

ADMISSIONS

Bordeaux International School offers a multicultural academic environment where students become bilingual independent thinkers, active learners and responsible global citizens.

The school welcomes students for whom it is felt we offer the best possible provision and circumstances for them to prosper in accordance with the school's philosophy and the family's expectations.

No entry test is required under the age of 14 ; however, the school is not able to accept registration of any student with major learning difficulties requiring specialised staff or equipment that BIS is unable to provide ; or for whom our bilingual programme does not appear relevant.

Decision for admission is made by the Head of the Section and the School Director, after review of all required documents, and after the student and his/her parents have been met (see Admission procedures).

Classes in BIS being limited to 15 students (12 in Early Learning), families are advised to apply as early as possible to ensure a place.

We endeavour to maintain a balance between cultures and languages in our bilingual classes (from Early Learning to Middle School) and to reserve places for children of "mobile" families.

As a way of ensuring equality of opportunity, Bordeaux International School remains a secular environment - we do not endorse any one religion, faith or culture. This enables us to be as fair as possible in our treatment of students. For this reason we do not accept any visible, physical signs (jewellery, clothes etc.) of religion or faith within school grounds.

An "**Open Day**" is organised in February (see calendar on our web site) to allow families to discover more on the organisation of classes, teaching methods, teaching team and work done by students, and to meet parents and PTA representatives.

ADMISSION PROCEDURES

General admission procedures for all classes/sections

Request for admission :

- Before applying, families are asked to visit the school website to gain information on our educational project/philosophy and teaching approach, as well as our fees list, and the table of equivalence of systems/classes.
- The application form must be returned to the secretariat who will check on availability of places.
- On reception of the form, an **interview with the Head of the Section** is organized. Students are interviewed to assess whether or not the school is able to provide satisfactory provision for their needs. When applicable, previous school reports must be provided, together with a recommendation letter from the main teacher or the Director of the previous school.
- For students aged 3 -14, this meeting will help decide what will be the student's 1st working language (either English or French).
- The school appreciates that it is not always possible for overseas families and students to attend an interview or to visit the school prior to enrolment. In this case, applicants are requested to organise for either a video conference or a telephone interview to take place with the Head of Section.
- A quotation for school fees will be provided upon request.

Following the interview :

- If admission of a pupil is confirmed and a place provisionally reserved, parents must pay the registration fee and provide the documents mentioned on the application form to validate their request for admission. The pupil file will be opened and the official documents drawn up : invoice with chosen payment methods, contract and Conditions of Attendance for signing and various documents.
- A certificate to confirm departure from the previous school will be required.

Validation of admissions to BIS is subject to the following :

- Upon receipt of the documents mentioned on the application form.
- Upon receipt of the signed contract accompanying the invoice.
- Upon payment of the first installment of the fees as indicated on the invoice.
- Upon advance payment of the caution-notice fee, equal to one third of the yearly tuition fees, as indicated on the invoice.

Specific admission procedures for each section

EARLY LEARNING

- The child must be 3 years old by the end of December of the current school year, fully toilet-trained and be able to feed and dress him or herself reasonably independently.
- Admissions are accepted throughout the year.
- When possible, we recommend that pupils spend one or two half or full days at the school before registering, to give them a feel for the environment.

PRIMARY

- Children are accepted after review of previous school reports.
- When possible, we recommend that pupils spend one or two days at the school before registering, to give them a feel for the environment.

SECONDARY

- Reports from the two previous school years must be provided, as well as a letter of recommendation from the previous school.
- Applicants for Senior School and for courses leading to examinations must have sufficient command of English in order to benefit from the programme of study. However, individual support classes may be organised if necessary (at extra cost).
- The applicants for International Advance Level courses should have achieved 5 GCSE passes (or equivalent) at grades C and above, including passes in both English, Mathematics, and a grade B in their chosen Advance Level subjects where possible. When those certificates cannot be produced, prior assessment may be required either during the interview or by internet, in order to determine the appropriate class for the student.

APPLICATION FOR ADMISSION / FICHE D'INSCRIPTION

N.B. To be completed in block capitals please / N.B. A compléter en majuscules SVP

CHILD / ENFANT				
Surname / Nom				
First name / Prénom				
Date of birth / Date de naissance		(day / month / year) (jour / mois / année)		
Sex / Sexe				
Nationality / Nationalité				
(Please tick / Veuillez cocher)				
Languages / Langues	mother tongue / langue maternelle	advanced / avancé	intermediate / intermédiaire	beginner / débutant
1)				
2)				
3)				

Please attach a small photo

Joindre une photo SVP

PARENT 1 / GUARDIAN / TUTEUR		PARENT 2 / GUARDIAN / TUTEUR	
(delete as appropriate / rayer la mention inutile)		(delete as appropriate / rayer la mention inutile)	
Surname / Nom			
First name / Prénom			
Nationality / Nationalité			
Tel / Tél (mobile / portable)			
Email (personal / personnel)			

Home address (France) / Domicile (France)	Address abroad / Domicile à l'étranger		
Tel :	Tel :		
Child lives with / L'enfant habite avec			
Both parents / Guardians Deux parents / Tuteurs <input type="checkbox"/>	Shared custody Garde alternée <input type="checkbox"/>	Parent 1 / Guardian / Tuteur <input type="checkbox"/>	Parent 2 / Guardian / Tuteur <input type="checkbox"/>

	PARENT 1 / GUARDIAN / TUTEUR	PARENT 2 / GUARDIAN / TUTEUR
Profession / Profession		
Company (name & address) Société (nom & adresse)		
Tel / Tél (Company/Société)		
Email (Company/Société)		

Name and address of current school
Nom et adresse de l'école actuelle

Tel / Tél Email Current Year/Grade / Classe actuelle

Reasons for move to Bordeaux / Motif de votre installation à Bordeaux
.....

Proposed date of entry to BIS **Duration of stay (if known)**
Date d'arrivée à BIS Durée du séjour (si connu)

Child's interests/hobbies.....
Intérêts/loisirs de l'enfant

Indicate any physical weakness, allergies or special needs.
Indiquer s'il y a un problème de santé, allergie ou d'apprentissage

Dietary requirements: No pork Food allergy (specify)
Régime alimentaire Sans porc Allergie alimentaire (spécifier)

Please note that in the case of a severe food allergy, parents must provide a medical certificate from an allergist.
Veuillez noter qu'en cas d'allergie alimentaire grave, les parents doivent fournir le certificat d'un allergologue.

HOST FAMILY REQUIRED: Weekly Full-time Not required

Please turn over / Voir Verso

ENROLMENT FOR / INSCRIPTION POUR

(Please tick) - (Cocher la case)

EARLY LEARNING / MATERNELLE (3 years/ans - Morning / Matinée) Foundation / Preschool / Petite Section	<input type="checkbox"/>	LOWER MIDDLE SCHOOL 1 (Year 6 / 5 th Grade / CM 2)	<input type="checkbox"/>
EARLY LEARNING / MATERNELLE (3 years/ans – Full day / Journée) Foundation / Preschool / Petite Section	<input type="checkbox"/>	LOWER MIDDLE SCHOOL 2 (Year 7 / 6 th Grade / 6 ^{ème})	<input type="checkbox"/>
EARLY LEARNING / MATERNELLE (4 years/ans – Full day / Journée) Reception / Preschool / Moyenne Section	<input type="checkbox"/>	UPPER MIDDLE SCHOOL 1 (Year 8 / 7 th Grade / 5 ^{ème})	<input type="checkbox"/>
EARLY LEARNING / MATERNELLE (5 years/ans – Full day / Journée) Year 1 / Kindergarten / Grande Section	<input type="checkbox"/>	UPPER MIDDLE SCHOOL 2 (Year 9 / 8 th Grade / 4 ^{ème})	<input type="checkbox"/>
PRIMARY / PRIMAIRE Year 2 / 1st Grade / CP	<input type="checkbox"/>	IGCSE 1 (Year 10 / 9 th Grade / IGCSE1)	<input type="checkbox"/>
PRIMARY / PRIMAIRE Year 3 / 2nd Grade / CE1	<input type="checkbox"/>	IGCSE 2 (Year 11 / 10 th Grade / IGCSE2)	<input type="checkbox"/>
PRIMARY / PRIMAIRE Year 4 / 3rd Grade / CE2	<input type="checkbox"/>	A LEVEL - AS (Year 12 / 11 th Grade / A1 Level)	<input type="checkbox"/>
PRIMARY / PRIMAIRE Year 5 / 4th Grade / CM1	<input type="checkbox"/>	A LEVEL - A2 (Year 13 / 12 th Grade) A2 Level	<input type="checkbox"/>
FOR EARLY LEARNING & PRIMARY ONLY – FIRST LANGUAGE POUR MATERNELLE & PRIMAIRE SEULEMENT - PREMIERE LANGUE English / Anglais <input type="checkbox"/> French / Français <input type="checkbox"/> The chosen language is the one that will be studied in 1st Language classes / La langue choisie est celle qui sera étudiée en tant que 1ère Langue : - British National Curriculum for 1st Language English pupils / Programme du National Curriculum pour les Anglophones. - Education Nationale for 1st Language French pupils / Programme de l'Education Nationale pour les Français. NOTE : Changes to the 1st Language are not accepted during the school year. Aucun changement de 1ère Langue ne sera accepté en cours d'année.			

FEES TO BE PAID BY / FRAIS DE SCOLARITE SERONT REGLES PAR : Parents / Parents Employer / Employeur
 (See list of fees / Voir liste des frais de scolarité)

PAYMENT METHOD PREFERRED / MODALITE DE PAIEMENT CHOISIE (See list of fees / Voir liste des frais de scolarité)
 Annual (Annuelle) Termly (Trimestrielle) Monthly (Mensuelle)

Divers (Veuillez cocher) / Miscellaneous (Please tick) *	
Language support / Individual support lessons (see fees list) / Cours de soutien linguistique / soutien individuel (voir liste des frais de scolarité) *	<input type="checkbox"/>
Préparation au Brevet *	<input type="checkbox"/>

* After consultation with Section Head / Après consultation avec Chef de Section

COPIES TO BE ATTACHED TO THIS ADMISSION FORM / PHOTOCOPIES A JOINDRE À CETTE FICHE

Child's birth certificate & passport / Certificat de naissance & passeport de l'enfant	School reports from previous years (compulsory) / Précédents bulletins scolaires (obligatoire)
Parents' passport / Passeport des parents	List of results of examinations already taken**
List of vaccinations / Liste des vaccinations	School or personal insurance cover (compulsory) / Assurance scolaire (obligatoire)
Medical records as appropriate / Carnet de santé si approprié	Copy of private medical insurance (for non EU members)

** Where applicable

I/we apply for admission of (child) to Bordeaux International School
Je demande/nous demandons l'inscription de (enfant) à Bordeaux International School

	(tick / cochez)
I/we understand that one term's notice is required for a pupil leaving the school and that the registration fee is not refundable. <i>Je reconnais/nous reconnaissons qu'un préavis d'un trimestre est requis pour tout départ de l'école et que les frais de dossier ne sont pas remboursables.</i>	<input type="checkbox"/>
I/we have read and understand and adhere to the school's "Mission and Aims" (see attached). <i>J'ai / nous avons lu et compris et j'adhère / nous adhérons à la Mission et aux Objectifs de BIS tels que présentés dans le document joint.</i>	<input type="checkbox"/>
I/We acknowledge that our contact details will be included in the PTA Representative contact lists <i>Nous reconnaitrons que nos coordonnées seront incluses dans la liste des contacts de l'Association des Parents et Enseignants</i>	<input type="checkbox"/>
I/We acknowledge that BIS will create student and parent email addresses (Gmail and Edupage) strictly for internal communication use. <i>Je/nous reconnaitrons que BIS créera des adresses email pour les élèves et leurs parents (Gmail et Edupage) strictement pour un usage de communication interne.</i>	<input type="checkbox"/>

How did you hear of Bordeaux International School ?

Comment avez-vous entendu parler de Bordeaux International School ?

Signature of parent(s) or legal guardian(s) / Signature des parents ou du représentant légal

(Delete as appropriate / Rayer la mention inutile)

NOTE : This form is to be returned accompanied by the registration fee and required documents to be valid.

Cette fiche est à retourner accompagnée des frais de dossier et les pièces jointes pour valider la demande d'inscription.

Parent / Guardian 1:

Parent 2/ Guardian 2:

Place / lieu : Date :

RIB POUR USAGE INTERNATIONAL /

INTERNATIONAL BANKING DETAILS

Titulaire du compte / Beneficiary Name	Bordeaux International School
Adresse du titulaire du compte / Beneficiary address	252 Rue Judaïque, 33000 Bordeaux, France
IBAN	FR76 1558 9335 4406 4875 0404 061
BIC	CMBRFR2BARK
RIB / Beneficiary account number	15589 33544 06487504040 61
Domiciliation / Beneficiary Bank Name	Crédit Mutuel Bordeaux Chartrons
Adresse de banque / Bank address	55/57 Cours Portal, BP 136, 33026 Bordeaux Cedex, France