



4. Admissions Policy

Executive Principal	
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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 cultures; this is reflected in

the values 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 campus 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

To make every pupil's admissions process run as smoothly as possible.

- To ensure that there is no unfair discrimination in the admission of learners.
- To ensure that administrative procedures for the Admissions Office are clearly defined.
- 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 2.8 to 18** at BIST, 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 2.8 - 5** and **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**.

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 stage¹.

Children will be admitted into the year group aligned to their date of birth. Exceptions may not be made solely on the basis of ability or birth close to the cut-off date². However, discretion will be allowed in the case of obvious anomalies involving children coming from a different system, a different school year or a personalised learning need e.g. SEN or G&T.

Admissions Assessments and Placement

Admission into the British International School of Tunis (BIST) is subject to age-appropriate assessments and/or interviews, regardless of the educational system from

¹ Specific requirements apply to Year 10 admissions onwards

² See Appendix B - Date of birth and Year group placement 23 - 24

which the applicant originates. The school aims to ensure that each child is placed in the year group and learning environment that best supports their academic, social, and emotional development.

- For **Primary School** applicants (Pre-Nursery to Year 6), children are typically invited to attend a **trial day**. During this visit, they participate in classroom activities while staff observe their language proficiency, social interaction, and developmental stage. Additional informal assessments may be conducted if needed.
- For **Secondary School** applicants (Year 7 to Year 13), all prospective students are required to sit the **Cognitive Abilities Test (CAT4)**. This diagnostic tool provides a detailed profile of a student's reasoning abilities in verbal, non-verbal, quantitative, and spatial domains. Results are used to support appropriate placement and to ensure the student can access the curriculum effectively. An interview with a member of the academic leadership team may also be part of the admissions process.

Please note that the final decision regarding a student's admission and year group placement remains at the discretion of the **Executive Principal**, taking into consideration assessment results, previous school reports, availability of places, and overall suitability for the BIST learning environment.

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

While striving to accommodate personalised learning needs, our teaching staff always uphold our school's common values, as expressed by our values, Britus Educational Skills and mission statement, making it their priority to meet each pupil's needs and expand their potential.

Admission to primary and secondary campuses is subject to³:

- 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 (minimum of last two years.)
- A successful trial and informal assessment for EYFS and Primary.

³ Further criterias apply to Early Years and Foundations Stages and Sixth Form applications

- Face-to-face interview with the Admissions Lead.
- The school's ability to meet the applicant's needs.
- The availability of a place and the class needs.
- Delivery of all required documents and information following the signed agreement and acceptance offer.
- Parents and/or carers' acceptance and settlement of the School Fees following receipt of the acceptance offer.

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 team.
- Ensure an acceptable gender balance is maintained within each class.
- Ensure that the demands of children with English as an Additional Language or SEN (including G&T) can be supported appropriately.
- Facilitate class sizes that are advantageous to the academic, emotional and social development of all pupils.

Admission priority in case of over-subscription

1. Sibling of existing pupils.
2. Children who have been educated in an English curriculum school.
3. Children with English as a first language.
4. Children of overseas families.
5. Children with more numbers of siblings

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

The school aims to maintain average class sizes between **twenty** and **twenty-four** 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 had a successful trial/assessment, 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 Lead, in close collaboration and consultation with the Executive Principal.

Anyone considering applying to join our school is warmly invited to contact the Admissions Lead to make an appointment to visit the school, each visit will be led by the Admissions Lead.

To begin 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/1nL4BK9VFgmJmloKPlcttXQpchwUilbDNmVeb1k8ax-Q/edit)

<https://docs.google.com/forms/d/1nL4BK9VFgmJmloKPlcttXQpchwUilbDNmVeb1k8ax-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 an 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 Lead and verify their availability.

While an appointment should be made by telephoning the school in advance to ensure that the Admissions Lead is available, all Parents or Guardians are welcome should the Admission Lead be available.

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

Parents or Guardians are contacted on the same date, sometimes takes 24 hours to reply depending on the workload, while engaging the contact procedure in place.

Information Package

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

- Introducing the school with a detailed school overview.
- 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 the informational package to enable further understanding of the school's provisions and requirements.

This informational package includes:

- BIST Curriculum overviews.
- BIST Year Group Parent Booklets.
- BIST School Calendar.
- BIST Flyer and Invite to Social Media groups.
- BIST School Prospectus.
- BIST required the Admission documents list.
- BIST Schedule of Fees.

Other documents may be shared upon 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 the appropriate SLTs and check availability to ensure they join the meeting at some point to introduce themselves.
- Meet family at the appropriate campus.

- Answer questions.
- Offer refreshments.
- Share School life overview.
- Clarify the admissions process and applicable fees.
- Tour the campus with the Admissions Lead.
- Schedule date for assessment/trial day.
- Schedule trial days for an appropriate day with the class teacher and inform the SLT and Executive Principal when confirmed.
- Inform appropriate SLT and Executive Principal and academic team as required 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.

Assessments are carried out in school, with the possibility of being conducted online for pupils outside Tunisia, under the supervision and guidance of an appropriate class teacher or Admissions Lead in case of holidays.

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. Reports should include both internal and external assessments to ensure BIST can offer any required support.
2. Assist each 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.
4. Following assessment completion, reports and feedback are generated on the same date and sent to the appropriate SLTs and Executive Principal and appropriate educational staff member(s) for examination.
5. Following assessment completion, an email is sent to the Parents or Guardians thanking them for coming and notifying them to expect a response in the next few days.
6. Upon receipt of the returns of the appropriate School Principal, the Admission Lead 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 period of **48 hours**. Some applications may take more time to process should any concerns regarding the applicant's needs arise.

The Parents or Guardians are invited for an interview with the Admissions Lead and an SLT member. It is beneficial if both parents can attend this meeting.

The purpose of this meeting is to ensure that parents understand our values and the curriculum we offer. We will share feedback relative to their child's assessment and if specific accommodations are required.

Primary

At BIST, 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.

All applicants are warmly invited to attend a trial day at school. This allows children to experience life at BIST first hand.

Trial Days will take place within a classroom environment in company of the appropriate class teacher. Classroom teachers will be consulted to agree on an appropriate day for this.

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

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

Any applications processed during the summer break will be examined first hand by the Admissions Lead and EP to ensure 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 3

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, including any inter-agency external reports.
- The applicant's CAT4 entry assessment report.

The test that we administer at BIST is the Cognitive Abilities Test (CAT4,) a diagnostic assessment that helps our teaching staff to understand the pupil's current and projected level. Pupils sit a tailored assessment according to the age and the year group that they will be entering. Prior preparation is not required, 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 for the purpose of planning accordingly.

At the BIST, 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 report⁴ 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

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 where relevant) and any useful information relevant to their academic development and/or needs.

Through the generated CAT-4 report and the applicant's previous school reports, applications are reviewed by the appropriate member of SLT and relevant educational colleagues.

1. Should the CAT-4 results, previous school records and eventually the pupil's attitude during assessment be deemed **extremely worrying**, the Executive 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 Admissions Lead can initiate the

⁴ 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

acceptance with a **conditional offer** 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.

3. Should the CAT-4 results be deemed **satisfactory**, the admission process shall progress. In the event where the Admissions Lead and SLTs requires the performance of further testing, it should be conducted following the settlement of all applicable school fees.
4. Should the CAT-4 results be deemed **above or well-above**, 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. The school will then accommodate, where possible the G&T needs as part of the personalised learning plan.

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)

AS above, with the following additions:

As 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.

- Pupils in Years 10 and 11 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 a member of Secondary SLT and Admissions Lead .
- 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 SLT 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 Sixth Form can be terminated if:

- There is evidence of issues the school can't accommodate.
- Misleading or fraudulent information was intentionally shared.
- Failure to respond to an offer within a reasonable time.

Offering a place

In all cases, the Executive 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/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 a period of 7 days.

If there are no places available at the time of enrolment, the applicant will be assessed and may be placed onto the school's waiting list until a place 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 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) Including G&T

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, G&T need and/or disability has been declared, the appropriate School Principal and SENDCo 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/G&T 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 needs. 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 community. 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 Admissions Office.)
- Signed swimming permission form for all primary pupils (provided by the Admissions Office.)
- Signed Acceptance offer (provided by the Admissions 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 sized 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 Admissions Office and the registration fee is paid.

If there are spaces within the class applied for, pupils will be invited to attend a Trial Day or assessment at school. This will take place on a school day.

When the Executive Principal is confident that the curriculum we offer is appropriate for the pupil, they will make a formal offer. This is on the understanding that the pupil will benefit from the education that BIST 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

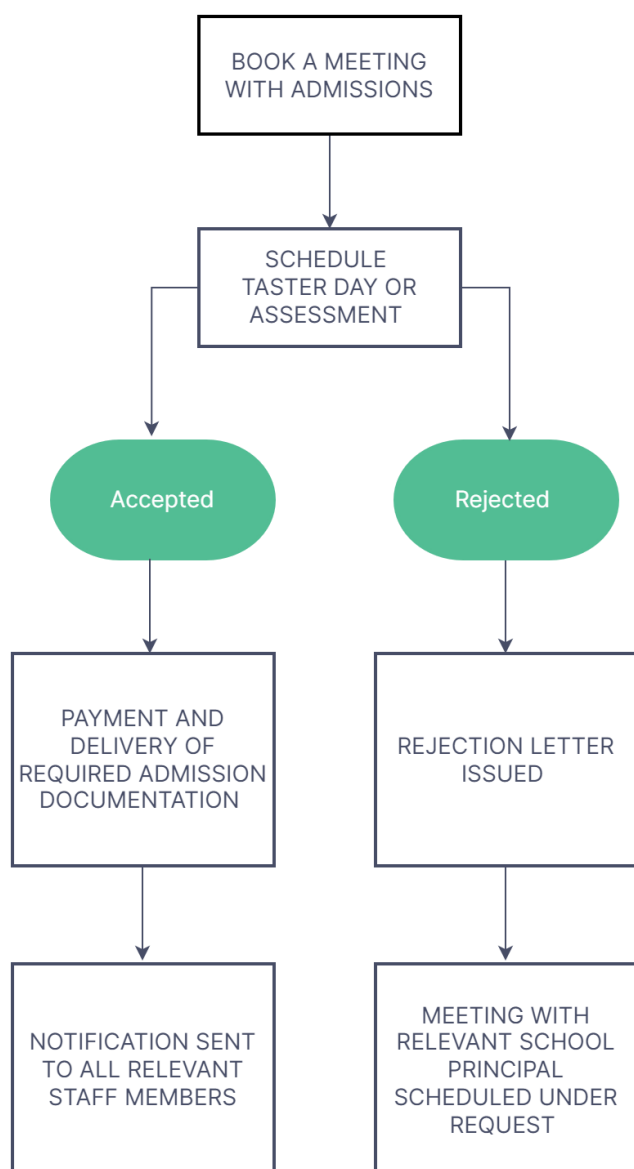
for ELDP (English Language Development Programme) organised by the school for which there may be an additional charge.

The Admissions Lead must notify the Finance Team, upon acceptance of any new pupil(s), in turn they will automatically generate an invoice and payment plan, requesting the family to settle all applicable school fees.

Parents are asked to pay a non-refundable enrollment fee 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.

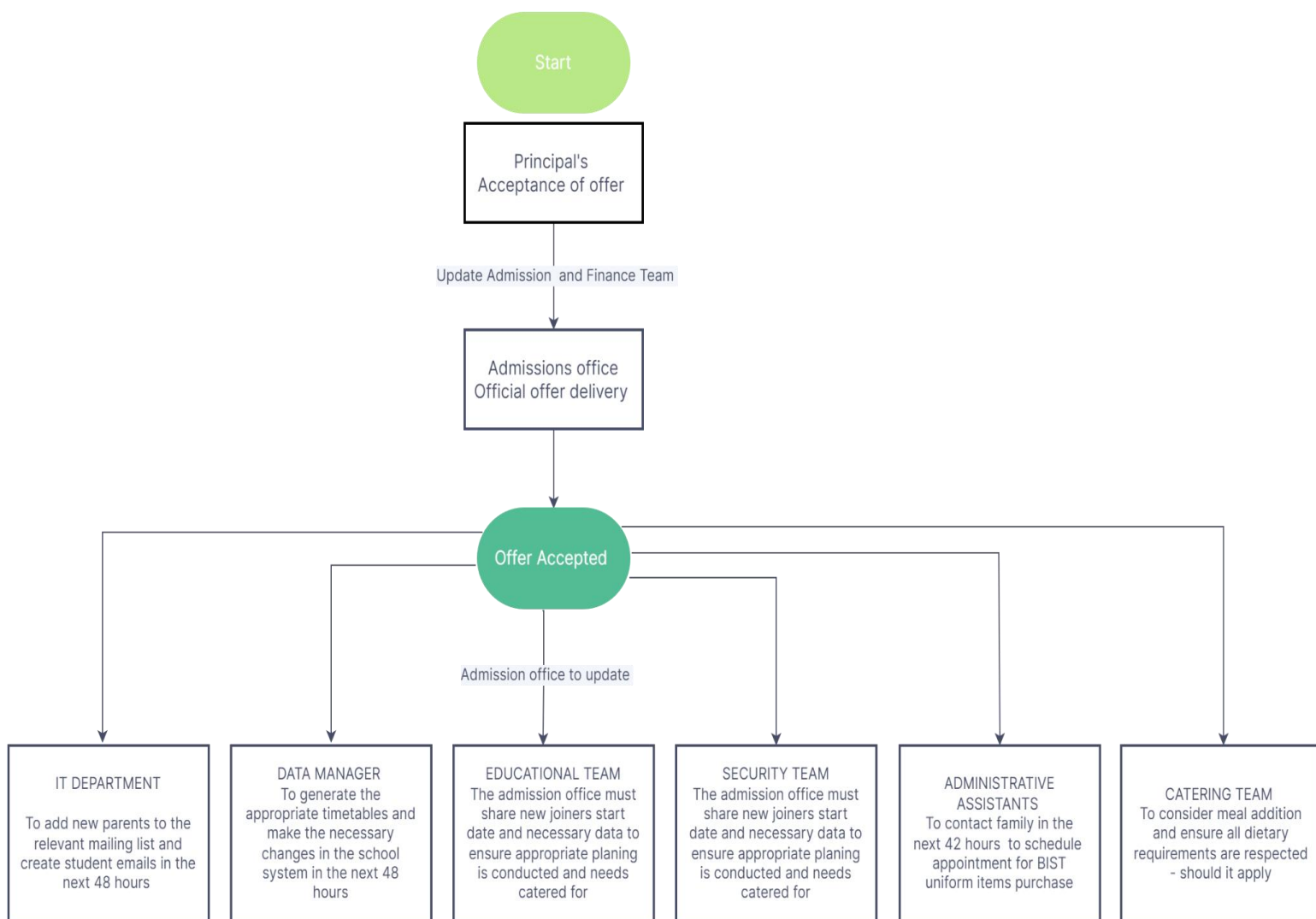
Upon receipt of payment the Finance Team must inform all relevant staff members to ensure any newcomer's start date is in line with school fees payment. An enrollment fee per pupil must be paid within one to two weeks of an invoice being issued. Tuition fees must be paid by the due date. Once financial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

Q CONTACT 1 OF 3 WAYS



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 Lead must notify the appropriate SLT and Executive Principal and any relevant educational staff members of any newcomers by sharing all relevant data and information gathered upon admission to ensure appropriate planning will be conducted. Additional sensitive information such as personal characteristics, behaviour, education data and medical information must also be shared with those deemed necessary, this should be done at least 48 hours before a pupil enters school. Class teachers will receive all necessary supporting documentation (GL reports, previous school reports, allergy information, dietary requirements, permission for photos/videos/swimming and any other relevant information).
- The Admissions Lead 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, update iSAMS, create badges for parents and any persons authorised by Parents/Guardians to pick up the pupil on a regular basis.
- The Admissions Team must notify the relevant members of the academic team to generate the appropriate timetable and academic documentation.

- The Admissions Team must notify the Security Team by sharing any required details.
- The Admissions Team must notify the relevant Front Office in order for them to contact parents and schedule an appointment relative to the purchase of their child's uniform.
- The Admissions Team must notify the Purchasing Officer 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 Executive Principal's decision to withdraw a pupil at any point of his/her educational development.

The Executive Principal may request the permanent exclusion of a pupil as set out in the BIST'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 will be given. Upon a term's notice by the Executive 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 Lead can issue leaving certificates and share pupils' previous school reports upon request.

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

Appendix 1 - Class Placement

Age	British	French	American	Tunisian
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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 st Grade	2
7 - 8	Year 3	Key Stage 2	CE1	2 nd Grade	3
8 - 9	Year 4		CE2	3 rd Grade	4
9 - 10	Year 5		CM1	4 th Grade	5
10 - 11	Year 6		CM2	5 th Grade	6
11 - 12	Year 7	Key Stage 3	6eme	6 th Grade	7
12 - 13	Year 8		5eme	7 th Grade	8
13 - 14	Year 9		4eme	8 th Grade	9
14 - 15	Year 10	Key Stage 4	3eme	9 th Grade	Lycée 1
15 - 16	Year 11		Seconde	10 th Grade	Lycée 2
16 - 17	Year 12	Lower Sixth	Première	11 th Grade	Lycée 3
17 - 18	Year 13	Upper Sixth	Terminale	12 th Grade	Lycée 4 (Bac)

Appendix 2: -Date of Birth and Year Group placement 2025 - 2026

The British International School follows the UK age-based year group system. Pupils are placed in year groups according to their date of birth, in line with best practices in British

international education. Please refer to the table below for age eligibility for each year group in the 2025–2026 academic year:

Phase of Education	Date of Birth Range		Year Group
	From	To	
Early years Foundation Stage	01/09/2021	31/08/2022	Pre-Nursery
Early years Foundation Stage	01/09/2020	31/08/2021	Nursery
Early years Foundation Stage	01/09/2019	31/08/2020	Reception
Primary	01/09/2018	31/08/2019	Year 1
Primary	01/09/2017	31/08/2018	Year 2
Primary	01/09/2016	31/08/2017	Year 3

Primary	01/09/2015	31/08/2016	Year 4
Primary	01/09/2014	31/08/2015	Year 5
Primary	01/09/2013	31/08/2014	Year 6
Secondary	01/09/2012	31/08/2013	Year 7
Secondary	01/09/2011	31/08/2012	Year 8
Secondary	01/09/2010	31/08/2011	Year 9
Secondary	01/09/ 2009	31/08/2010	Year 10
Secondary	01/09/2008	31/08/2009	Year 11
Sixth Form	01/09/2007	31/08/2008	Year 12
Sixth Form	01/09/ 2006	31/08/2007	Year 13

Note: The school reserves the right to assess the appropriate year group for a child based on their academic background, English language proficiency, and social/emotional readiness, particularly in cases of transfers from different educational systems.

Appendix 3 – BIST Acceptance Form

British International School of Tunis
Academic Year 2025–2026

Pupil Information

- Full Name of Child: _____
- Date of Birth: _____
- Nationality: _____
- Proposed Year Group: _____
- Start Date: _____

Parent/Guardian Information

- Parent/Guardian 1 Full Name: _____
- Relationship to Child: _____
- Email Address: _____
- Phone Number: _____
- Parent/Guardian 2 Full Name (if applicable): _____
- Relationship to Child: _____

- **Email Address:** _____
- **Phone Number:** _____

Acceptance Confirmation

I/We accept the offer of a place at the British International School of Tunis for the above-named child. I/We confirm that:

- I/We have read and understood the Parent Agreement form, including the year group placement criteria and assessment process.
- I/We agree to support the values and expectations of BIST and ensure regular attendance and punctuality.
- I/We will comply with all policies and procedures as outlined by the school, including but not limited to:
 - **Code of Conduct**
 - **Fee Schedule & Payment Policy**
 - **Behaviour and Safeguarding Policies**
- I/We understand that the final placement decision is at the discretion of the Executive Principal.
- I/We agree to provide all required documentation (e.g., school reports, medical records, identity documents) before the start date.
- I/We understand that additional costs may apply for EAL (English as an Additional Language) or SEN (Special Educational Needs) support, if deemed necessary by the school.

Signatures

Parent/Guardian 1 Signature: _____ **Date:** _____

Parent/Guardian 2 Signature (if applicable): _____ **Date:** _____

School _____ **Representative** _____ **Name:** _____
Position: _____
Signature: _____ **Date:** _____