP* IS REQUIRED ON THE ORIGINAL TRANSFER CERTIFICATE OR ON THE FINAL SCHOOL	Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED AND STAMPED BY THE SCHOOL PRINCIPAL. AN APOSTILLE STAMP* IS REQUIRED ON THE ORIGINAL TRANSFER CERTIFICATE AND ON THE ORIGINAL FINAL SCHOOL REPORT. NOTE: YOU

	<p>REPORT. NOTE: YOU MAY OBTAIN THE BRITISH COUNCIL OF BAHRAIN'S STAMP ON THE ORIGINAL TRANSFER CERTIFICATE OR ON THE ORIGINAL FINAL SCHOOL REPORT IN PLACE OF THE APOSTILLE STAMP (PLEASE SEE APPENDIX BELOW).</p>	<p>MAY OBTAIN THE BRITISH COUNCIL OF BAHRAIN'S STAMP ON THE ORIGINAL TRANSFER CERTIFICATE AND ON THE ORIGINAL FINAL SCHOOL REPORT IN PLACE OF THE APOSTILLE STAMP (PLEASE SEE APPENDIX BELOW).</p>
<p>All Students relocating from all other countries</p>	<p>Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED BY THE SCHOOL PRINCIPAL AND STAMPED. Original transfer certificate OR School report must be stamped by 4 authorities:</p> <ol style="list-style-type: none"> 1. Stamp from the Ministry of Foreign Affairs in the country that issued the certificate. 2. A stamp from the Kingdom of Bahrain Embassy or one of the GCC Embassies in the country of issue. 3. A stamp from the Embassy of the country that issued the certificates in the Kingdom of Bahrain or in any GCC countries. 4. A stamp by the Ministry of Foreign affairs in the Kingdom of Bahrain – Manama Centre. 	<p>Documents Required: ORIGINAL TRANSFER CERTIFICATE AND SCHOOL REPORT SIGNED BY THE SCHOOL PRINCIPAL AND STAMPED. Original transfer certificate AND school report must be stamped by 4 authorities:</p> <ol style="list-style-type: none"> 1. Stamp from the Ministry of Foreign Affairs in the country that issued the certificate. 2. A stamp from the Kingdom of Bahrain Embassy or one of the GCC Embassies in the country of issue. 3. A stamp from the Embassy of the country that issued the certificates in the Kingdom of Bahrain or in any GCC countries. 4. A stamp by the Ministry of Foreign affairs in the Kingdom of Bahrain – Manama Centre.

***Please note Apostille stamps can be obtained from the Bahrain House for Translation situated on Exhibition Road, Manama (Tel: 17533293)**

Once you relocate to Bahrain, please follow the procedures mentioned below:

1. Please visit the Ministry of Education main building (Customer Service Centre), located in Isa Town, Kingdom of Bahrain and submit the relevant attested documents mentioned below which must be in English or Arabic, a copy of the pupil's passport and CPR (if available). If the documents are in another language, a translation must be attached to the originals and stamped by the translation agency. A letter will be issued within 3 days from the Private Education Directorate addressed to the Examinations Directorate.

2. You are requested to take this letter with the original attested certificates, a copy of the pupil's passport and CPR (if available) to the Ministry of Education main building (Customer Service Centre), Examinations Directorate located in Isa Town for the attention of Mrs Manahel Mohamed or Mr. Yaqoob Ebrahim. Please call the MOE Private Education Directorate on 17897271 for assistance.

PLEASE SUBMIT A SCANNED COPY OF THE FINAL EQUIVALENCY LETTER AND THE ATTESTED DOCUMENTS TO MRS Layla Nemah (admissions4@thebsbh.com Tel: 17610937) FOR FINAL REVIEW BY THE MINISTRY OF EDUCATION.

Appendix

British Council of Bahrain's Attestation process for relocating pupils from United Kingdom (Except Ireland)

Please contact Mr Sayed Jalal Alasaad from the British Council of Bahrain to assist you in seeking attestation of certificates if you are relocating families from the UK (except Ireland).

[You are required to book an appointment on British Council of Bahrain's website.](#)

[Appointments are available from Saturday to Wednesday. To contact Mr Jalal please call 17266166 \(Ext 244\), WhatsApp 33379755 or email \[jalal.alasaad@britishcouncil.org.bh\]\(mailto:jalal.alasaad@britishcouncil.org.bh\)](#)

The British Council of Bahrain charges BD30 per stamp on each certificate. For further information, please call the British Council in Bahrain on 17266166.