



British International  
School of Tbilisi

# Admissions & Placement Policy

Adopted: September 2014

Last reviewed: July 2025 by Mr Robert Snowden. Next scheduled review: July 2026

### **Aim**

BIST offers a first-class holistic education to international and Georgian students. We aim to provide a caring, secure and stimulating environment where each child can thrive and has the opportunity to develop their full potential. Applications are accepted, and admission is granted, on a rolling basis throughout the year. However, parents are advised to apply as soon as possible as there is limited availability.

### **Procedure**

Admission decisions are made based on an assessment as to whether the child can benefit from BIST educational programmes in accordance with our admissions policy, and provided we have space available within the appropriate year group. BIST does not discriminate on the basis of ethnicity, gender, religion, culture or citizenship. The school is inclusive and we encourage applications for children who are differently able. We welcome applications for students who will benefit from an international, English language education.

Admission and continued enrolment at BIST is based on the following:

- The potential of the student to benefit from BIST's education programme;
- The ability of the school to meet the educational needs of the student;
- The ability of the student to meet the academic and social expectations of the school;
- Fulfillment of the school's financial and medical requirements;
- Full consent to school policies and the Home School Agreement.

In order to maintain our diverse, international environment, the school will ensure a multi-cultural and international composition of its student body. In order to fulfill its mission and purpose, the school reserves the right to determine the balance of nationalities through the admissions procedure.

The order of priority for admission to BIST is:

1. Returning students in good standing who have completed re-registration by the re-enrolment deadline.
2. Siblings of returning students in good standing who have completed the registration guidelines by the Re-enrolment deadline.
3. Native English speakers and former BIST students.
4. Children of any diplomatic mission operating in Georgia.
5. Other qualified applicants from any nationality, with priority given to students transferring from:
  - A British international school or school in the UK
  - Another international English-speaking school

The school is able to offer a programme to meet the needs of students with certain special educational and physical needs. If the school deems that a student needs additional support above that which the school currently provides, parents will be required to fund such support privately. The granting or denial of admission or conditions placed upon it are the responsibility of the Principal. The school reserves the right not to admit a student to the school if, in the opinion of the school, the reasonable needs of the student in this respect cannot be met by the school.

### **Admissions Assessment**

All children will participate in an age-appropriate admissions assessment. Although BIST is a non-selective school, students must be able to access the curriculum and make progress in their learning. All students will meet with a teacher for an informal assessment. In addition students in Year 4 and above will sit for an online cognitive abilities assessment. Any children who are not native English speakers will also be assessed as to their level of English.

For those students applying who are not in Georgia, an online assessment can be arranged. BIST would also contact the student's current school for a confidential reference.

## PLACEMENT POLICY

Verification of age by passport or birth certificate is required for all students entering BIST. Year level placement is primarily determined by the student's age at the start of each academic year (see the table below), together with reports from previous school(s). All students will be assessed in an age-appropriate way to see whether they can access the school curriculum. For Years 4 and above, placement is determined by the assessment of previous school records, teacher recommendations, parent information and the completion of student assessments. A confidential school report will be sought from the child's previous school.

	Early Years	Key Stage 1		Key Stage 2				Key Stage 3			Key Stage 4		Sixth Form (KS5)	
<b>AGE ON 1st SEPT</b>	3 or 4	5	6	7	8	9	10	11	12	13	14	15	16	17
<b>BIST/UK</b>	Foundation 1 & 2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>US equivalent</b>	Pre-school	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12

Subsequent promotion or non-promotion is the sole determination of the BIST staff in consultation with the student's parents. Requests for a student to be admitted to a non-chronologically accurate year group will be discussed. If a student is admitted to such a year group, parents are asked to sign a waiver document regarding responsibility for any unforeseen consequences in the future.

### English Language Proficiency

For students entering Foundation to Year 1, English proficiency is preferred by not required for admission. In Year 2 and above, it is important that students have sufficient English to access the curriculum. English as an Additional Language (EAL) students are further assessed before or during the student's first week in school and placed in the appropriate level of the EAL programme.

All non-native English speaking students applying are assessed on their level of English as part of the admissions process.

### ADMISSIONS PROCESS

1. All parents must complete an admissions application form (and supply all relevant supporting documentation - listed on application form) for each child and submit it to school either in person or via email ([admissions@bist.ge](mailto:admissions@bist.ge)). Along with the application, a non-refundable Admissions and Assessment Fee of \$175 must also be paid. This can be paid electronically or in person at the school.
2. The admissions team will then arrange an admissions appointment and admissions assessment\*.
3. On completion of the admissions appointment and assessment, school will discuss placement in an appropriate class with parents.
4. A place is guaranteed once all fees have been paid and relevant paperwork completed.
5. Normal start date for children following completion of all assessment, payments and paperwork will be on the following Monday.

\*Online admissions assessments can be arranged with the child's current school if appropriate to take place offsite.

### CONTACTS

Please contact [admissions@bist.ge](mailto:admissions@bist.ge) with any questions.