



<b>BMS Admission Policy</b>	<b>Launch Date</b>	<b>01.08.2016</b>
<b>Contact Department: Admissions</b>	<b>Review Date</b>	<b>01.06.2022</b>
<b>BMS Policy Manual</b>	<b>Section 3</b>	<b>3.2.</b>

*Berlin Metropolitan School consistently aims to build an inclusive culture of learning that inspires and challenges every individual to develop to their full potential and be active and responsible participants in our global society.*

*Inspire each other – grow together.*

## **Introduction**

As an international all-day school in the heart of Berlin, Berlin Metropolitan School (hereafter BMS) welcomes all international and German families, who would like to provide their children with a high-quality, inspiring and international learning environment based on our BMS principles, outlined in our set of guiding statements.

BMS is developing an inclusive culture of learning allowing students to experience a diverse and heterogeneous community. We celebrate diversity and empower our students to reach their full potential academically and to develop holistically as a person and responsible member of our society.

Admission procedures are in place to make sure that those students who enter the school have the intellectual capacity and social skills required to access the challenging international school program we offer.

It is important that the parents/guardians of students applying for entry to BMS understand and support the school program, as well as the values and vision of the school.

BMS is committed to developing and preserving a school culture of international mindedness and sees the role of Admissions as a key element in building a community that shares the same goals.

## **Aims & Objectives**

BMS aims to increase the share of international students to approximately 60% of the total number of students.

BMS offers a Kita for 3-year old students with a capacity of 2 groups with 12 students per group and a Kita for 4-year old students with 36 spots.

BMS maintains four classes in each grade level in Preschool, Primary School and in each grade level of Secondary School from grade 7 to 10, with 22 – 24 students in each class.

For the IB Diploma Programme (IBDP in grade 11-12), BMS has a capacity of maximum 60 students per grade.

BMS aims to make the composition of all classes as diverse as possible, while considering the following:

- Students should be capable of success in the school program, both academically and socially/emotionally;
- Students with an international background have priority;
- Students whose native language is English have priority;
- Students who already have siblings at the school have priority;
- A more or less equal distribution of gender should be in each group or class.

## **Implementation**

The Admissions Manager, who reports directly to the Executive Director, is responsible for admissions.

As a rule, BMS can assume that the number of applicants will be greater than the number of places available. Based on this assumption, selection must be made in accordance with the criteria specified above. Families, who cannot be accepted at present due to lack of availability, shall be informed that they will be placed on a waiting list and may be given renewed consideration in the event that a place becomes vacant.



The Admissions Manager receives and processes all inquiries and applications and reports the actual and forecast figures to the Executive Director on a weekly basis (Admissions Report).

The admission of students is dealt with on a case by case/rolling basis. Before providing the school's decision on admission, the Admissions Manager consults with the Early Learning Coordinators, Primary Principal or Secondary Principal (Admissions Committee) to review the following data:

- capacity overview in requested grade,
- admissions meeting summary sheet,
- previous school reports (where applicable),
- academic assessment (where applicable),
- feedback trial day (where applicable),
- medical reports (where applicable).

The decision-making process and the outcome is documented in writing.

### **Communication**

The Admission Policy is published in the Policy Handbook and is therefore public and transparent to the whole community. The implementation of this policy is in the responsibility of the leadership team.

The Admission process is transparent to the school community via BMS website (see Appendix/Links).

The enrolment is conducted on a rolling admission basis dependent on space availability in the grade level. For the next school year, the admissions process starts each September/October on a rolling basis, dependent on space availability in the grade level.

### **Admission Requirements**

Applications for admission are accepted throughout the year. Families seeking admission for their child(ren) should complete the online application form and submit relevant documents and reports.

All students are eligible for admission if the school can meet their particular needs. Students with severe physical, mental, emotional or behavioral challenges cannot be admitted unless the leadership team decides that adequate provisions can be made.

Students with learning difficulties may be admitted if the leadership team of the respective division decides that the Learning Support Program will be able to address the learning needs of the child. Exceptional learning needs also require exceptional parent support and involvement. Individual agreements might be made to align according to further support.

All children whose native language is not English and who are placed in Grade 7 or above must take an oral and written English assessment to determine whether they can be admitted. Assistance in English as an Additional Language is available if further support is needed.

The family is requested to submit all the information they have received from their child's previous school and must disclose all information, which is relevant for the placement of the child. This should include:

- official transcripts and/or report cards for two full school years (if applicable)
- testing information and records of any learning and/or emotional difficulties (if applicable)

If parents do not disclose all relevant information about their children through the admission process, the school claims the right to withdraw from the contract.

### **Attendance of Students not living with their Families**

The School recognizes there are occasional special circumstances under which a student would attend BMS without his/her family being resident in Berlin. Students and their parents who wish to make this arrangement must do so in consultation with the Principal and the Executive Director.

The School is not responsible for living arrangements of the student. It is the responsibility of the parents to make arrangements with a host family to provide a safe, supportive environment for their child(ren) that will ensure that their child(ren) will have educational, emotional, and material support in their absence. Parents will supply the



School with such documents and assurances necessary to establish and maintain open communication between the School, student, host family, and parents during the parents' absence. Parents are responsible to ensure that tuition and fees are paid as required.

### **Acceptance of Records from Other Schools**

Student records from other schools, in conjunction with school administered placement tests (as required), will be used for admissions and placement purposes.

Students transferring from another upper school or high school will be given credit for passed courses as they fit into the BMS graduation requirements. Official High School transcripts or official grade documents must be submitted.

### **Assignment of Students to Classes**

Placement in all classes will be made on the basis of the child's previous records and the assessment of the school. Assessment testing for the Secondary School is conducted to determine a student's current level in Math, English and German (if applicable). This initial placement is tentative, and the School may advise a change of class after the child's abilities have been thoroughly observed.

### **Entrance Age**

As a state-recognized school BMS follows the guidelines published by the city of Berlin regarding entrance to commence in the first grade.

No child will be permitted to commence in first grade on 1 August unless the child has reached its 6th birthday between 1 January and 30 September of the year of entry into the first grade. Exception can be made for children born between 1 October and 31 March of the next calendar year if there is no need of language support diagnosed. Children born after 31 March will start first grade in the next school year.

### **Late Admissions and Withdrawals**

#### **Admissions**

Students desiring to transfer to the School at the beginning of the academic year will be assessed according to the entry criteria stipulated in the admissions conditions and requirements in this section. Provided they meet the criteria and there is room in the desired grade(s), transfer students will be admitted to BMS.

Students will be considered for admission after the beginning of the school year if there is space in the requested grade and they meet the admissions criteria as stipulated above.

#### **Withdrawals**

Students withdrawing from BMS at the end of the school year will be provided with complete school records. These records will include copies of the records which were provided to BMS at the time of the student's enrolment, assessment of student work done up until the time of withdrawal, and the school profile.

Students withdrawing from BMS before the end of the school year will be provided with school records up to the date of their withdrawal to facilitate their enrolment in another school. These records will include copies of the records which were provided to BMS at the time of the student's enrolment, assessment of student work done up until the time of withdrawal, and the school profile.

All school fees and any outstanding costs must be paid in full prior to BMS releasing student records at the time of withdrawal.



## **Structure/Admissions Process**

### **For entrance to all grades**

Parents/guardians are required to submit a completed online application form to the Admissions Office. Parents/guardians are required to submit any relevant medical documentation in the case of a medical condition that may affect learning and any other specialist assessment pertinent to their child's learning needs. The Admissions Office confirms receipt of the application and, dependent on space availability, informs about the next steps as listed below:

### **For entry to Early Learning Centre and Primary School grade 1:**

For Immediate or mid-term entry

- Parents are requested to submit questionnaire completed by current Kita
- Meeting is scheduled with parent/guardian and student

For entry at the start of the next or a future academic year

- Parents/guardians are advised to attend our virtual Open House Sessions (held 3-4 times per year)
- Parents are requested to submit questionnaire completed by current Kita
- Meeting is scheduled with parent/guardian and student

### **For entry to Primary School grades 2 to 6:**

For immediate or mid-term entry

- meeting is scheduled with parent/guardian and student
- For grade 5 and 6 only, if deemed necessary, a trial day is arranged for student (case by case)

For entry at the start of the next or a future academic year

- parents/guardians are advised to attend our virtual Open House Sessions (held 3-4 times per year)
- meeting is scheduled with parent/guardian and student
- For grade 5 and 6 only, if deemed necessary, a trial day is arranged for student (case by case)

### **For entry to Secondary School grades 7 to 8:**

For immediate or mid-term entry

- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- trial day arranged for the student if deemed necessary (case by case)

For entry at the start of the next or a future academic year

- parents/guardians are advised to attend our virtual Open House Sessions (held 3-4 times per year)
- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- trial day arranged for the student if deemed necessary (case by case)

### **For entry to Secondary School grades 9 and 10 (IGCSE Curriculum):**

For immediate or mid-term entry (only in exceptional cases and if course content can be matched)

- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- interview with academic team to discuss academic pathway and course choices
- trial day arranged for the student if deemed necessary (case by case)



For entry at the start of the next or a future academic year

- Parents/guardians are advised to attend our virtual Open House Sessions (held 3-4 times per year)
- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- interview with academic team to discuss academic pathway and course choices
- trial day arranged for the student if deemed necessary (case by case)

Students applying for transfer to grade 10 must come from a school offering the IGCSE curriculum or an equivalent program. In addition, BMS only considers applications where courses can be matched. Special conditions may apply for promotion into grade 11 and will be communicated to the family at the time of the place offer.

#### **For entry to Senior Secondary School grades 11 and 12 (IBDP):**

For immediate or mid-term entry (only in exceptional cases and if course content can be matched)

- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- interview with academic team to discuss academic pathway and course choices
- trial day arranged for the student if deemed necessary (case by case)

For entry at the start of the next or a future academic year

- parents/guardians are advised to attend our virtual Open House Sessions (held 3-4 times per year)
- meeting is scheduled with parent/guardian and student
- academic assessment arranged for the student either on campus or remotely per video call
- interview with academic team to discuss academic pathway and course choices
- trial day arranged for the student if deemed necessary (case by case)

Students applying to transfer to grade 12 are exempt from assessment tests, but must bring a letter from their last school confirming their enrollment in the IBDP and there must be a suitable match of subjects/ courses

#### **Transition BMS students from Grade 10 into Grade 11 (IBDP1)**

It is the policy of BMS to encourage all students entering Grade 11 to attempt the full Diploma Programme. The minimum requirements at IGCSE for entrance into the BMS IBDP are as follows:

- 5 A\*-C IGCSEs, including Maths, English, Science
- Students must achieve B or higher in subjects they wish to pursue at Higher Level in the IB Diploma programme
- No significant attendance or behavior concerns
- Confirmation of mobility status

For those students where there are significant concerns in advance of completing the IGCSE courses, or who do not fulfil the above requirements in the final IGCSE examinations, a meeting will be held together with parents/guardians, student and Admissions committee to discuss alternative pathways. Promotion to grade 11 may be denied.

Exceptions may be made for students whose performance in the examinations has been affected by circumstances beyond their control. However, should a student be allowed to proceed, despite not meeting the criteria stated, it is likely that certain conditions will be put in place after consultation between student, parent/guardian and academic team. These conditions would be decided at a promotion meeting and would be clearly articulated in a letter to parents/guardians.



### **3.2.7 Responsibilities/Links**

Admissions Office is responsible for:

- responding to inquiries and applications
- collecting and reviewing of complete application documentation
- communicating with families
- holding meetings with parents/guardians and students
- organizing trial days/ academic assessments for applicants (if applicable)
- reporting to the Executive Director on a weekly basis (Admissions report)
- meeting with the Principals to discuss placements
- drawing up contracts and sending formal offer to families
- looking after families up to the point of signing
- processing of signed contracts and required documentation for registration including digital filing and updating database
- sending the countersigned contract back to parents/guardians
- providing the School Office with all necessary information for accounting purposes
- forwarding the original signed contract to school office once the admissions process has been completed
- forwarding complete school file to relevant division
- sending out and evaluating of New Family Survey (Oct) and Leavers Survey (June)

Early Learning Coordinators/ Primary Principal/ Secondary Principal is responsible for:

- reviewing all admissions documents and providing feedback to Admissions
- looking after trial day or visiting students, during the school day
- providing feedback after trial day
- marking assessment tests (Secondary School)
- conducting academic interview with parents/guardians and student (grades 9-12)
- assisting the Admissions Team with curriculum specific information, if required
- collaborating with the Admissions Team to discuss placements
- sending welcome information to new families and coordinating onboarding process

### **Ressources/Documents/ Links**

BMS Online Application Form

BMS Tuition Structure

Assessment Tests for grades 7-11

Questionnaire Early Learning and Grade 1

Admissions Meeting Sheet

BMS Website

BMS Guiding Statements