

Admission Policy

for Parents

Policy Title		Admissions Policy for Parents										
Policy Owner		Head of Admissions and Marketing										
Approval Body		Works Council / Management Board / Supervisory Board										
Date Reviewed & Approved		19 December 2025										
Policy review date		01 July 2026										
Statutory policy	Yes	No	On website	Yes	No	On Parent portal	Yes	No	On staff portal	Yes	No	

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions and scope	2
3.1 Definitions	2
3.2 Scope	2
4. Admissions criteria and approach	2
5. How to apply	3
5.1 Admission process	3
5.2 Application stages	3
5.3 Priority for the waiting pool	3
6. Admission process flow chart	4
7. Admission guidelines	5
7.1 Placement in school	5
7.2 Admission refusal	6
7.3 Expectations of child's living arrangements	7
7.4 Behavioural expectations	7
8. Year group specific information	7
8.1 Early Years (Nursery, Reception and Year 1)	7
8.2 Junior School (Years 2 to 6)	8
8.3 Senior School (Years 7 to 11)	8
8.4 Sixth Form (Years 12 and 13)	8
9. Learning support – pupils with additional needs	8
10. Cancelling a place before joining	9
11. Useful contacts	9
12. Monitoring arrangements	9

1. Aims

This policy aims to:

- Explain how to apply for a place at The British School of Amsterdam (The BSA)
- Set out The BSA's arrangements for allocating places to the pupils who apply

2. Legislation and guidance

As an accredited British School Overseas, this document meets the requirements set out in part 6 of the [Standards for British Schools Overseas](#). The British School of Amsterdam is, as a 'b4-school' also subject to Dutch educational laws, such as the Leerplichtwet 1969 (compulsory education law).

In case of discrepancies local law or regulations will take precedence.

3. Definitions and scope

3.1 Definitions

To allow for a shared understanding, certain terms within this policy are defined as follows:

Parent/Guardian: A parent or guardian legally responsible for the applicant's welfare and educational decisions.

iSams: The school's integrated Management Information System (MIS) used for pupil data management, attendance tracking, and other administrative functions.

GCSE: General Certificate of Secondary Education, a widely recognised academic qualification studied by pupils aged 14-16.

A Level: Advanced Level, a qualification studied by students aged 16-18, usually taken in preparation for higher education (university, etc.).

3.2 Scope

This policy applies to:

- All prospective pupils seeking admission to The BSA.
- Parents or legal guardians involved in the admission process.
- Relevant school staff responsible for implementing and overseeing admissions procedures.

4. Admissions criteria and approach

In pursuit of our commitment to fostering a vibrant, diverse, and thriving learning environment, our admissions criteria and approach encompass the following key principles:

- Balance the quantity and quality of pupils who possess strong academic, artistic, sporting, and musical qualities, who wish to participate in The BSA community in its entirety
- Welcome families who understand and agree with our educational ethos and who will thrive within, and contribute to, The BSA's inclusive, diverse and international community
- Process applications whilst maintaining the highest levels of customer service and attention throughout the process
- Ensure that all families have a positive experience during the admissions process

5. How to apply

5.1 Admission process

The application process involves the submission of the application form and all required documents. Please note that the application will not be reviewed until all documents have been submitted. Please refer to the checklist below for the necessary documents. If any document is not in English, it must be translated.

- A completed application form
- A jpeg passport-sized photograph of your child
- Birth or adoption certificate in English and notarised
- Proof of identity for each parent or proof of sole custody if applicable, in English and notarised
- Proof of the address where the child currently resides
- For entry to Year 1 and above, a copy of your child's most recent school report (translated into English with an official school stamp)
- If applicable, Individual Education Plan, reports from education professionals such as speech therapists or psychologists (in English)

The non-refundable registration fee must be paid for the application to be reviewed. If the application is unsuccessful, the registration fee is non-refundable.

5.2 Application stages

The application goes through the following stages:

- Review: The application is reviewed, and a reference is requested from the child's current school. For applications where The British School of Amsterdam will be a child's first school, a 'reference request' will be sent to parents. Additional information or a meeting may be requested.
- Processing: The Admissions team processes the application.
- Offer or waiting pool: A place will be offered if available, or your child will be accepted into the waiting pool. If offered a place, an invoice for the non-refundable enrolment fee and the Home/School contract is sent. Payment and contract signing must be completed within 3 days to guarantee the place. If accepted into the waiting pool, no enrolment fee is invoiced until a place is offered and accepted.
- Enrolment fee: Upon offer of a place, a one-time non-refundable enrolment fee is required: €750 for Nursery and Reception, and €2,000 for Years 1 to 12. When pupils transfer from Reception to Year 1 you will be invoiced an additional €1,250.

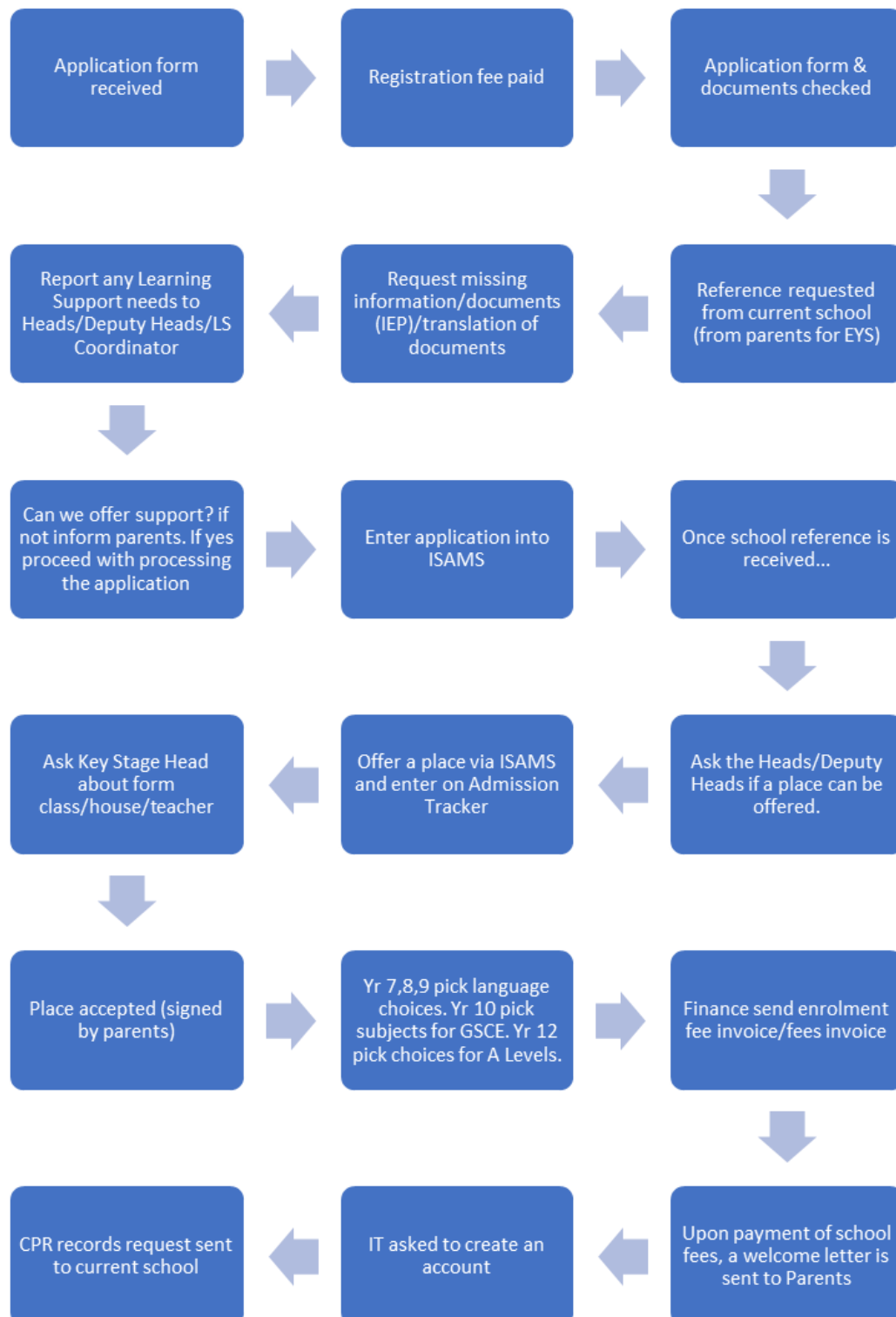
5.3 Priority for the waiting pool

In allocating spaces within the waiting pool, preference is given to applicants based on the following priorities:

1. Siblings of children already attending or enrolled in the school and children of new teaching staff
2. Children coming from outside the Netherlands
3. Children transferring from schools within the Netherlands

If the school cannot offer a place, the application will be deferred until a place becomes available.

6. Admission process flow chart



7. Admission guidelines

The BSA is an inclusive school that aims to admit pupils with a diverse range of skills and abilities. Key characteristics that play a vital role in our decision-making process include:

- **Academic attainment:** A commitment to academic learning, including an enthusiasm for arts, music, sports, and charitable endeavours.
- **Diligence and positivity:** A willingness to work hard combined with a positive attitude towards learning.
- **Global perspective:** An international outlook and the qualities of a future global citizen.
- **Commitment to growth:** A genuine desire to evolve as a lifelong learner and a proud alumnus, leveraging the diverse opportunities available at The BSA.
- **Living by our values:** The aspiration to embody and uphold The BSA's core values of Nurture, Inspire and Empower.
- **Adherence to policies:** A commitment to following our policies on attendance, behaviour, open and transparent communication and other relevant guidelines ensuring a harmonious and respectful school community.

7.1 Placement in school

All children will be placed into the academic year which corresponds to their date of birth. The only exception to this is for pupils who would, from their date of birth, join Year 11 or Year 13. In this instance, pupils would usually be considered for Year 10 or Year 12 due to Year 11 and Year 13 being examination years.

Children born in August and enrolling for Reception, parents may request entry to Nursery. These requests are considered on a case by case basis.

Twins (multiples) entering Nursery may be placed in the same class, or split, according to the preference of the parents. They will be separated when they transition to Reception. (therefore, twins entering as a rising 3 would be together in the same class for 2 years).

Twins (multiples) joining Reception may be placed in the same class, or split, according to the preference of the parents. They would be separated when they transition to Year 1.

From Year 1 upwards, twins (multiples) will be placed in separate classes.

In some circumstances, students may be placed outside their chronological year group. Such requests are reviewed on a case-by-case basis and require authorisation from the Principal (or delegate) in consultation with the relevant Head of School.

The academic year runs from 1 September to 31 August. A child's year group placement will be determined by their age on 31 August. Please see the table below to determine the Year Group your child is eligible for.

2024-2025	Age	Date of birth	2025-2026	Age	Date of birth
**NURSERY		Sep 2020 - Aug 2021	**NURSERY		Sep 2021 - Aug 2022
RECEPTION	5	Sep 2019-Aug 2020	RECEPTION	5	Sep 2020 - Aug 2021
YEAR 1	6	Sep 2018 - Aug 2019	YEAR 1	6	Sep 2019 - Aug 2020
YEAR 2	7	Sep 2017 - Aug 2018	YEAR 2	7	Sep 2018 - Aug 2019
YEAR 3	8	Sep 2016 - Aug 2017	YEAR 3	8	Sep 2017 - Aug 2018
YEAR 4	9	Sep 2015 - Aug 2016	YEAR 4	9	Sep 2016 - Aug 2017
YEAR 5	10	Sep 2014 - Aug 2015	YEAR 5	10	Sep 2015 - Aug 2016
YEAR 6	11	Sep 2013 - Aug 2014	YEAR 6	11	Sep 2014 - Aug 2015
YEAR 7	12	Sep 2012 - Aug 2013	YEAR 7	12	Sep 2013 - Aug 2014
YEAR 8	13	Sep 2011 - Aug 2012	YEAR 8	13	Sep 2012 - Aug 2013
YEAR 9	14	Sep 2010 - Aug 2011	YEAR 9	14	Sep 2011 - Aug 2012
YEAR 10	15	Sep 2009 - Aug 2010	YEAR 10	15	Sep 2010 - Aug 2011
YEAR 11	16	Sep 2008 - Aug 2009	YEAR 11	16	Sep 2009 - Aug 2010
YEAR 12	17	Sep 2007 - Aug 2008	YEAR 12	17	Sep 2008 - Aug 2009
YEAR 13	18	Sep 2006 - Aug 2007	YEAR 13	18	Sep 2007 - Aug 2008

2026-2027	Age	Date of birth	2027 - 2028	Age	Date of birth
**NURSERY		Sep 2022 - Aug 2023	**NURSERY		Sep 2023 - Aug 2024
RECEPTION	5	Sep 2021 - Aug 2022	RECEPTION	5	Sep 2022 - Aug 2023
YEAR 1	6	Sep 2020 - Aug 2021	YEAR 1	6	Sep 2021 - Aug 2022
YEAR 2	7	Sep 2019-Aug 2020	YEAR 2	7	Sep 2020 - Aug 2021
YEAR 3	8	Sep 2018 - Aug 2019	YEAR 3	8	Sep 2019 - Aug 2020
YEAR 4	9	Sep 2017 - Aug 2018	YEAR 4	9	Sep 2018 - Aug 2019
YEAR 5	10	Sep 2016 - Aug 2017	YEAR 5	10	Sep 2017 - Aug 2018
YEAR 6	11	Sep 2015 - Aug 2016	YEAR 6	11	Sep 2016 - Aug 2017
YEAR 7	12	Sep 2014 - Aug 2015	YEAR 7	12	Sep 2015 - Aug 2016
YEAR 8	13	Sep 2013 - Aug 2014	YEAR 8	13	Sep 2014 - Aug 2015
YEAR 9	14	Sep 2012 - Aug 2013	YEAR 9	14	Sep 2013 - Aug 2014
YEAR 10	15	Sep 2011 - Aug 2012	YEAR 10	15	Sep 2012 - Aug 2013
YEAR 11	16	Sep 2010 - Aug 2011	YEAR 11	16	Sep 2011 - Aug 2012
YEAR 12	17	Sep 2009 - Aug 2010	YEAR 12	17	Sep 2010 - Aug 2011
YEAR 13	18	Sep 2008 - Aug 2009	YEAR 13	18	Sep 2009 - Aug 2010

7.2 Admission refusal

The school retains the authority to decline admission under the following circumstances:

- **Toilet training:** If a child is not yet toilet trained.
- **Educational benefit:** When it is determined that the child may not derive educational benefits from attending the school.

- **Learning support compatibility:** In instances where the school cannot adequately support the required learning support needs of the child.
- **Other relevant reasons:** Admission may be refused for any other reason deemed relevant by the school.

7.3 Expectations of child's living arrangements

On occasion, we receive requests from parents for their child to join The BSA while the parents are residing outside of the Netherlands. The BSA does not enrol any pupils who will be living alone in the Netherlands.

Should circumstances change while a pupil is in school, parents/guardians must promptly inform the school. If parents appoint guardians to act in place of parents during their child's time at the school, the guardians must be at least 25 years old.

The school places great importance on ensuring that home arrangements contribute to the pupils' wellbeing and academic progress. Before finalising such an arrangement, the school requires full details of two guardians to be shared.

7.4 Behavioural expectations

Parents, guardians, families, BSA staff, and volunteers are integral to the education of our pupils. Pupils are required to follow the behaviour and pupil welfare policy:

<https://britams.fireflycloud.net/policies/behaviour-and-pupil-welfare-policy->

We expect pupils to portray themselves and the school positively, both on and off-site. Upon accepting a place at the school, all pupils and their parents/guardians commit to being respectful and compassionate. Any display of aggressive, negative, or discriminatory behaviour by pupils or their families will not be tolerated and may lead to removal from the school.

8. Year group specific information

8.1 Early Years (Nursery, Reception and Year 1)

The Early Years School team warmly invites all families to visit The BSA, whenever possible, before completing an application form. During these visits, families will have the opportunity to meet a senior member of the Early Years team and tour the school, getting a firsthand look at our outstanding facilities and educational environment.

Information specific to Nursery

Children may join the Nursery in the term they turn 3 years old. Those joining before the age of 3 (rising 3) will transition into Reception in the academic year they turn 5. For instance, a child born in October 2021 can join the Nursery in September 2024 (beginning of the Autumn term) and will continue in the Nursery for the academic years 2024-25 and 2025-26 before transitioning into Reception in September 2026. Rising 3 children will remain in the same classroom for the second academic year.

To join the Nursery, children must be toilet trained and able to:

- Recognise when they need to go to the toilet
- Use the toilet independently
- Manage their own clothing
- Wipe themselves when finished
- Not require nappies (diapers) or pull-ups

8.2 Junior School (Years 2 to 6)

The Junior School team warmly invites all families to visit The BSA, whenever possible, before completing an application form. During these visits, families will have the opportunity to meet a senior member of the Junior team and tour the school, getting a firsthand look at our outstanding facilities and educational environment.

8.3 Senior School (Years 7 to 11)

The Senior School team warmly invites all families to visit The BSA, whenever possible, before completing an application form. During these visits, families will have the opportunity to meet a senior member of the Senior team and tour the school, getting a firsthand look at our outstanding facilities and educational environment.

Pupils applying for Year 10 must commence their studies at the School by the beginning of the Spring term in early January.

Unfortunately, applications for entry into Year 11, the second year of the two-year (i)GCSE examination program, cannot be accepted. However, entry into Year 10 may be considered.

A proficient level of English is essential for successful engagement with the curriculum and (i)GCSE examination program. The School may request an English language assessment before offering a place.

Additionally, pupils applying for the Senior School may undergo an assessment to evaluate their suitability for the academic demands of the program.

8.4 Sixth Form (Years 12 and 13)

An intake meeting with a Senior staff member is a prerequisite before offering a place to any pupil joining the Sixth Form, which can be conducted either online or in person.

For pupils aspiring to join Year 12, meeting the entry requirements (iGCSE or equivalent) for the A Level courses they wish to study is required. The final deadline to join Year 12 is the first day of the Spring term in early January.

Applications cannot be accepted for Year 13, as it marks the second year of the two-year A Level examination program. However, consideration for entry into Year 12 may be possible, and pupils applying for Year 12 must commence their studies at The BSA by the start of the Spring term in early January.

A proficient level of English is necessary for successful engagement with the A Level curriculum and examination program. The BSA may request an English language assessment as part of the admissions process.

Additionally, pupils applying for the Sixth Form may be required to undergo an assessment to determine their suitability for the program.

9. Learning support – pupils with additional needs

The British School of Amsterdam is committed to inclusivity and strives to provide support for pupils with mild to moderate learning needs. Our philosophy is to integrate pupils with special educational needs into regular classroom settings, occasionally utilising a modified curriculum.

Upon application, parents must inform the School of any pre-existing medical, emotional, psychological, or physical needs that enable a successful transition into the School and the withholding of such information might hinder their child's full access to the School's curriculum. Failure to disclose such information upon enrollment may lead the School to recommend alternative educational settings.

While the School can provide support for a limited number of pupils with Special Educational Needs (SEN) through in-class support or external support in small groups, 1:1 support may be necessary for optimal curriculum access. This support incurs an additional cost, calculated on a pro-rata basis for the hours of support received.

Pupils requiring 50% or more support to access the curriculum may be better suited to alternative educational settings rather than our mainstream setting.

10. Cancelling a place before joining

Once a place has been accepted and the enrolment fee paid, no refunds can be offered if the pupil does not join the School.

11. Useful contacts

Admissions Office	admissions@britams.nl
Finance Office	finance@britams.nl
Bursar	bursar@britams.nl
Principal	principal@britams.nl

12. Monitoring arrangements

The Head of Admissions and Marketing will monitor the effectiveness of this policy.

This policy will be reviewed by the Head of Admissions and Marketing at least once every year.

At each review, the policy will be approved by the Supervisory Board.