

**British International School**

**PLEASE READ CAREFULLY**

**ADMISSION TO THE BRITISH INTERNATIONAL SCHOOL RIYADH**

Thank you for your interest in the School and for your enquiry for the admission of your son or daughter. To be considered for entry, please complete the attached Registration Form and submit this and the other documentation stated, to the School. However the completion of this form does not guarantee admission but we hope to be in a position to welcome you to the school community. The school will not accept applications for non-British or non-Dutch applicants once the waiting list reaches 20 students per year.

You are asked to provide the following on application:

|  |  |  |  |
| --- | --- | --- | --- |
| Completed registration form | □ | Copy of child’s passport | □ |
| Completed medical form | □ | Most recent school reports | □ |
|  |  |  |  |

Prior to enrolment the school will require a copy of family entry visas, Iqamas, parents passports, children’s birth certificates and a letter from fathers sponsor confirming employment.

A non-refundable application payment of SR 500 must be paid prior to the application being processed.

Admission is conditional upon parental agreement that students will participate fully in the curriculum and all related activities. The school curriculum does not include elements that would be disrespectful to the laws and customs of the Kingdom of Saudi Arabia.

The School has a limited capacity and at times may need to operate with a waiting list; in that event, priority is given to children with a British or Dutch passport. Places are then offered to other passport holders who have reached an appropriate level of English language competence. Children will be asked to take a test to demonstrate that competence relevant to their age group. A child’s place on the waiting list is determined by the date the application, all completed documentation, and payments are received.

Once the admission documentation has been received, the school will arrange an admission assessment, if it is realistic that a place will become available. This may be carried out at the school, or at the child’s current school, as long as the school agrees to supervise the assessment. A non-refundable SR1000 assessment fee must be paid prior to the assessment being arranged.

Once a starting date is agreed, the School requires that all documents are completed and all fees paid in full before the student commences school. Your attention is drawn to the Fee Structure.

Should it transpire that the School cannot offer education appropriate to a particular child’s needs, the parents may be requested to withdraw the child. In the highly unlikely event of a student causing serious disciplinary problems, parents may also be requested to withdraw their child.

The admission of Muslim students is subject to the approval of the Ministry of Education, to whom special application must be made. This information is available from the school Registrar.

Parents of British and Dutch children who anticipate arriving in KSA more than one term after the initial application and where a place is currently available may guarantee that place by paying for in advance the current term and subsequent terms in advance until arrival into KSA.

We hope to welcome your son or daughter to the British International School.

**British International School**

**REGISTRATION / APPLICATION FORM**

*Please read the guidance and regulations related to BISR at the top of this section*

*before completing and submitting this form.*

Please complete using **BLOCK CAPITALS**

Have you read and understood our admission policy? …………

Have you read and agree that your child will follow our Internet Permission Policy? …………

Have you read and fully understood the Fee Structure? ............

Please be aware that it is a parent’s responsibility to make sure their child/children have read and understood the rules regarding responsible use of the internet.

|  |  |  |
| --- | --- | --- |
| 1. | Student’s family name (surname) |  |
| 2. | Student’s first name(s) |  |
| 3. | Date of Birth (day / month / year) |   |
| 4. | Gender | Boy / Girl (circle or delete one) |
| 5. | Nationality as per child’s passport |  |
| 6. | Religion |  |
| 7. | Language Spoken | First:Others: |
| **Details of Parents or Guardians** | **Father** | **Mother** |
| 8. | Title: (Mr / Mrs / Dr / etc) |  |  |
| 9. | Surname / Family Name |  |  |
| 10. | First / Other Name |  |  |
| 11. | Nationality |  |  |
| 12. | Language Spoken |  |  |
| 13. | Father / Mother / Guardian’s Occupation |  |  |
| 14. | Name of Father / Mother / Guardian’s Company |  |  |
| 15. | Company Address |  |  |
| 16. | Father / Mother / Guardian’s Company Tel No |  |  |
| 17. | Company Email |  |  |
| 18. | Home Email |  |  |
| 19. | Home/Mobile Tel No |  |  |
| 20. | One other emergency contactable number |  |
| 21. | Compound Name and Villa Number |  |

|  |  |  |
| --- | --- | --- |
| 22. | The payer of the fees will be |  |
| 23. | Schools previously attended ***(please remember to attach latest school reports to this application)*** |
| School (name and location) | Dates Attended | Form / Class / Grade |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| 24. | Language in which the school curriculum was taught |  |
| 25. | Year group applying for |  |
| 26. | Required entry date |  |
| 27. | How many brothers / sisters does the student have |  |
| 28. | Please give names of brothers / sisters at this school |  |
| 29. | Please inform us of any circumstances which may affect your child’s schooling, for example: health problems, allergies, learning problems, dyslexia, disrupted schooling. Failure to provide this information may result in you being asked to remove your child from school. |
| 30. | The British International School reserves the right to use images of students for school purposes.  If you have any objection to this, please email the webmaster at webmaster@bisr.com.sa |
| 31. | I have received and read a copy of the British International School’s policy and rules for Students on the responsible use of the internet. I give permission for my child to have access to the internet at school. I am aware that I can access a full copy of the policy on the school website. |
| 32. | The information I have provided is true and correct. I agree to abide by the decision made by the Principal and accept that no right of appeal exists.  |

I agree that my child will participate fully in the curriculum directed and offered by the School and any related activities.

Signature …………………………………………………………….…. Date ……………………………..

**INDEMNITY FORM**

I …………………………………………………….. of P O Box …………………………… Riyadh

being the lawful parent / guardian of ……………………………………………. hereby agree:

That the British International School Riyadh, (which expression shall be deemed to include its Board of Governors as elected or nominated from time to time and/or any teachers or officials or employees or voluntary helpers of the School), shall have no responsibility of whatsoever nature in respect of any bodily injury to the above-named child:

Prior to the actual delivery of the said child into the custody of one of the said teachers or officials inside the grounds of the said School or after the child has been collected from the School grounds by a person authorised by me to do so, on a normal School day.

Whilst on the School premises outside the following hours:

Foundation 1: 7:50am – 1:15pm

Foundation 2–13: 7:50am – 2:45pm

At any other time unless the said child is in the direct custody or control of one of the said teachers or officials whilst on a recognised outing or function arranged by the said School.

Unless the injury is caused by, or resulting from:

1. the neglect, act or omission of any employee, teacher or other person or persons authorised to act for or on behalf of the said School,
2. any defect in the premises of the said school.

To indemnify and keep indemnified the said School in respect of any amount the said School may pay in respect of medical or other expenses arising from accidental bodily injury to the said child in circumstances other than as set out in (i) and (ii) above.

To indemnify and keep indemnified the said School in respect of any loss or damage to property belonging to or in the custody or control of the said School caused by the said child.

Any controversy or dispute or claim arising out of or relating to the above shall be settled amicably or referred to any court having jurisdiction in Saudi Arabia.

NAME & ADDRESS OF PARENT/GUARDIAN: SIGNATURE:

…………………………………………………….. ………………………………………………

…………………………………………………….. DATE: …………………………

NAME & ADDRESS OF WITNESS: SIGNATURE:

…………………………………………….. ………………………………………………

…………………………………………………….. DATE: …………………………