

Admissions Guide 2018-2019



Admissions Office

36th Street, University Park, Bonifacio Global City

1634 Taguig, Metro Manila, Philippines

Tel: (632) 860 4800 • Fax: (632) 860 4900

Email: enquiries@britishschoolmanila.org

www.britishschoolmanila.org

Accredited by:



Admission Process

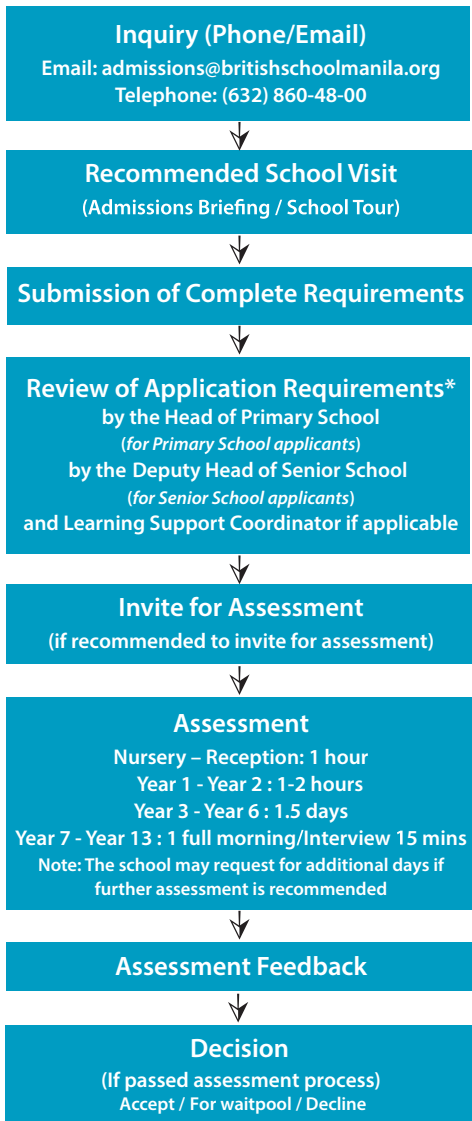
Admissions Requirements

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)
- Parents to request the current school, two recommendations including one from the current headteacher/principal and one from the class teacher/form tutor. (see attached form)
- 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 2018-2019

| Age | British School Year Levels | Age Ranges | England and Wales | Scotland | Equivalence in other systems | |
|-----|-------------------------------|---------------------|----------------------|-------------|------------------------------|--------------|
| | | | | | USA | Australia |
| 3+ | Nursery | 1 Sept 14-31 Aug 15 | Nursery | Pre-School | Pre-School | - |
| 4+ | Reception | 1 Sept 13-31 Aug 14 | Reception | Nursery | Nursery | Pre-School |
| 5+ | Year 1 | 1 Sept 12-31 Aug 13 | Year 1 | Primary 1 | Kindergarten | Kindergarten |
| 6+ | Year 2 | 1 Sept 11-31 Aug 12 | Year 2 | Primary 2 | Grade 1 | Year 1 |
| 7+ | Year 3 | 1 Sept 10-31 Aug 11 | Year 3 | Primary 3 | Grade 2 | Year 2 |
| 8+ | Year 4 | 1 Sept 09-31 Aug 10 | Year 4 | Primary 4 | Grade 3 | Year 3 |
| 9+ | Year 5 | 1 Sept 08-31 Aug 09 | Year 5 | Primary 5 | Grade 4 | Year 4 |
| 10+ | Year 6 | 1 Sept 07-31 Aug 08 | Year 6 | Primary 6 | Grade 5 | Year 5 |
| 11+ | Year 7 | 1 Sept 06-31 Aug 07 | Year 7 | Primary 7 | Grade 6 | Year 6 |
| 12+ | Year 8 | 1 Sept 05-31 Aug 06 | Year 8 | Secondary 1 | Grade 7 | Year 7 |
| 13+ | Year 9 | 1 Sept 04-31 Aug 05 | Year 9 | Secondary 2 | Grade 8 | Year 8 |
| 14+ | Year 10 | 1 Sept 03-31 Aug 04 | Year 10 | Secondary 3 | Grade 9 | Year 9 |
| 15+ | Year 11 | 1 Sept 02-31 Aug 03 | Year 11 | Secondary 4 | Grade 10 | Year 10 |
| 16+ | Year 12 | 1 Sept 01-31 Aug 02 | Year 12 | Secondary 5 | Grade 11 | Year 11 |
| 17+ | Year 13 | 1 Sept 00-31 Aug 01 | 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 | PHP | GBP plus PESCO | PHP plus PESCO |
| Nursery | GBP 800 | PHP 76,200 | GBP 2,400 | PHP 228,600 |
| Reception – Year 6 | GBP 1,605 | PHP 151,580 | GBP 4,815 | PHP 454,740 |
| Year 7 – 9 | GBP 1,790 | PHP 171,520 | GBP 5,370 | PHP 514,560 |
| Year 10 – 11 | GBP 1,890 | PHP 179,930 | GBP 5,670 | PHP 539,790 |
| Year 12 - 13 | GBP 2,090 | PHP 198,155 | GBP 6,270 | PHP 594,465 |

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 310,000 |
| Application Fee (Nursery to Year 13) | PHP 22,000 |
| Yearbook | PHP 2,000 |

Any external exam fees will be charged at cost as incurred

*Existing families will pay PHP275,000

C. Nursery Deposit

| | |
|---------|------------|
| Nursery | PHP 67,500 |
|---------|------------|

D. Capital Development Fee (CDF)

| | Per Term | Annual Fee |
|---------------------|------------|-------------|
| Reception - Year 13 | PHP 39,520 | PHP 118,560 |

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 28 May 2019. 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
 - Cash/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 Number : 40144525
IBAN : GB70HBUK40116040144525
Sort code : 40-11-60
BIC : HBUKGB4194R

- 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.

| Fees for | Due Dates |
|-----------------|------------------|
| Term 1 | 13 August 2018 |
| Term 2 | 07 January 2019 |
| Term 3 | 22 April 2019 |

- 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 2018/19:

If you intend to leave before Term 2
14 November 2018

If you intend to leave before Term 3
04 March 2019

If you do not intend to enroll in August 2019
28 May 2019

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 |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 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 |

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 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 |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| 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 | | | | |

| 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 |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 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/School Holidays

Pupil School Year Total days - 182

Monday, 19th August 2019 - School Year 2019 - 2020 opens



BSM