



British School
Quito
an Orbital Education School

All our policies are developed to ensure our values are at the centre of all we do, as we work in the best interests of our pupils to ensure the best outcomes for them. All policies can be updated out with the set review cycle if advice, guidance, or new learning require it.

Excellence
Excellencia

Respect
Respeto

Responsibility
Responsabilidad

Integrity
Integridad

Compassion
Compasión

We live and learn together:

1. with **respect** and **care** for each other
2. with a **happy** and **welcoming** attitude to everyone
3. with an **active** and **determined** approach to our ambition

Admissions Policy

Adopted: Monday, 02 September 2024

Review cycle: 2 Year review cycle.

Next review: Wednesday, 02 September 2026

Policy Lead: Principal.

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The British School Quito is a non-selective, comprehensive, British curriculum international school that caters for boys and girls from ages 3-18. The school is structured as follows:

- Nursery
- Primary
- Secondary
- Sixth Form

We would always encourage parents to plan for children to enter the school at the start of the academic year but we are very happy to welcome applications at any time with four exceptions based on the proximity of terminal or internal exams:

- No students will be admitted into Year 13
- No students will be admitted into Year 12 after December of that year
- No students will be admitted into Year 11 after the completion of the first partial
- If students are joining from a school with a different calendar year (eg Australia) then please discuss with the admissions officer at the point of enquiry.

We are mindful that our new families may well be in the process of relocating and therefore The British School admissions process is designed to be as simple as possible.

The Application Process

First Visit.

Where possible we encourage families to visit The British School Quito before making your decision. It is important that the school parents choose for their children has the right ethos, curriculum and environment. In order to request a visit date and time families should contact the admissions officer at admissions@britishschoolquito.edu.ec At this point we will:

- Arrange a tour of the school
- Discuss any specific educational or extra-curricular needs the student may have
- Answer your questions regarding school life
- Meet a member of the school counselling team
- Meet with a member of the Senior Leadership Team
- Provide you with information and documentation regarding the next steps

Applying.

When the decision has been made to apply for a place at BSQ the following documents must be provided

- A completed registration form
- Two passport photographs of
 - Each child
 - The parents
- An original copy of the parents’ passports or Ecuadorian Cedula for copying
- The student’s medical insurance card (if applicable)
- A reference from the previous school Principal (if not in Nursery)
- The two most recent school reports (if not in Nursery)
- The student’s immunisation record
- A Financial Declaration

Assessment and Interview.

Once the required forms have been received the admissions officer will arrange for an assessment test to be taken by the student/s. We test all applying students to assess cognitive ability and to ensure that the student will be able to meet their full potential at BSQ. We will also use this test to establish the level of English the students has mastered and whether or not extra support might be required.

At BSQ the assessments are part of the GL Assessment package of international tests and more information regarding these tests can be found at <https://www.gl-education.com/assessments> Students will be tested according to their age as follows:

YEAR	STUDENT EVALUATION
FS1 (Nursery):	Internal evaluation by Psychologist, Teacher and Head of Early Years
FS2 (Reception):	Internal evaluation by Psychologist and Head of Early Years
Year 1:	Internal evaluation by Psychologist and Head of Primary
Year 2:	GL Assessment CAT 4
Year 3 upwards:	GL Assessment CAT 4
Year 5 upwards:	GL Assessment Cat 4

(Where a student is overseas and not able to attend the assessment and interview, the admissions department will arrange to work with the current school to administer the BSQ assessments in situ. In addition a Skype interview will be arranged with the relevant BSQ Head of School.)

On the same day two meetings will take place.

- With either the Head of Primary or the Head of Secondary, depending on which phase the student/s are entering, and the admissions officer. Also attending this interview will be one of the school counsellors.
- With the Principal and the admissions officer

Outcomes.

The student will be offered a place at BSQ assuming that the following criteria have been met:

- There is a space in the appropriate year group
- There are no serious concerns regarding the student’s behaviour in a previous institution
- There are no serious concerns regarding the student’s ability to access the learning in the school (eg English language, or specific needs that would require specialist provision)
- There are no serious concerns regarding the outcomes from the GL or baseline testing

It is also possible that in some circumstances a place may be offered on the proviso that the family arrange for some additional tutoring to enable the student/s to access the curriculum effectively (for example additional English tuition)

Final stages.

Once the application has been accepted and the starting date agreed, the New Student Protocol will begin. This process is designed to ensure that everything is ready for the students to begin life at BSQ with confidence and includes identifying a buddy, allocating a locker (for secondary students) and making sure that all the resources provided by the school are in place. As a rule students will be allocated to a year group as follows:

British school system level	British school system stage	British school year group	Age of the students	Equivalence to the Ecuadorian system	Equivalence to the North American system
Pre-School	Foundation stage	Nursery	3-4 years old	Inicial 1	Nursery
Pre-School	Foundation stage	Reception	4 to 5 years old	Inicial 2	Pre-K
Primary	Key Stage 1	Year 1	5 to 6 years old	1° de básica	Kindergarten
Primary	Key Stage 1	Year 2	6 to 7 years old	2° de básica	1st. grade
Primary	Key Stage 2	Year 3	7 to 8 years old	3° de básica	2nd grade
Primary	Key Stage 2	Year 4	8 to 9 years old	4° de básica	3rd. grade
Primary	Key Stage 2	Year 5	9 to 10 years old	5° de básica	4th. grade
Primary	Key Stage 2	Year 6	10 to 11 years old	6° de básica	5th. grade
Secondary	Key Stage 3	Year 7	11 to 12 years old	7° de básica	6th. grade
Secondary	Key Stage 3	Year 8	12 to 13 years old	8° de básica	7th. grade
Secondary	Key Stage 3	Year 9	13 to 14 years old	9° de básica	8th. grade
Secondary	Key Stage 4	Year 10	14 to 15 years old	10° de básica	9th. grade
Secondary	Key Stage 4	Year 11	15 to 16 years old	1° de bachillerato	10th. grade
Secondary	Key Stage 5	Year 12	16 to 17 years old	2° de bachillerato	11th. grade
Secondary	Key Stage 5	Year 13	17 to 18 years old	3° de bachillerato	12th. grade

Review. One month after the student has started at BSQ a meeting will be arranged by the admissions officer to ensure that parents, carers and student/s are happy with the provision.