

## REGISTRATION STEPS

Listed below are the forms required to be completed for **EACH** child registering for enrolment at the School.

Once you have completed **ALL** the forms please contact the Registrar at [registrar@bisak.org](mailto:registrar@bisak.org) for an appointment to submit your documents and to pay the Capitation fee.

**Please Note:** Registration cannot be accepted without all the required documents and the Capitation fee.

### ALL applicants

- Registration Form** – Complete, sign and attach a recent photograph.
- Pupil Medical Form** - This form must be completed by your child's present doctor and requires the doctor to date, sign and stamp the completed form. The **Health Form must be accompanied by a copy of your child's immunisation record which needs to be in English and states that it is a copy of the original immunisation record.**
- Privacy Requirements** - Please complete and sign.
- Website and PG Films Authorisation** - Please complete and sign.
- Nursery and Reception pupils'** registration must also include the completed **Additional Requirements** form.

### For BRITISH NATIONALS –Please also attach the following documentation

- Your child's leaving school report, translated into English if applicable.
- Copy of your child's passport page showing the date of birth and a copy of the first entry visa. (If your child is born in KSA, one copy of your child's birth certificate is required).
- A copy of your child's Iqama.

### For SAUDI NATIONALS - Please note

Saudi Nationals can only be accepted if parents have been granted and received a copy of the approval from the Saudi Ministry of Education in Dammam. Applying for Ministry Approval is the responsibility of the parent. BISAK will **Not** process any application unless they receive the Ministry Approval Form.

### For All NON-BRITISH NATIONAL applicants– Please also attach the following documentation

- Ministry of Education Approval Form** Arabic speaking parents **MUST** complete the full Arabic section. Non-Arabic speakers will need to complete the translated (English) section.
  - On both sections the bottom part is for **office use only**.
  - **The Ministry will not grant approval if the Pupil's file is incomplete.**
- A copy of your child's Iqama or family Iqama.
- A copy of your child's passport and entry visa. If your child does not have their own passport we require a copy of the parent's passport on which the child is recorded.
- Sponsor Letter (from parent's employer) to be on company's letterhead paper, signed and stamped. Example letter attached.
- A copy of your child's birth certificate
- Transfer Certificate and School Report (last full academic year report) for school year 3 and above. If not transferring from within the local province your child's report **MUST BE ATTESTED - please see attached Attestation Information sheet for more details.**

**PLEASE NOTE THE SCHOOL CANNOT ACCEPT PUPILS WHO ARE ON EITHER A VISIT OR BUSINESS VISA**

## PAYMENT OF CAPITATION FEE or RE-CAPITATION FEE

*INITIAL REGISTRATION OR RE-REGISTRATION AFTER 12 MONTHS:* On submission of your application a **Capitation Fee of 13,800 SAR** is required. This is a one-off fee which places your child on the Waiting List, it does not guarantee a place in the school. Should your child obtain a place at BISAK this fee is not part of the tuition fees, these are additional.

If the child has **not** undertaken the Entrance Assessment the full Capitation fee is refundable.

If you wish to withdraw from the waiting list and your child has undertaken the Entrance Assessment administration charge of **1,725 SAR** will be deducted from the Capitation fee.

If the child has been assessed and offered a place in school the Capitation fee is non-refundable.

*RE-REGISTRATION IF RETURNING BEFORE 12 MONTHS:* On submission of an application to return to the school within 12 months of leaving a Re-Capitation fee of **9000 SAR** is required. This is a one-off fee which places your child on the Waiting List it does not guarantee a place in the school. The same criteria for assessment and refunds of initial registration apply.

## WAITING LIST

Because of the demand for entry into BISAK we have a Waiting List System. Your Capitation Fee of **13,800 SAR** (or Re-Capitation Fee of **9000 SAR**) places your child's name onto that waiting list.

The school follows a priority system when offering places to those on the waiting list as follows:

- British passport holders.
- Chronological order by date of the Capital fee paid.

## ASSESSMENT

Following Registration and **when a place becomes available** the Registrar will contact you to organise an entrance assessment.

Children seeking to enter the Pre-Preparatory School (children aged 3-5 years), are assessed throughout the year if places are available. Prospective pupils will be invited to attend an age appropriate class for a morning for observation.

Standardised age appropriate assessments in English and Mathematics are taken by prospective KS1, KS2 and KS3 pupils. Class teachers will also carry out a class room assessment as part of the admissions process. This along with the results from the entrance assessment will be referred to the Head of School for the final decision on admission.

Pupils entering Key Stage 4 (year 10) will be assessed on their ability to obtain a pass grade at Key Stage 4 (year 10). At this stage of their development we do not offer vocational alternatives for pupils who are not able to obtain a pass grade. Pupils entering in the middle of the Key Stage 4 programme will be assessed according to previous subjects taken. This will usually involve an interview with the Head of Senior School before an offer can be made.

These assessments are just one stage in the admissions process. We also take into account previous school reports and parents are asked to provide evidence of previous school records when they first visit the school. No child will be accepted into the school unless copies of the most recent school reports are provided.



The school will always place children into an age appropriate year group. Our policy on twins is that we prefer to teach them in separate classes. However, if the rationale is appropriate, we will consider cases on individual merits.

## **ACCEPTANCE**

Once the assessment process is complete, and requirements are met for entry into BISAK, the school will contact you within one week to offer a place for your child in an age appropriate class.

## **INVOICE FOR TUITION FEES**

Once you have agreed to accept the offered place the Finance Office will raise an invoice for the full term fees. Payment methods and due date will appear on the invoice.

(Half term fees)–Pupils who commence school after half-term will pay half the term’s fees. Half-term is defined as either Week 8 (not including Eid) in Autumn Term OR the half-term holiday in Spring and Summer Terms.

## **FEES**

Please see the separate School Fees documentation. A copy is available on the School’s website [www.bisak.org](http://www.bisak.org).

## **EXCURSIONS/FIELD TRIPS**

All school trips require permission from the parents/guardians of the pupil. A waiver/permission note will be sent for every external event. School excursions or field trips are organised with the highest expectation for the pupils’ safety and education.