

# Admissions Guide 2017-2018



## Admissions Office

36th Street, University Park, Bonifacio Global City

1634 Taguig, Metro Manila, Philippines

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[www.britishschoolmanila.org](http://www.britishschoolmanila.org)

Accredited by:



# Admission Process

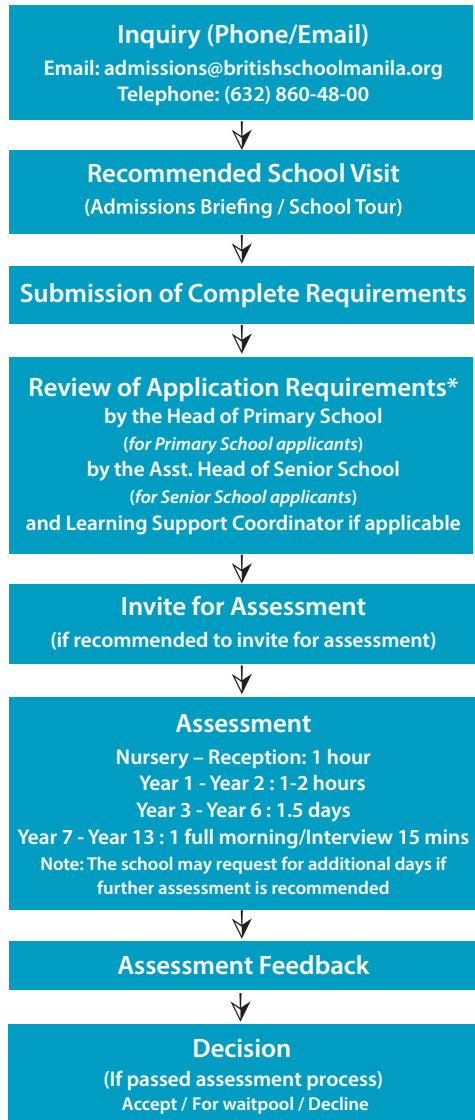
## Admissions Requirements

The British School Manila welcomes students of all nationalities provided they pass the school's assessment procedures including fluency in English and that a space is available within the intended year level. Applications are processed throughout the year.

Prior to the application being processed, the following documents are required by the admissions office:

- A complete application form and health record for each child,
- School reports covering the past two years, including the most recent, (Students coming from a non-British system should include a grade translation and samples of current English and Maths work)
- Two recommendations including one from the current head teacher/principal, and one from the class teacher/form tutor.
- A copy of the birth certificate
- A copy of the passport showing:  
Applicant's picture, date of birth, passport number  
Issuance and expiry date
- One 2x2 size photos of parents and applicant
- A non-refundable application fee of:  
Nursery - Year 13 Php 22,000.00

## Admissions Process



\* Review of complete application requirements will take 7 working days upon receipt.

# Assessment / Class Levels

## Assessment

Upon submission of all the requirements, the application documents will then be evaluated by the Head of Primary or Deputy Head of Senior School. Depending on their recommendation, the applicant may then be invited to attend for an assessment. All children will be assessed for placement in their appropriate age group. Please refer to year levels below.

The admissions assessment will focus on academic potential, English proficiency, social maturity and will involve a range of testing procedures appropriate to the applicant's age group. Following the assessment process, the admissions office will inform the parents of the outcome within seven days.

The school reserves the right to refuse admissions to any student who does not meet the admission requirements for their age-appropriate year group.

## Class Levels 2017-2018

Age	British School Year Levels	Age Ranges	England and Wales	Scotland	Equivalence in other systems	
					USA	Australia
3+	Nursery	1 Sept 13-31 Aug 14	Nursery	Pre-School	Pre-School	-
4+	Reception	1 Sept 12-31 Aug 13	Reception	Nursery	Nursery	Pre-School
5+	Year 1	1 Sept 11-31 Aug 12	Year 1	Primary 1	Kindergarten	Kindergarten
6+	Year 2	1 Sept 10-31 Aug 11	Year 2	Primary 2	Grade 1	Year 1
7+	Year 3	1 Sept 09-31 Aug 10	Year 3	Primary 3	Grade 2	Year 2
8+	Year 4	1 Sept 08-31 Aug 09	Year 4	Primary 4	Grade 3	Year 3
9+	Year 5	1 Sept 07-31 Aug 08	Year 5	Primary 5	Grade 4	Year 4
10+	Year 6	1 Sept 06-31 Aug 07	Year 6	Primary 6	Grade 5	Year 5
11+	Year 7	1 Sept 05-31 Aug 06	Year 7	Primary 7	Grade 6	Year 6
12+	Year 8	1 Sept 04-31 Aug 05	Year 8	Secondary 1	Grade 7	Year 7
13+	Year 9	1 Sept 03-31 Aug 04	Year 9	Secondary 2	Grade 8	Year 8
14+	Year 10	1 Sept 02-31 Aug 03	Year 10	Secondary 3	Grade 9	Year 9
15+	Year 11	1 Sept 01-31 Aug 02	Year 11	Secondary 4	Grade 10	Year 10
16+	Year 12	1 Sept 00-31 Aug 01	Year 12	Secondary 5	Grade 11	Year 11
17+	Year 13	1 Sept 99-31 Aug 00	Year 13	Secondary 6	Grade 12	Year 12

For more information, please check our website.

# IB Guidelines

## IB Guidelines for Acceptance

**A\* = 4 Points**

**A = 3 points**

**B = 2 points**

**C = 1 point**

### Option 1: IB Full Diploma Programme

For general acceptance onto the Full Diploma Programme, students must achieve:

- a minimum of 10 points at (I)GCSE, based on the above scale and
- C grade or above in at least 6 subjects, including maths and English and
- A recommendation from their year 11 tutor (or previous school) that they are suitable for the IB Diploma

### OR

- an average score of 1.2 or higher if fewer than 10 (I)GCSEs were taken and
- C grade or above in at least 6 subjects including maths and English and
- A recommendation from their year 11 tutor (or previous school) that they are suitable for the IB Diploma

Once the above general criteria are met, a student must then ascertain that their grades are adequate to support entry to 6 subjects – 3 at Standard Level (SL) and 3 at Higher Level (HL) with the specific criteria as follows:

If a student wishes to continue a subject studied at (I)GCSE, they must have:

- at least a C grade in this subject for Standard Level
- a B grade in this subject for Higher Level

### Exceptions to this are:

#### Group 2 – Language Acquisition

If a student wishes to pursue Language B in Group 2, they must have achieved the following:

IB Language Courses	Minimum GCSE Grade
French, Spanish, Mandarin B SL	C (recommended B)
French, Spanish, Mandarin B HL	B (recommended A)

If a student does not achieve these criteria, they should select an ab initio course in this group.

#### Group 3 – Individual and Societies

Group 3 Courses	Minimum GCSE Math Grade
Economics SL	C
Economics HL	B

# IB Guidelines

## Group 4 – Mathematics

IB Maths Courses	Minimum GCSE Grade
Maths Studies	C
Maths SL	A
Maths HL	A*

Under certain circumstances the mathematics curriculum leader and IB Co-ordinator may agree to allow a student to take a course at a level they have not qualified for.

Students should be aware that it is possible to move to a lower level course in maths after the programme has started, but not to move to a higher level course.

## Group 3 and 6

If a student wishes to take up a subject that they did not do at GCSE, they must meet the general criteria and have the support of the subject teacher. We do not recommend picking up subjects where the student puts themselves at a distinct disadvantage if they have not completed the GCSE whilst others have, however this will be considered in some cases.

Due to GCSE results being released after the IB course has started, candidates' initial course entry will be assessed on their predicted grades. Once GCSE results are available, final course decisions will be made.

\* Please note that all final decisions on the courses that students will be accepted into rest with the IB Co-ordinator, who will seek advice from subject specialists and curriculum leaders when needed.

## Option 2: IB Diploma Course

For general acceptance onto the IB Diploma Course, students must achieve:

- a minimum of 5 points at (I)GCSE, based on the above scale and
- C grade or above in at least 3 subjects, including either Maths or English and
- a recommendation from their Year 11 tutor or Head of Year (or previous school as appropriate)

If a student wishes to continue a subject studied at (I)GCSE, they must have:

- at least a D grade in this subject and
- a recommendation from their Year 11 teacher that further studies in this subject would be beneficial

If a student wishes to take up a subject that they did not do at GCSE, they must meet the general criteria and have the support of relevant subject teacher and the IB Co-ordinator.



# School Fees

## A. Tuition Fees

Year Level	Per Term		Annual Fee	
	GBP plus PESCO	PHP	GBP plus PESCO	PHP
Nursery	GBP 765	PHP 72,700	GBP 2,295	PHP 218,100
Reception – Year 6	GBP 1,530	PHP 144,705	GBP 4,590	PHP 434,115
Year 7 – 9	GBP 1,710	PHP 163,665	GBP 5,130	PHP 490,995
Year 10 – 11	GBP 1,805	PHP 171,775	GBP 5,415	PHP 515,325
Year 12 - 13	GBP 1,995	PHP 189,170	GBP 5,985	PHP 567,510

The Tuition Fees have two currency components – GBP and PHP. Please note that you need to pay **both** the GBP amount and the PHP amount each Term.

## B. Other School Fees

Entrance Fee	PHP 275,000
Application Fee (Nursery to Year 13)	PHP 22,000
Yearbook	PHP 2,000

Any external exam fees will be charged at cost as incurred

## C. Nursery Deposit

Nursery	PHP 64,500
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## D. Capital Development Fee (CDF)

	Per Term	Annual Fee
Reception - Year 13	PHP 37,725	PHP 113,175

## E. Learning Support Fees (LSF)

	Per Term	Annual Fee
Stage 2	PHP 20,000	PHP 60,000
Stage 3	PHP 55,000	PHP 165,000
Stage 4	PHP 95,000	PHP 285,000

# Notes

## 1. Tuition Fees

- Tuition Fees are billed and paid termly. There are three (3) Terms in one school year.
- The School will accept payment of the GBP portion in USD or PHP based on the School exchange rates which include a mark-up to cover conversion costs. Updated School exchange rates can be found on the BSM web site at <http://www.britishschoolmanila.org/admissions/school-fees>.
- The full Tuition Fee is required to be settled, irrespective of the length of time the child will spend in School during any given Term. However, any child admitted after a Half Term break will be billed on a pro-rata basis for the remaining weeks of the Term.

## 2. Entrance Fee

- A non-refundable one-time Entrance Fee per child should be paid once an offer of the place has been confirmed.
- Payment of this Fee guarantees your child a place at the School. The Entrance Fee is charged to all levels, except Nursery, in which case, it becomes payable upon the child's entry into the Reception level.

## 3. Application Fee

- An Application Fee is payable upon submission of Admission requirements.

## 4. Year Book

- Year Book is charged yearly per family.

## 5. Nursery Deposit

- This is equivalent to one-half (½) Term Fee and billed upon acceptance of the child.
- It is refundable when the child withdraws from BSM. However, if the child will not proceed to Nursery, notification of non-attendance should be made to the Admissions office on or before 22 May 2018. Notification after the said date will result in the Deposit not being refunded.
- If the child enters Reception in the succeeding School year, the refundable Nursery Deposit may be applied towards the first Term of attendance in Reception.

## 6. Capital Development Fee (CDF)

(Applicable to Reception to Year 13)

- CDF is paid and billed termly.
- CDF is non-refundable.

## 7. Learning Support Fees (LSF)

- Stage 1 LSF is applicable to students with minimal Learning Support and covered in the Tuition Fee.
- Stages 2, 3, 4 LSF will apply to those students who require incremental level of learning support and are billed and paid termly.  
The overview of LSF is discussed separately in the BSM web site at <http://www.britishschoolmanila.org/school-services/learning-support>.

## 8. Where and How to pay

- Payment should be done to British Education, Inc. either through
  - Cheque payments paid to BSM Finance
  - Over-the counter bank payments or wire transfers to the School's bank accounts with HSBC.
  - Bank details are as follows:

Bank Name : Hongkong and Shanghai Banking Corporation (HSBC)  
Bank Address : HSBC Centre  
3058 5th Avenue  
Bonifacio Global City  
Taguig City, Philippines  
Account No. : PHP 000-102533-070  
GBP 001-027739-131  
USD 001-027739-130  
Swift Code : HSBCPHMM

For GBP payment from your overseas account, you may pay to:

Account Name : The British School Manila, Inc.  
Bank Name : HSBC  
Bank Address : City of London Branch, 60 Queen Victoria Street, London EC4N 4TR  
Account Code : 91729500  
IBAN : GB18MIDL40053091729500  
Sort code : 40-05-30

- When paying directly to the School's bank accounts, please indicate the nature of payment, e.g. Tuition - STUDENT'S NAME. Please provide the School with a copy of the deposit slip or bank advice, where applicable, for prompt credit to the student's account.
- **Any bank charges will be for your account.**

## Notes

### 9. Due Dates

- For existing students, all fees must be paid in FULL by the first day of each Term.

<b>Fees for</b>	<b>Due Dates</b>
Term 1	14 August 2017
Term 2	08 January 2018
Term 3	10 April 2018

- For new students, fees are payable following the due dates indicated in the Statement of Account.

### 10. Late Payments

- Interest at 2% per month will be charged for Fees not received by the Due Date.
- If Fees remain unpaid three weeks after Due Date, a suspension notice will be issued.

### 11. Withdrawal from School

- BSM requires notice in writing if you intend to withdraw your child. Kindly use the "Notice of Withdrawal Form" for this purpose. The website link for this document is : <http://www.britishschoolmanila.org/admissions/school-fees>.

- Deadlines for submission of the Notice of Withdrawal during SY 2017/18:

If you intend to leave before Term 2  
15 November 2017

If you intend to leave before Term 3  
23 February 2018

If you do not intend to enroll in August 2017  
22 May 2018

**Failure to comply with these requirements will entitle the School to payment in full of the Fees for the following Term in respect of each child to be withdrawn.**

- Irrespective of whether or not a company pays the Fees on behalf of a child, *parents* are responsible for ensuring that Fees are paid by the respective due dates and that all other terms and conditions are met.
- Academic records and reports will not be released unless all outstanding Fees including interest, are settled in full.

- In the case of Special Enrolment Deposit (SED), an application for the refund of SED should be submitted to the School's Finance Department after the submission of the "Notice of Withdrawal Form". The amount of the refund will only be released after the clearance procedure has been under taken.



# School Calendar

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Start/End Term

 School Break

 Public Holiday

Pupil School Year Total days - 181

Monday, 13th August 2018 - School Year 2018 - 2019 opens



BSM