

# 4.4 Admissions Policy



**British  
International  
School of Tunis**

A school under the management of **Britus Education**

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## Introduction

The British International school of Tunis (BIST) is a non-selective school which embraces being inclusive and diverse. We cater to all nationalities and religions; this is reflected in the values and culture of the whole school community so that learners feel welcome, accepted, safe and valued whatever their background.

This policy applies to applicants for entry to both the Primary (including EYFS) and the Secondary school settings and to all active members of the BIST community - all pupils, staff and parents, as well as all prospective and future members of the BIST community.

## Policy Aims

This policy has the following aims:

- (a) to make every pupil's admissions process run as smoothly as possible;
- (b) to ensure that there is no unfair discrimination in the admission of learners;
- (c) to ensure that administrative procedures for the Admissions Office are clearly defined;
- (d) to ensure that all members of the team fulfil their duties and responsibilities upon admission of any new pupils;

## General Admission Criteria

The British International School of Tunis is a non-selective school offering a personalised education to pupils from **ages 3 to 18** in a thirteen year programme following the English National Curriculum with special attention being given to the diversity and heritage of our location.

Our COBIS-accredited school is at the heart of the international community in Tunis and prides itself on being a friendly, vibrant and creative community where every child can feel they belong.

- The Primary School covers **EYFS** for **ages 3 - 5**, **Years 1 - 6**, for **ages 5 - 11**.
- The Secondary School covers **Years 7 - 11**, for **ages 11 - 16**.
- The post-16 programme or **Sixth Form** covers **Years 12 - 13**, for **ages 16 - 18**<sup>1</sup>.

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<sup>1</sup> See Appendix A - Class provisions

Parents can apply for a place for their child at any time of the year, applications are welcomed and assessments are carried out at any stage<sup>2</sup>.

Children will be admitted into the year group for which their age qualifies them. Exceptions may not be made solely on the basis of ability or birth close to the cut-off date<sup>3</sup>. However, discretion will be allowed in the case of obvious anomalies involving children coming from a different system or from a different school year.

Admission into the British International School of Tunis is subject to assessment(s) and interview(s) regardless of the educational system the applicant is originating from. Please note the ultimate decision of acceptance of a child remains with the appropriate School Principal.

BIST has a comprehensive system designed to support the pupil's learning journey in every way, and is open to all pupils and families of all cultures, religions and backgrounds.

While striving to accommodate individual needs, our teaching staff always uphold our school's common values, as expressed by our mission statement and make it their priority to meet each pupil's needs and expand their potential.

Admission to primary and secondary schools is subject to<sup>4</sup>:

- Age appropriateness for the year group to which admission is sought.
- Ability to access the curriculum (including the applicant's English language level)
- Examination of the applicant's previous school reports (last two years.)
- A successful assessment.
- Face to face interview, if required, with the Admissions Officer and the School Principal.
- The school's ability to meet the applicant's needs.
- The availability of a place, and class needs.
- Delivery of all required documents and information following the reception of the acceptance offer.
- Parents and/or carers' acceptance and settlement of the School Fees following receipt of acceptance offer.

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<sup>2</sup> Specific requirements apply to Year 10 admissions onwards

<sup>3</sup> See Appendix B - Date of birth and Year group placement 21-22

<sup>4</sup> Further criterias apply to Early Years and Foundations Stages and Sixth Form applications

## Class sizes

The school reserves the right to organise classes and limit class sizes on a flexible basis in order to:

- Maximise the number of places available at any one time;
- Make effective and efficient use of the teaching staff;
- Ensure an acceptable gender balance is maintained within each class;
- Ensure that the demands of children with English as an Additional Language or SEN can be supported appropriately;
- Facilitate class sizes that are advantageous to the academic and social development of all pupils.

## Admission priority in case of over subscription

1. Sibling of existing pupils.
2. British passport holder.
3. Other children who have been educated within an English curriculum school.
4. Children with English as a first language.
5. Children of overseas staff.

Children are given precedence (in the above order) over other pupils subject to spaces being available in classes and a successful assessment or trial day.

The school aims to maintain average class sizes between **twenty** and **twenty-seven** pupils. If a particular year group is likely to exceed these numbers, a decision will be taken as to whether it would be split into smaller classes or to employ an additional teaching assistant to support the class teacher further.

Providing that a child has been assessed successfully, if the school is oversubscribed during the normal admissions process the child may be placed on a waiting list.

## First Contact

The processes outlined below are managed and administered by the Admissions Team, in close collaboration and consultation with the Senior Leadership Team.

Anyone considering applying to join our school is warmly invited to contact the Admissions Team to make an appointment and visit the school.

To create an application, parents or guardians are invited to submit the *First Contact Form*, allowing the school to gather some basic information enabling the set up of the applicant's primary profile. The *First Contact Form* serves, as well, to book an online or physical meeting date, although appointments may be made

regardless of its submission. The *First Contact Form* can be sent by email, submitted through the school website or delivered in condensed hard copies.

Link to the First Contact Form:

<https://docs.google.com/forms/d/1nL4BK9VFgmJmloKPIcttxQpchwUilbDNmVeb1k8ax-Q/edit>

→ **First Contact by phone**

Addressing enquiries, providing school overview and simultaneously collecting basic information through a checklist of standard questions. These include:

- Applicant's date of birth.
- Applicant's previous school and English proficiency level.
- Parent's or Guardian's email addresses and additional contact numbers.
- Parent's or Guardian's availability to book a meeting date to conduct a more detailed interview and tour of the premises.

→ **First Contact by Email**

Addressing enquiries, providing school overview and detailing admission process:

- Inviting Parents or Guardians to apply and book a meeting and tour through the submission of the *First Contact Form*.
- Inviting Parents or Guardians to take notice of the different admission steps.
- Inviting Parents or Guardians to gain more knowledge about the programme and school life by sharing the appropriate informational materials and social platforms.

→ **First Contact through unscheduled visit**

Collect information via *First Contact Form* condensed hard copy present at each campus's security lodges.

In the event of an unscheduled visit, the Security Team should immediately notify the Admissions Team and verify availability.

While an appointment should be made by telephoning the school in advance to ensure that a member of staff is available, all Parents or Guardians are welcomed should the Admission Team be available.

Should the Admission Team be unavailable at that time, the *First Contact Form* condensed hard copies are transmitted to the Admission Team upon receipt by the Security Team.

Parents or Guardians are contacted on the same date while engaging the contact procedure in place.

### **Information package**

Upon contact, prospective parents are provided with an informational email aiming at:

- Introducing the school
- Creation of their child/ren application(s).
- Scheduling and/or confirmation of visit to the appropriate campus.
- Detailing the relevant admission steps for the year group admission is sought.
- Sharing informational package to further understanding of the school's provisions and requirements.

This informational package includes:

- BIST Curriculum overviews
- BIST School Calendar
- BIST Flyer
- BIST School prospectus
- BIST required Admission documents list
- BIST Cambridge Flyer
- BIST Schedule of Fees

Other documents may be shared under request. These include school policies or further curriculum or school provisions.

### **Meeting Day**

- Send a reminder to Parent(s) and/or Guardians one day before the scheduled meeting date.
- Update appropriate School Principal and check availability to join the meeting.
- Meet family at the appropriate campus.
- Answer questions.
- Offer refreshments.
- Share curriculum and school life overview.
- Clarify admissions process and applicable fees.
- Perform a tour of the campus in company with the relevant school Principal (in line with availability).

- Schedule date for assessment/taster day.
- Inform appropriate School Principal and educational members while disclosing all necessary primary information ensuring successful review.

### BIST Entry Assessments

As applications are welcomed and processed throughout the year, assessments are carried out at any stage.

Assessments play a crucial role in helping parents, guardians and our educational team to better understand the needs of each child in order to plan and provide the necessary support ensuring their success. Assessments are conducted in English and set in accordance with the applicant's year group entry.

Assessments are carried out at school, with the possibility of being conducted online (excluding EYFS and Year 1 applications<sup>5</sup>) under the supervision and guidance of the Admissions Team or appropriate class teacher, to ease the process for any family seeking to apply from abroad.

#### Organisation:

1. Reception of the applicant's passport, previous school year report cards, reports or transcripts prior to the scheduled taster day or assessment date.
2. Assist family with the settlement of the assessment and registration fee prior to or on the same date as the applicant's taster day and/or assessment.
3. Accompany the applicant to the appropriate classroom (EYFS and KS1 applicants) or set up the applicant on computer alongside the Admissions Team (Year 3 onward applicants.)
4. Update school system and change applicant's status to "Tested."
5. Following assessment completion, reports and feedback are generated on the same date and sent to the appropriate School Principal and educational staff member(s) for examination.
6. Following assessment completion, an email is sent to Parents or Guardians thanking them for coming / notifying them to expect a response in the next few days.
7. Upon receipt of the returns of the appropriate School Principal, the Admission Team will inform Parents or Guardians immediately regarding the status of their child/ren's application(s).

The examination of applications by the appropriate staff members should be conducted within a maximum of **48 hours**. Some applications may take more time to process should any concerns regarding the applicant's eligibility arise.

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<sup>5</sup> Please refer to the Early Years & Foundation stages (Nursery & Reception) & Year 1 section for more details relative to the assessment process.

The Parents or Guardians are invited for an interview with the appropriate Principal. It is essential that both parents of the pupil attend this meeting. The purpose of this meeting is to ensure that parents understand the curriculum we offer and share feedback relative to their child's assessment and if specific accommodations would apply.

### **Early Years & Foundation stages (Nursery & Reception) & Key Stage 1**

At the British International School of Tunis, we aim to provide children in our Early Years Foundation Stage (EYFS) and Key Stage 1 with educational experiences that will help them develop a positive approach to learning.

From our Early Years & Foundation stage up until Year 2, applicants are warmly invited to attend a taster day at school. A Taster Session is a wonderful way for your child to experience life at the British International school of Tunis first hand.

Taster sessions would take place within a classroom environment in company of the appropriate class teacher and can last over several days to complete. Classroom teachers are to be notified 24 - 48 hrs in advance.

Care is taken to find out as much as possible about your child's behavioural, social and cognitive abilities among other areas to ensure appropriate planning is conducted.

Nursery and Reception applicants must be toilet trained while Year 1 and Year 2 applicants should have attained a certain level of independence.

Prior to the scheduled taster day(s) applicants are required to submit:

- Applicant's birth certificate and or passport copy.
- The BIST Starting school form (EYFS1 applications.)
- The BIST School readiness form (EYFS2 applications.)
- Year 1 applicants are invited to provide previous school reports or any proof of academic performance (if available.)

Any applications processed in the course of the summer break would be examined first hand by the Primary School Principal to ensure the continuity of the admission process. The taster day will be scheduled starting from the last week of August - in line with the educational team's return.

Successful applicants will receive an offer letter and terms of acceptance by email. Parents or Guardians must respond to an offer within 7 days of receipt in order to secure the place. The terms of acceptance must be signed, returned and accompanied by a non-refundable tuition fee deposit as outlined in the school fees schedule.

## Key Stage 2 & 3 - (Years 3 - 9)

The assessment procedure for older pupils joining the school will involve a more formal assessment in addition to the review of:

- The applicant's previous school results and reports (last two years.)
- The applicant's previous curriculum and English proficiency level.
- The applicant's ability to access the curriculum.
- The applicant's GL entry assessment report.

The test that we administer at the British International School of Tunis is the Cognitive Abilities Test (CAT4); a diagnostic assessment that helps our teaching staff to understand the pupil's current level. Pupils sit a tailored assessment according to the age and the year group that they will be entering. Prior preparation is not required, and the assessment is in multiple choice format, requiring the use of a computer with internet access, and headphones or speakers in order to follow the audio instructions.

The results help teachers decide what pace of learning is right for each pupil, whether a specific syllabus would be required, and whether additional support is needed.

To further evaluate the level of each applicant, some additional assessments may be required in the intention of planning accordingly.

At the British International School of Tunis, we recognise the importance of finding the right school for your child and offer the possibility of conducting our entry assessment online for any families abroad looking at joining us.

The later receipt of the applicant's BIST Confidential school report<sup>6</sup> allows our educational staff members to gain better insight into the applicant's learning skills, academic performance, personal character and any other personal information that may be relevant to the learning and achievement of the applicant.

### → Assessment scenarios

Regardless of the academic system they are originating from, all applicants are required to share a copy of their passport or birth certificate, a copy of their previous school reports (last two years) and any useful information relevant to their academic development and/or needs.

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<sup>6</sup> The BIST Confidential School Report is a report meant to be completed by the applicant's current School Principal and sent back to us. I

The British International School of Tunis makes use of the **Cognitive Abilities Test** (CAT-4) for any applicant seeking entrance from Year 3 onwards. All applicants are invited to take the CAT-4 either onsite or online under the supervision of the Admissions Team.

The CAT-4 is a standardised assessment designed to measure a child's abilities in relation to other children of their age. As such, it tests a child's general knowledge and skills and is designed to give schools a much larger and more complete view of each child, their potential and how they learn.

The results help teachers decide what pace of learning is right for each pupil, whether a specific syllabus would be required, and whether or not additional support is needed.

Through the generated CAT-4 report and the applicant's previous school reports, applications are reviewed by the appropriate School Principal and relevant educational members.

1. Should the CAT-4 results, previous school records and eventually the pupil's attitude during assessment be deemed **extremely worrying**, the appropriate School Principal can decide to reject the application.
2. Should the CAT-4 results be deemed **low or below average**, without prejudicing the applicant's educational development, the appropriate School Principal can initiate the acceptance but would still require the performance of additional testing upon school entry to refine the evaluation and assess the extent and nature of the support required. Should further testing suggest that the school can't accommodate the applicant's need, the admission process can be halted if deemed necessary by the appropriate School Principal.
3. Should the CAT-4 results be deemed **satisfactory**, the admission process shall progress. In the event where the appropriate School Principal requires the performance of further testing, it should be conducted following the settlement of all applicable school fees.

Successful applicants will receive an offer letter and terms of acceptance are detailed by email. Parents or Guardians must respond to an offer within 7 days of receipt to ensure their child's seat is secured. Additionally, the terms of acceptance must be signed, returned and accompanied by a non-refundable tuition fee deposit as outlined in the school fees schedule.

### **Key Stage 4 & 5 - (Years 10 & 11 - Years 12 & 13)**

Admission to the Secondary School follows a formal process.

Since the IGCSE programme is a two-year programme, we are hesitant to accept pupils coming from another academic system into Year 11 directly.

If the candidate is transferring from another British school the examination of previous school reports (last two years) and the additional review of the subjects taken in Year 10 are evaluated; following which the candidate would sit for our entry assessment.

→ In 10 and 11 pupils follow courses leading to the **International General Certificate of Secondary Education** (IGCSE) examinations set by the UK examining boards.

Entry is subject to:

- An interview with the secondary School Principal
- The examination of the applicant's previous school reports (last two years)
- The results of the applicant's entry BIST assessment(s)
- Should the applicant be transferring from another CAIE curriculum school, an interview is conducted with the secondary School Principal and previous school reports of the subjects taken are evaluated; in such instances, the applicant might be eligible to sit for our entry assessment.
- The required English Language level

Application to the Sixth Form can be terminated if ever:

- Emerging evidences point to issues the school can't accommodate
- Misleading or fraudulent information was intentionally shared
- failing to respond to an offer within a reasonable time

## Offering a place

In all cases, the appropriate school Principal makes the final decision as to whether an offer of enrollment is made. This decision is made after careful consideration and is based upon all application documentation, assessments and individual pupils' needs.

No pupil should be placed in a class above his/her chronological age unless directed otherwise by their needs and ability to access the curriculum.

Once a place has been offered by the school, an acceptance letter should be signed and the settlement of the enrollment fee is required to secure a seat. Parents or Guardians should confirm the decision for their child to join within the week. Then, the pupil's profile is updated to "*Accepted*" within the school system and would require reception of all documents and settlement of school fee for completion and final update to "*Admitted*".

If there are no places available at the time of applying, the applicant will be assessed and may be placed onto the school's waiting list until a seat becomes available.

## Meeting Educational Needs

### English as an Additional Language (EAL)

Applicants with little or no previous experience of English will be considered for admission. We are committed to ensuring that EAL and/or international pupils at BIST are provided with the best opportunities to enable them to make progress in a British curriculum environment.

EAL applicants are subject to the same admissions procedures as other applicants.

The English as an additional language (EAL) service provides support for new arrivals who have been identified as requiring additional language or curriculum support. This guidance is aimed at teachers, parents, EAL coordinators, subject leaders and teaching assistants.

We aim to identify those who might benefit from EAL provisions in the following ways:

- Parents' declarations.
- Applicant's academic background.
- Applicant's entry assessment report(s.)
- Complementary information provided by the applicant's current school while applying.

Those who are deemed likely to need support might be given a further, qualitative assessment(s) which is used to inform a decision as to the appropriate scheme of support.

Where possible, children will receive EAL support from teachers or teaching assistants within the whole class setting. In some cases, however, it may be necessary to withdraw an individual or small group for focused EAL teaching from time to time. In this instance, there are charges for the additional support.

### Special Educational Needs and Disability (SEND)

We are firmly committed to being inclusive and to giving every child the best possible start in life. Pupils whose SEND are suited to the curriculum and the physical layout of the relevant campus are welcomed within the bounds of what it is possible for the school to support and deliver.

While applying for a place at BIST, all parents will be asked to provide a comprehensive statement with regards to any known special educational needs and/or disability that a prospective pupil may have.

Once a special educational need and/or disability has been declared, the appropriate School Principal and relevant educational team will evaluate if the declared needs can be accommodated. Parents can be assured that the school will be sensitive to the details and requests for confidentiality.

Where a child's SEND is identified, or develops, after the child has started at the School, we will endeavour to continue to support the child as long as we have the appropriate resources and facilities to provide them with the support they require.

Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

### Delivery of required documentation

Prior to the scheduled school entry, Parents or Guardians must submit all required documents to the Admissions office. Failure to do so may result in a delay of the admission process.

Parents or guardians must submit all required documents to the Admissions office no later than 10 days following reception of the acceptance offer.

The Admissions Team reserves the right to request at any stage further information or supporting documents with the intention of further examining or complementing an application. If such information is not provided within the period stipulated then the School reserves the right to refuse to consider the application further.

Additionally the school reserves the right to withdraw any applicant or pupil who is found to have made a fraudulent application regardless of their status in the institution. In the event an offer of a place has been made, the offer will be withdrawn.

Pupil records are kept in the school - both hard and digital format, following General Data Protection Regulation (GDPR). Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see it.

The required documents for admission within the British International School of Tunis include:

- A copy of the pupil's passport.
- A copy of the pupil's birth certificate.
- Passport size photo for pupil.

- A copy of the pupil's immunisation records.
- Pupil Medical Information Form (provided by the admissions office.)
- Signed original BIST Parents Agreement (provided by the admissions office.)
- Signed BIST image consent form (provided by the admission office.)
- Signed Acceptance offer (provided by the admission office.)
- Passport size photo for parents (electronic for badge processing.)
- A copy of both parents' passports and/or National Identity card.
- Proof of address.
- Passport size photo and a copy of Identity card or passport of any other contact approved in advance by the Parent/Guardian to pick up the child (other family member(s), driver, nanny.)

### ***School fee settlement***

In order to process any application, parents should pay a registration fee of 100 Euros, which is non-refundable. An application request will not be processed unless all required documents are submitted to the Admission office and the registration fee is paid.

If there are spaces within the class applied for, pupils will be invited to attend a taster day or assessment (or ½ day for Early Years and 1 hour 30 minutes for all remaining Key stages) at school. This will take place, whenever possible, on a normal school day. Parents are required to settle an additional 100 Euros prior to their child's taster or entrance assessment day.

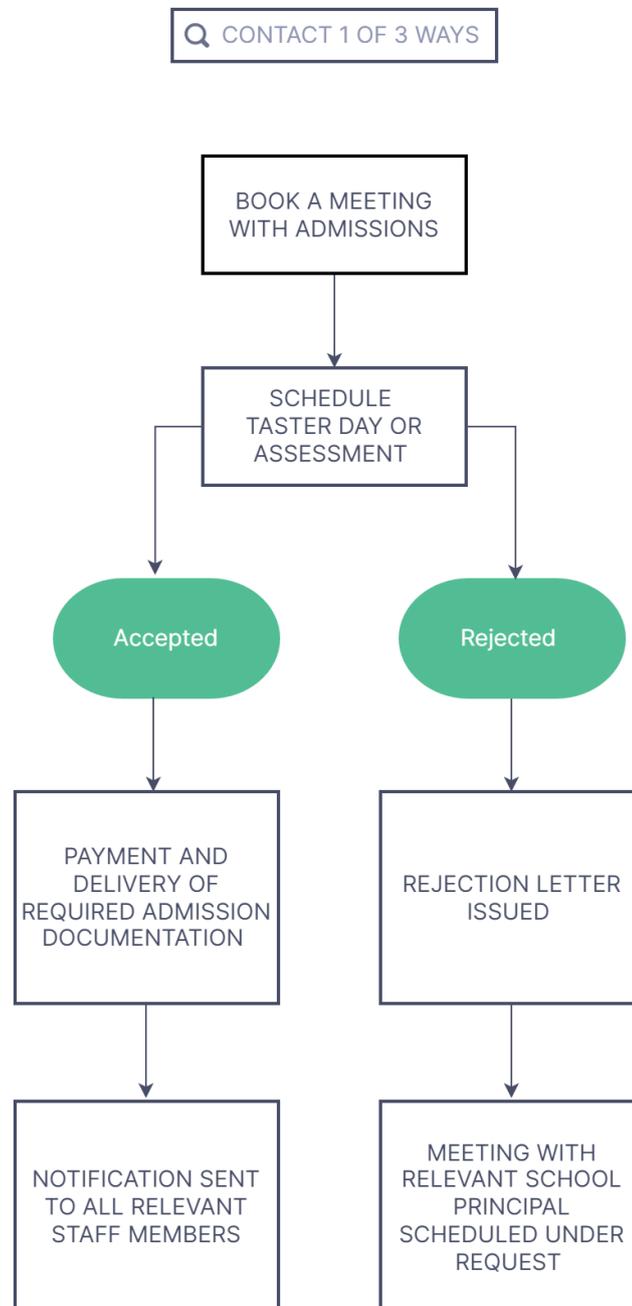
When the School Principal is confident that the curriculum we offer is appropriate for the pupil, The Principal will then make a formal offer of a place. This is on the understanding that the pupil will benefit from the education which the British International School of Tunis provides.

Pupils are offered places in classes which are in accordance with their age. There is an expectation that parents of pupils who will find it difficult to access the curriculum because of their lack of English language skills will avail themselves of the opportunity for ELDP (English Language Development Programme) organised by the school for which there is an additional charge.

The Admission Team must notify the Finance Team, upon acceptance of a new pupil(s), who in return would automatically generate an invoice and payment plan and invite the family to settle all applicable school fees.

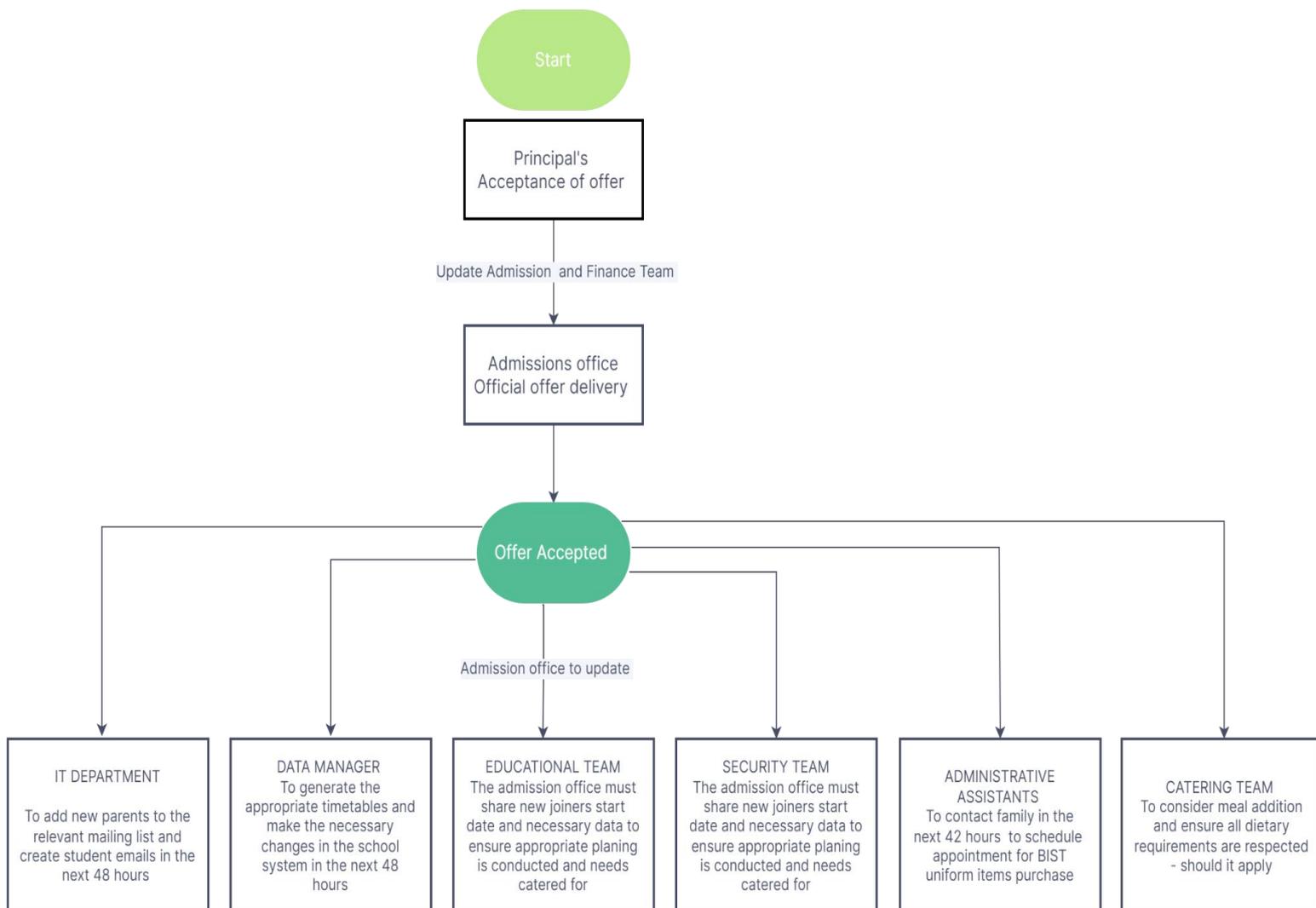
Parents are invited to pay a non-refundable enrollment fee of 2500 Euros to secure their child/ren seats. With respect to payment deadlines, parents will be invited to pay the first instalment in line with the chosen payment plan.

Upon receipt of payment the Finance team must inform all relevant staff members to ensure any newcomer's start date is in line with school fees payment. An enrollment fee per pupil must be paid within one to two weeks of an invoice being issued. Tuition fees must be paid by the due date. Once financial clearance is issued the pupil's profile within the school system is updated "to *admitted*" and would be accessible to all relevant educational staff members for consultation.



### New joiner announcement process

Following the settlement of all applicable school fees, all below departments and staff members must be instantly notified by the Admissions Team for the following purposes:



- The Admissions Team must notify the appropriate Principal, Vice Principal, and any relevant educational staff members of any newcomers by sharing all relevant data and information gathered upon admission to ensure appropriate planning would be conducted. Additional sensitive information such as personal characteristics, behaviour, education data and medical information can be also disclosed should it be deemed necessary. Class teachers will also be notified of the start date and time while receiving all necessary supporting documentation (GL reports, previous school date reports and any other relevant information).
- The Admissions Team must notify the IT team and share all necessary information enabling them to add new parents into the relevant school mailing lists, set up pupils' email accounts and create badges for parents and any persons authorised by Parents/Guardiansto pick up the pupil on a regular basis.

- The Admissions Team must notify the school Data Manager to generate the appropriate timetables and applicable changes in the school system.
- The Admissions Team must notify the Security Team by sharing all basic details linked to any newcomer.
- The Admissions Team must notify the relevant Front Office Assistant in order for them to contact parents and schedule an appointment relative to the purchase of their child's BIST uniform items.
- The Admissions Team must notify the Catering Team to cater for and consider meal addition(s) and take note of any dietary requirements or medical conditions that may impact the child's diet.

## Leaving the school

A notice (minimum of half-term or 6 weeks) is required before the withdrawal of a pupil from school after acceptance of a place, or following the Principal's decision to withdraw a pupil at any point of his/her educational development.

The school Principals may require the permanent exclusion of a pupil as set out in the School's **Behaviour Policy** or if otherwise he/she considers that it is in the best interest of the pupil or the school to do so. No claim for reimbursement of fees in advance shall then arise. Upon a term's notice by the Principal, a pupil's attendance may be terminated following a failure to maintain the academic or general standards required by the school.

Any members of staff involved must notify both the Admissions and Finance Team of the departure of any pupil.

Upon Financial clearance, the Admissions Team can issue leaving certificates and share pupils previous school reports upon request.

The Admissions Team must update the school system following a pupil's departure with the assistance of the IT and data management team.

## Policy review

This policy is to be reviewed annually, though any deficiencies or weakness identified in admissions will be remedied without delay. The Principals and Leadership Team will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.

This policy has been discussed and agreed by British International School of Tunis members

## ANNEXES

### Appendix A - Class provisions

Age	British		French	American	Tunisian
3 - 4	Nursery	Early Years	PS	Young Pre-K	
4 - 5	Reception		MS	Pre-K	Cours Prép.
5 - 6	Year 1	Key Stage 1	GS	Kindergarten	1
6 - 7	Year 2		CP	1 <sup>st</sup> Grade	2
7 - 8	Year 3	Key Stage 2	CE1	2 <sup>nd</sup> Grade	3
8 - 9	Year 4		CE2	3 <sup>rd</sup> Grade	4
9 - 10	Year 5		CM1	4 <sup>th</sup> Grade	5
10 - 11	Year 6		CM2	5 <sup>th</sup> Grade	6
11 - 12	Year 7	Key Stage 3	6eme	6 <sup>th</sup> Grade	7
12 - 13	Year 8		5eme	7 <sup>th</sup> Grade	8
13 - 14	Year 9		4eme	8 <sup>th</sup> Grade	9
14 - 15	Year 10	Key Stage 4	3eme	9 <sup>th</sup> Grade	Lycée 1
15 - 16	Year 11		Seconde	10 <sup>th</sup> Grade	Lycée 2
16 - 17	Year 12	Lower Sixth	Première	11 <sup>th</sup> Grade	Lycée 3
17 - 18	Year 13	Upper Sixth	Terminale	12 <sup>th</sup> Grade	Lycée 4 (Bac)

## Appendix B - Date of birth and Year group placement 22-23

Phase of education	Date of birth range		Year Group
	From	To	
Not currently at school	01/09/2022	31/08/2023	Starts school in 2027
Not currently at school	01/09/2021	31/08/2022	Starts school in 2026
Not currently at school	01/09/2020	31/08/2021	Starts school in 2025
Not currently at school	01/09/2019	31/08/2020	Starts school in 2024
Not currently at school	01/09/2018	31/08/2019	Starts school in 2023
Primary Phase	01/09/2017	31/08/2018	Reception

Primary Phase	01/09/2016	31/08/2017	1
Primary Phase	01/09/2015	31/08/2016	2
Primary Phase	01/09/2014	31/08/2015	3
Primary Phase	01/09/2013	31/08/2014	4
Primary Phase	01/09/2012	31/08/2013	5
Primary Phase	01/09/2011	31/08/2012	6
Secondary Phase	01/09/2010	31/08/2011	7
Secondary Phase	01/09/2009	31/08/2010	8
Secondary Phase	01/09/2008	31/08/2009	9
Secondary Phase	01/09/2007	31/08/2008	10
Secondary Phase	01/09/2006	31/08/2007	11

*Source:*

[https://www.havering.gov.uk/info/20008/school\\_admissions/478/which\\_year\\_group\\_is\\_my\\_child\\_in](https://www.havering.gov.uk/info/20008/school_admissions/478/which_year_group_is_my_child_in)