

THE BRITISH SCHOOL OF AMSTERDAM CONDITIONS OF ENROLMENT

Updated on 15 December 2017.

Please note that 5. *Registration Fee and Deposit* has changed. The Registration Fee will not be deducted from the School Fees and will not be refunded for any application received by the School on or after 1 February 2018.

1. Introduction

The British School of Amsterdam offers a British style education that broadly follows the National Curriculum for schools in England from Nursery to Year 13 (ages 3 to 18). The School offers GCSEs, AS and A-Levels. The School is independent and accredited by the UK Government as a British School Overseas (BSO). The School is a member of the Council of British International Schools (COBIS) and is inspected every three years. The school is a not for profit Foundation (Stichting) with a Supervisory Board consisting of parent and non-parent members.

2. Terms used in the Conditions of Enrolment

'The School' Stichting The British School of Amsterdam
 Anthonie van Dijkstraat 1, 1077 ME, Amsterdam
 Registered at the Chamber of Commerce Amsterdam: 40530919

The School is divided in to four sections:

The Early Years School (for children aged 3 to 5 years old)
Anthonie van Dijkstraat 1, 1077 ME, Amsterdam

The Infant School (for children aged 5 to 7 years old)
Jan van Eijckstraat 21, 1077 LG, Amsterdam

The Junior School (for children aged 7 to 11 years old)
The Senior School (for children aged 11 to 18)
Fred. Roeskestraat 94A, 1076 ED, Amsterdam

'Academic Year' The Academic Year 2017-18 for the children commences on 5th September 2017
 and the last day is 13th July 2018.

'Term' The Academic Year is divided into three terms, Autumn, Spring and Summer:
 Autumn Term runs from 5th September to 15th December 2017
 Spring Term runs from 8th January to 23rd March 2018
 Summer Term runs from 9th April to 13th July 2018
 There are holiday breaks between each term.

All dates in this document are inclusive.

'Half-Term' This is the period of time from the start of a term to the last school day before the
 Half-Term Break commences or from the first school day after a Half-Term Break to
 the end of term.

3. Year groups

3.1 Nursery

Children can enter the Nursery from the beginning of the Term that they become 3 years old, for example, a child turning 3 years old on 5 February can start Nursery at the beginning of the Spring Term.

3.1 Reception, Infant School, Junior School and Senior School

The Year Group that a child applicant would start is determined by their age on the 1st September. For example a child who is 8 years old on 1st September would join Year 4.

Early Years School	
Age on 1st September	Year group
3	Nursery
4	Reception

Infant School	
Age on 1st September	Year group
5	Year 1
6	Year 2

Junior School	
Age on 1st September	Year group
7	Year 3
8	Year 4
9	Year 5
10	Year 6

Senior School	
Age on 1st September	Year group
11	Year 7
12	Year 8
13	Year 9
14	Year 10
15	Year 11
16	Year 12
17	Year 13

4. Admission into the School

The School reserves the right to refuse admission if:

- the child applicant is not toilet trained or
- it determines that the child applicant would not benefit educationally from attending the School, or
- if the special educational needs required by the child applicant cannot be supported by the School, or
- if the Administration Fee of €250 (implemented as from 15 March 2017), Deposit of €1,500 and initial fee payments are not made in advance, or
- for any other reason that the School considers relevant.

5. Registration Fee and Deposit

As from 15 March 2017 a Registration Fee of €250 is required at the start of the admissions process. A separate Registration Fee is required for each child applying to join the School. As from 1 February 2018 there will be a change to the way the Registration Fee is administered (see below).

Up until 31 January 2018

If an application form is received by the School on or before 31 January 2018, the Registration Fee will be deducted from the School Fees if the child applicant is enrolled into the School. If a place cannot be offered it will also be refunded. It will not be refunded under any other circumstance.

From 1 February 2018

If an application form is received by the School on or after 1 February 2018 the Registration Fee becomes a one-off payment that is non-refundable and is not deducted from the School Fees.

An application will only be processed once the School has received the following:

- A completed application form submitted online
- A passport size photograph of the child
- A copy of the child's birth/adoption certificate
- A copy of proof of identity for the parents

- e. A copy of proof of address, for example a utility bill
- f. If applicable, any statements for special educational needs, or reports from educational professionals such as speech therapists or psychologists
- g. The Registration Fee of €250 has been paid
- h. A confidential reference from the child's current school (see below)

The School will request a confidential reference from the child's current school (only for applications for entry into the Infant, Junior or Senior schools) or a Parent Reference for a child applying to join Reception. A reference is not required for those applying to join Nursery.

Once the application has been reviewed by the relevant head of school and the Principal the Admissions Department will send an invoice for €1,500 as a Deposit.

A child will only be placed on the waiting list once the School has received the Deposit. The Deposit is refunded when the child leaves the School, providing that all other fees and charges due to the School have been paid. The Deposit will be returned if the application is withdrawn within the correct notice period (see section 12). Late notice of withdrawal of an application will result in the Deposit being retained.

If the Deposit is not paid within 30 days of the invoice being sent then it will be deemed that the application can be cancelled and the School will retain the Registration Fee.

6. Allocation of places

When a place has been offered, the parents have three working days to upload a scanned copy of the acceptance letter that needs to be signed by a parent. If, after three working days, the School has not received a signed copy of the acceptance letter, the application will be cancelled and the Deposit and Registration Fee retained.

7. School Fees for 2017-18

The School endeavours to publish the School Fees by 1 March every year. For 2017-18 the School Fees are as follows:

7.1 Nursery Fees for 2017-18

Nursery Fees	5 Sessions	€5,970
	6 Sessions	€7,164
	7 Sessions	€8,358
	8 Sessions	€9,552
	9 Sessions	€10,746
	10 Sessions	€11,940

With the increased provision in the Nursery, it was decided in 2015 by the Supervisory Board to increase the existing fee structure at a faster rate than the other year groups so as to bring it more in line with the rest of the School. The increases will take place over a three-year period until 2019-2020. As a guide, the full fee for 2018-2019 will be approximately €13,800 and for 2019-20 approximately €16,000.

7.2 Fees for Reception, Infant School, Junior School and Senior School for 2017-18

Early Years School (Reception)	€14,940
Infant School (Years 1 and 2)	€15,240
Junior School (Years 3 to 6)	€15,420
Senior School (Years 7 to 13)	€16,320

7.3 Invoicing

If a child commences School before a Half-Term then a full Term's Fees are payable (one-third of the full fees). If the child enters after the Half-Term Break then half of the Term's Fees are payable (one-sixth of the full fees). This amount must be paid before the child can start.

8. Responsibility of payment of School Fees

The responsibility of paying for the School Fees is the parent whose name first appears on the signed version of the acceptance letter.

9. Options to pay for 2017-18

9.1 Yearly payment plan

Fees for the entire Academic Year should be paid by 27 July 2017. For School Fees supported by an employer or organisation we can only accept a yearly payment.

9.2 Termly payment plan

School Fees which are not supported by an employer or organisation can be paid for on a termly payment plan. Payments must be made in three equal parts. The payment dates are as follows:

Term	Due date
Autumn Term (first term)	27 July 2017
Spring Term (second term)	27 December 2017
Summer Term (third term)	27 April 2018

For a child starting after 5 September 2017, an advance payment of one term must be paid before the child can start school.

9.3 Monthly payment plan

School Fees which are not supported by an employer or organisation can be paid on a monthly payment plan, provided the following due dates are observed. An advance payment of three months (25% of the full fees) must be paid before 27 July 2017. For children starting after 5 September 2017 the advance payment of three months must be made before they can start school.

27 July 2017	Three months advance payment (25% of year's fees)
27 September 2017 to 27 May 2018	Nine monthly payments (equal to one twelfth of the year's fees)

10. Late payment of fees

The School must conduct its financial affairs in a correct and business-like manner. If payment of fees and other charges fall into arrears, the School will follow the procedure laid out below.

After due date	Procedure
Four days after	An email reminder
Two weeks after due date	Second email reminder. Interest may be charged at the School's authorised overdraft rate + 1.5%
Four weeks after due date	Third email reminder. Interest may be charged at the School's authorised overdraft rate + 1.5%
Six weeks after due date	The debt may be passed to lawyer or collection agency. Any charges plus interest to be met by debtor

No school records or report will be issued until all fees and other charges have been satisfactorily settled.

11. Notification of leaving the School – children currently in School

For children enrolled in the school, a full Half-Term's notice of leaving must be given using a [Notification of Leaving Form](#) which must then be emailed to admissions@britams.nl. From September 2017 a full term's notice of not returning for the following academic year will be required. The final date for parents to inform the School that their child(ren) are not returning the following Academic Year is 23 March 2018.

Fees are payable up to the end of the Half Term in which the child leaves the School irrespective of which date during the Half Term a child leaves. Any unused balance of fees paid, together with the Deposit will be returned in full, provided the correct notification of leaving is given and provided all invoice amounts have been paid in full. No refund will be made in respect to bus, lunch, school trips or additional support. Failure to notify the School according to the table below will result in the Deposit being retained.

Leaving on	For the Registration Deposit to be returned notification must have been received by
20 October 2017	12 July 2017
15 December 2017	20 October 2017
9 February 2018	15 December 2017
23 March 2018	9 February 2018
Leaving in the Summer Term or not returning in September 2018 one Term's notice is required	23 March 2018

Refunds will be calculated at the rate of one-sixth of the School Fees for the entire academic year for each half-term to be refunded, irrespective of the number of weeks in the half-term. If this information is not received within 30 days then the School reserves the right to retain the amount owed. The School aims to have all refunds made within 30 days after the child has left the School.

12. Cancelling a place before the start date

When a place has been offered and accepted and the parents decide to withdraw the offer, the same period of notice applies as above. For all cancellations notification must be received as an email sent to admissions@britams.nl.

Joining	For the Deposit to be returned notification of withdrawal must be received by
5 June 2017	7 April 2017
5 September 2017	25 May 2017

30 October 2017	12 July 2017
8 January 2018	20 October 2017
19 February 2018	15 December 2017
9 April 2018	9 February 2018
5 September 2018	23 March 2018

13. School Trips (Field Trips and Residential Camps)

All school trips that are part of the curriculum are paid within the School Fees, this includes, annual camps, visits to museums, etc. Other optional trips, such as the Duke of Edinburgh Award expeditions, the annual ski trip, cultural exchanges to Spain or France are not covered by the School Fees and will be invoiced separately. Pupils will not be allowed to attend the trip unless payment in full has been made before the trip takes place. If this is the case no refund of partially paid trip fees can be made.

14. Items not included in school fees

School uniform and optional trips as mentioned above are not included in the School Fees. Other optional extras such as school lunch and bus are not included in the School Fees and will be invoiced separately.

15. School text books and examination fees

Text books and exercise book are provided by the School free of charge, unless when they are returned they are damaged or if they are lost. All external examination fees for qualifications from the UK, such as GCSE/IGCSE and AS/A level are also paid for within the School Fees. Any re-take examinations will be invoiced separately.

16. Learning Support

The School is non-selective and wherever possible provides support to children who have mild to moderate special educational needs (SEN). The School's philosophy is to include children with special educational needs within a regular classroom setting and through a sometimes modified curriculum. The School aims to ensure that they are given every opportunity to achieve their potential. Within the School there is a large network of special educational support. The School has Learning Support Coordinators and teachers who are involved in identifying children who require learning support, providing relevant assessment, and supporting members of staff, liaising with parents and outside agencies and working directly with the pupils in small group or in individual settings.

If a child with special education needs continues to make little progress over time, despite the support provided through the school's provision (including external support and advice) the School may recommend a level of one-to-one support. This support is wholly funded by parents. In the Early Years School, Infant School and Junior School children are usually supported one-to-one for up to 50% of the School week. Pupils in the Senior School are supported on a percentage basis according to their needs in individual subjects.

If there is evidence that the child has severe or complex needs that cannot be met even with 50% one-to-one support, the School may consider it is not an appropriate learning environment for the child and may suggest to parents they need to consider a different school.

The aim of any level of one-to-one support is to ensure that a child makes progress and that the School remains the correct educational setting for the child. The aim is always to reduce the level of support and ultimately to withdraw it completely. Progress is reviewed regularly to ensure that all parties are satisfied. Sometimes a child's needs become more complex as they get older and whilst they can be supported with a degree of one-to-one support in the Early Years (and possibly the Infant School) they may not be able to be supported in other sections of the School. Parents must not assume automatic transfer from one year group to the next. The School

has the right to communicate to parents that it is no longer an appropriate learning environment.

For 2017-2018, 50% support is calculated at €5,480 per term and €16,440 per Academic Year.

17. Permanent Exclusion

If after a disciplinary process a pupil is permanently excluded then the School may refund any School Fees and Lunch Fees that have been paid for the remaining complete Half-Terms remaining.

18. School times and attendance

Children should arrive on time to school and should be collected promptly at the following times:

Early Years School	Nursery	Morning sessions: 8.45 – 11.45 Afternoon sessions: 12.10 – 3.10
	Reception	8.45 – 3.10
Infant School	Years 1 and 2	8.45 – 3.15
Junior School	Years 3 to 6	8.45 – 3.30
Senior School	Years 7 to 13	8.40 – 3.40

For children to gain the greatest benefit from their education it is vital that they attend regularly and they arrive on time. It is the parent's responsibility to ensure safe and timely arrangements are made for the arrival and collection of children.

19. Reporting absence from School

If a child is absent from School, for any reason, the School must be informed before 9.00 am by contacting the relevant School Receptionist.

20. Reporting infectious illness and medical conditions

The School must be informed immediately of any infectious disease that a child may have contacted or if they have any medical condition.

21. Keeping the school updated with contact information

The School must be informed of any changes to a parent's address and contact information. This must be communicated to the School via an email to admissions@britams.nl.

22. If the Parents leave the Netherlands

During term time, if both parents leave the Netherlands and their child/children remain in the Netherlands, they must undertake to notify the School. In such cases, they must nominate, in writing, a resident adult who will be responsible for the child during that absence.

23. Family circumstances

The School must be informed in cases where the parents are separated or divorced. The School will treat both parents equally unless an original of the Custody Agreement or Court Ordered Restriction is provided.

24. Insurance cover

All pupils enrolled in the School are covered by the School's accident and third party liability insurance policies.

25. Right to vary the Conditions of Enrolment

The School has the right to vary the conditions under offer which children shall be admitted and educated in the School. Any change will be communicated in advance to parents via email and on the website. Any changes will be implemented at least half a term from the moment parents receive notification.

This policy has been written to meet the requirement of Part 6 regarding the provision of information for parents.

Approved by the Supervisory Board on 7 February 2017. Published on 13 February 2017. Next review in October 2017. Updated on 15 December 2017.