

British Campus Algeria

ADMISSIONS POLICY



Contents

1. INTRODUCTION	2
MISSION OF THE ADMISSIONS DEPARTMENT	2
STRUCTURE OF THE TEAM	2
ADMISSIONS DECISION-MAKING	3
PROHIBITIONS	3
2. ADMISSIONS PERIOD AND PROCEDURES	3
DECLARED ADMISSIONS PERIOD	3
3. ADMISSION ASSESSMENTS AND EXAMS	4
4. ADMISSIONS GUIDING PROCEDURES	4
A. SIBLINGS AND NEW STUDENTS' APPLICATIONS	5
STAFF CHILDREN	5
SCHOLARSHIP STUDENTS	5
5. STUDENT CATEGORIES AND LIMITATIONS	6
STUDENT CATEGORIES	6
LIMITATIONS	6
6. APPLICATION DOCUMENTS, INTERVIEWS, AND VISITS	6
7. CRITERIA FOR ADMISSIONS	7
8. YEAR GROUP PLACEMENT	8
9. REQUIREMENTS FOR SPECIFIC YEAR GROUPS	9
10. APPLICANTS WITH SPECIFIC NEEDS (SEND)	9
11. POST-REVIEW PROCEDURES	10
12. DEPARTURE PROCEDURES	11
13. REGISTRATION	11
RE-REGISTRATION PROCESS	11
FEES	12
14. FOLLOW-UP PROCEDURES	12
New Students at the Start of the Academic Year:	12

Mid-Year Arrivals:	12
15. APPENDICES & ANNEXES	12
APPENDIX 1	12
APPENDIX 2	13
ANNEXES	13
Document Control Block:	13

1. INTRODUCTION

The Board of Trustees (BoT) of British Campus Algeria (BCA) wishes to provide a clear understanding of the mission, values, and culture of admission practices at BCA. This policy ensures ease of access and strict adherence to the key principles of fairness, transparency, and efficiency.

MISSION OF THE ADMISSIONS DEPARTMENT

It is the mission of the Admissions Department to recruit, inform, and admit new, qualifying students to BCA in a professional manner, while maintaining total integrity and transparency for all stakeholders at the school.

BCA ensures a smooth entry and transition into the school by providing a welcoming and informative family and student induction program that prepares everyone for the high standards expected at the campus. The school also aims to ensure that prospective families fully understand the BCA mission, values, and community layout.

The school conducts its admissions in a fair, non-discriminatory manner while strictly adhering to the established admissions criteria. BCA does not discriminate on the basis of:

- Race
- Gender
- Disability
- Religion
- Ethnic origin

STRUCTURE OF THE TEAM

1. **The Admissions Department:** Comprises the Admissions Officer, who is assisted by other officers within the Admissions and Public Relations (PR) Department.
2. **The Admissions Committee:** An ad-hoc body comprised of the Admissions Officer accompanied by members of the Senior Leadership Team (SLT), which may include the School Director, the Head of Secondary and/or KS Coordinators.
3. **The Admissions Officer:** Serves as the first point of contact for admissions applications at BCA. The Admissions Officer's responsibilities include making public announcements regarding the opening of admissions, leading compliance checks in coordination with the Student Affairs Officer (in line with the Ministry of Education ² guidelines), and reviewing new applications to ensure the timely submission of all

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- required paperwork.
4. **Admissions Decisions:** Final decisions are made by the Admissions Committee, and in exceptional circumstances, by the Board of Trustees as provided under this Policy.
 5. **Records:** All admissions records are stored securely and confidentially, and are available for inspection only by authorized personnel.

ADMISSIONS DECISION-MAKING

1. The Admissions Committee is the sole body charged with the responsibility of reviewing admission applications, holding interviews, conducting assessments, administering Versant by Pearson English assessments, and declaring final results. [Future Consideration: the Admissions Committee will also be responsible for preparing and overseeing the administration of CAT4 Cognitive Ability Tests once adopted.] Accordingly, the Admissions Committee shall:
 - Procure and administer Versant by Pearson English language assessments for eligible applicants
 - Review and disclose Versant by Pearson assessment results to applicants and families
 - [Future Consideration] Procure, administer and disclose results of CAT4 cognitive ability tests once adopted (see Section 3)
2. Application files are reviewed by the Admissions Committee on a weekly basis. From the time an application is fully completed, the Admissions Committee aims to return an official decision within five business days.
3. The Admissions Committee's decision is in most cases final. However, in specific circumstances, the school may agree to an appeal. Appeals in this regard must be made to the Head of School for a final decision by the Board.

PROHIBITIONS

The Head of School, the Board of Governors (BoG), or individual members thereof, do not have the right to authorize or order student admissions in any form except as explicitly provided under this Policy. Any admissions made contrary to this provision shall risk immediate reversal at any point in time upon discovery by the Admissions Committee.

2. ADMISSIONS PERIOD AND PROCEDURES

DECLARED ADMISSIONS PERIOD

1. **Timeline Constraints:**
 - The admission period for siblings is held on a termly basis.
 - The admission period for new applicants is opened only after sibling admissions have taken place.
2. **Space Inventory:** Prior to the Declared Admissions Period, the Admissions Department will conduct an inventory of open spaces at the Primary level (including Nursery and Reception) and Secondary level, communicating the list to the Admissions Committee and school community. The inventory must clearly specify the number of places available for both Algerian and interAlgerian students across all year groups.
3. **InterAlgerian Balancing:** Due consideration will be given to available places reserved for interAlgerian students when application volumes are lower at the time of the Declared Admission Period. The Admissions Committee balances the requirement of ensuring space for future interAlgerian applicants against minimizing financial losses resulting from holding empty seats. Decisions by the Admissions Committee to fill ³ interAlgerian seats with Algerian students must be made in consultation with the Head

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- of School, documented in writing, and placed on official record.
4. **Deadlines:** The Admissions Committee may officially extend application deadlines where available spaces remain unfilled or new openings arise after the declared admissions period. Such decisions are made in consultation with the Head of School.
 5. **Delayed Applications:** Delayed applications made outside of the Declared Admissions Period will be rejected by the Admissions Committee. Decisions to reject may be reviewed, and acceptance may be granted in writing by the Admissions Committee, only upon submission of justifiable grounds for the delay. Such review decisions are final.
 6. **Year-Round InterAlgerian Intake:** Applications for InterAlgerian Students to the Primary and Secondary schools are accepted throughout the year, subject to achieving an acceptable score on the Versant by Pearson English assessment and meeting the BCA Standard Level of Attainment for the relevant year group. [Future Consideration: upon adoption of CAT4, an acceptable cognitive ability score of above 100 — Stanine 5 — will also be required].

3. ADMISSION ASSESSMENTS AND EXAMS

1. The acceptance of an application does not in any way guarantee a place for the applicant at the school.
2. Applications for Algerian students to Nursery and Year 1 are processed through the entry route of a "Lottery" system or via sibling placements. No official decision on an application is given until all relevant documents have been received and prospective students have undergone assessment.
3. The admission of siblings is **NOT** automatic; it remains strictly dependent upon available space and the achievement of an acceptable score on the Versant by Pearson English assessment and the BCA Standard Level of Attainment [Future Consideration: and a satisfactory CAT4 cognitive ability test score once adopted].
4. There are two primary types of assessment administered by the Admissions Committee when considering new applications for enrollment:
 - **Versant by Pearson English Assessment (Year 2 onwards):** Conducted to help the Admissions Committee pass an entry decision on the basis of a student's aptitude, cognitive ability, knowledge, and sharpness (scores must be above 100).
 - **EYFS Assessment (Nursery, Reception, and Year 1):** As formal entry assessments such as Versant by Pearson do not cover these early years, the Head of Primary will conduct a full-day classroom observation of each applicant child to assess whether they possess the cognitive and social aptitude to meet entry criteria.
5. All new applications are subject to a thorough review of records of attested good conduct and attitude from the applicant's previous educational institution.
6. Siblings or new applicants who do not meet the BCA minimum Versant by Pearson score or the BCA Standard Level of Attainment shall not be admitted. [Future Consideration: upon adoption of CAT4, applicants who do not meet the minimum CAT4 score of above 100 will also not be admitted.] In the event that openings arise or remain available, BCA shall give a second chance to applicants (with priority given to siblings) who have already undergone Versant by Pearson assessment for admissions consideration. [Future Consideration: once CAT4 is adopted, a second sitting of the CAT4 assessment may also be offered under the same conditions.]
7. Calls for such secondary sibling admissions shall be managed directly by the Admissions Committee in line with institutional capacity.

4. ADMISSIONS GUIDING PROCEDURES

4

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

A. SIBLINGS AND NEW STUDENTS' APPLICATIONS

BCA accommodates all admissions applications without discrimination. However, the Admissions Department is strictly guided by the following principles and procedures during implementation:

1. BCA utilizes an interactive online Application Form as the standard method for inter-Algerian and domestic admissions. All applicants are encouraged to visit the school's official website to learn more about the Primary or Secondary divisions and to view all admissions application requirements. A non-refundable admission application fee of **10,000 Algerian Dinars (DZD)** is chargeable for local applications.
2. The Admissions Department maintains effective verification processes to check the consistency and accuracy of all application data on a regular basis.
3. The Admissions Department is obligated to acknowledge the receipt of admissions applications immediately upon submission.
4. The Admissions Department posts the names and grades of applicants received to ensure full transparency, advising applicants to contact the department immediately in the absence of a receipt notification.
5. In the interest of advancing the school's mission of making BCA an institution of absolute excellence and discipline, admissions at the Secondary level adhere to the following strict order of priority for acceptance:
 - a) Inter-Algerian Students (until a 40% campus threshold is achieved)
 - b) Staff children as provided by this Policy
 - c) Siblings of currently enrolled students
 - d) New Algerian students where places are available
 - e) Scholarship Award Students (in conjunction with the Ministry of Education)
6. Notwithstanding the above priority list, the Board of Governors (BoG) may decide to admit up to five students per academic year considering their parents' official position in government or their direct contribution to the school's well-being and advancement. This remains subject to immediate space availability and the achievement of an acceptable Versant by Pearson English assessment score and the BCA Standard Level of Attainment. [Future Consideration: an acceptable CAT4 score will also be required once adopted.]

STAFF CHILDREN

1. Admissions for children of staff members are not automatic but are fully subject to Versant by Pearson English assessments, EYFS observations, and placement requirements. [Future Consideration: CAT4 assessments will also apply once adopted.] for evaluation by the Admissions Committee.
2. The Human Resources Department communicates eligible staff entries to the Admissions Department, which subsequently informs the Heads of Primary and Secondary, as well as the Head of Finance, for appropriate class placement and exclusion from school tuition fee payments.
3. The admissions benefit detailed here applies to contracted staff and key administrative leadership positions, including the Operations Director, Finance Head, Human Resources Head, Information and Communication Technology (ICT) Network Manager, and the Safety and Security Head.

SCHOLARSHIP STUDENTS

1. Every academic year, BCA awards competitive scholarship opportunities to new students at the Secondary level as determined by the Ministry of Education and the BoG, based on space availability. The Admissions Department, together with the

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- Admissions Committee, determines modalities and employs inclusive, transparent procedures when announcing scholarship application windows.
2. Scholarship admissions are highly competitive and are offered exclusively to students coming from low-income backgrounds (Government schools) who possess exceptional grades and verified records of exemplary behavior.
 3. Scholarship admissions are fully subject to a Versant by Pearson English assessment and review of the BCA Standard Level of Attainment by the Admissions Committee prior to a final decision. [Future Consideration: a CAT4 cognitive ability assessment will also be required once adopted.] Successful scholarship awards are announced publicly to the school community for transparency and accountability purposes.

5. STUDENT CATEGORIES AND LIMITATIONS

STUDENT CATEGORIES

1. Students admitted to BCA are registered under one of the following official categories:
 - **Algerian Students:** Students of Algerian parents who pay school fees in the local currency.
 - **Inter-Algerian Students:** Students of inter-Algerian parents who pay school fees in foreign currency.
 - **Staff Students:** Children of qualified staff members admitted according to this policy.
 - **Scholarship Students:** Merit-based students admitted according to specific scholarship agreements.
2. Algerian parents are strictly prohibited from gaining a place at the school outside of standard quotas simply by offering to pay school fees in foreign currency.

LIMITATIONS

1. As a core matter of Admissions Policy, a student registered under one of the above categories cannot be switched to another category throughout the duration of their enrollment at BCA.
2. Any deviation from this category assignment can only be authorized under exceptional structural review by the Board of Governors.

6. APPLICATION DOCUMENTS, INTERVIEWS, AND VISITS

Before a student can be formally admitted to BCA, the following documentation must be fully submitted:

1. **Application Fee:** A non-refundable fee of 10,000 Algerian Dinars (DZD) for Algerian Algerians and 100 GBP for inter-Algerian applicants.
2. **Student Application Form:** Must be completely filled out and signed by the parent or legal guardian, accompanied by one recent passport-sized photograph.
3. **School Transcripts/Reports:** Must cover two complete academic years (the most recently completed year and the previous one) as well as the year currently in progress, if applicable. Transcripts must be in English or French, with certified official translations provided if the originals are written in any other language.
4. **School Testimonials of Good Behaviour/Conduct:** With the exception of Reception and Nursery, no application for siblings or new students will be processed without an

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

official record of good conduct from the student's previous and most recent school, alongside an explicit explanation for their departure. The Admissions Committee reserves the right to utilize additional verification mechanisms to validate the candidate's conduct history.

5. **Applicant Documents:** Authenticated Passports, Birth Certificates, and up-to-date Vaccination/Immunisation Cards.
6. **Parent Documents:** Valid passports, work permits, residency cards, or valid visas indicating that both the parent and child maintain legal residency in Algeria.
7. **Personal Interviews and School Visits:** While it is understood that overseas families may not always be able to arrange an in-person visit prior to arrival, it remains highly preferable. The Admissions Committee reserves the right to request an in-person meeting with any applicant if deemed necessary (e.g., if the candidate has never attended a mainstream school setting or has had a lengthy absence from education). A compulsory interview will be required in cases where deep structural evaluation is needed to render an admissions decision.
8. **Induction:** All successful applications are strictly contingent upon the family and student completing the school's mandatory induction program.

7. CRITERIA FOR ADMISSIONS

1. Each candidate's application folder is meticulously analysed to assess overall suitability. The Admissions Committee looks for candidates:
 - Who are highly motivated and determined, as expressed in their personal letter of motivation.
 - Who demonstrate an inter-Algerianly-minded perspective during the interview process.
 - Who would fundamentally benefit from the specialized BCA curriculum, taking into account their academic background and learning potential.
2. BCA currently uses the Versant by Pearson English Assessment as the primary objective entry tool. Versant evaluates spoken English readiness across sentence mastery, vocabulary, fluency, and pronunciation, providing a reliable measure of a student's ability to access the BCA curriculum. [Future Consideration: upon adoption of CAT4, the cognitive ability battery will evaluate applicants across four key domains:
 - Verbal Reasoning (VR)
 - Non-Verbal Reasoning (NVR)
 - Quantitative Reasoning (QR)
 - Spatial Reasoning / Spatial Awareness (SR/SA) — end of Future Consideration note]
3. If a student broadly meets the Versant by Pearson entry threshold but is currently experiencing temporary difficulty reaching their full potential [Future Consideration: or broadly meets CAT4 cognitive expectations, scoring above 100, once adopted], the student may be admitted on a conditional basis. This requires a formal contractual agreement between the school and the parents stating that the parents will privately employ a tutor or a one-to-one teaching assistant outside of school hours to work in alignment with the school's learning support provisions. This agreement remains in effect until the Admissions Committee determines that support is no longer necessary. Such decisions are subject to appeal to the Head of School and the BoG.
4. The Admissions Committee announces a public posting of all new entrants (Algerian and interAlgerian) for the school community once placement operations are finalized.
5. Where oversubscription of siblings occurs in specific year levels and there are not ⁷ enough openings to accommodate all applicants who met the BCA entry assessment

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- criteria [Future Consideration: including the CAT4 score threshold of above 100 once adopted], the Admissions Committee will employ a fair 'Lottery' system among the qualifying siblings.
6. The Admissions Committee prepares and maintains an official **Waiting List** containing the names of siblings and new applicants for consideration if and when openings arise before the end of the academic year.
 7. Selection from the Waiting List is conducted transparently by the Admissions Committee based on the following criteria:
 - The existing gender balance of the class.
 - The existing Algerianity balance of the class, working toward the target of 60% Algerian and 40% interAlgerian representation across the whole school.
 - The current volume of learning support needs already present within that specific classroom.
 - Prior background and experience in an authorized InterAlgerian Baccalaureate (IB) program (where applicable).
 - General Criteria for Admission stated within this section.

8. YEAR GROUP PLACEMENT

1. During class placement, rigorous attention is paid to balancing gender, language profile, and specific learning needs, especially when classes are near capacity. At the whole-school level, BCA aims to balance class cohorts around a 60% local student and 40% interAlgerian student ratio.
2. Students are placed strictly in their age-related year group based on an **August 31st** cutoff date:
 - **Early Years 1 (Nursery):** 3 years old by August 31st 2026
 - **Early Years 2 (Reception):** 4 years old by August 31st 2026
 - **Year 1:** 5 years old by August 31st 2026
 - **Year 2:** 6 years old by August 31st 2026
 - **Year 3:** 7 years old by August 31st 2026
 - **Year 4:** 8 years old by August 31st v
 - **Year 5:** 9 years old by August 31st 2026
 - **Year 6:** 10 years old by August 31st 2026
 - **Year 7:** 11 years old by August 31st 2026
 - **Year 8:** 12 years old by August 31st 2026
 - **Year 9:** 13 years old by August 31st 2026
 - **Year 10:** 14 years old by August 31st 2026
 - **Year 12:** 16 years old by August 31st 2026
 - **Year 13:** 17 years old by August 31st 2026
3. Where it is determined to be of significant academic, social, or psychological benefit to the child, an applicant may be offered a place in a lower year group than requested.
4. **Class size limits are strictly capped as follows:**
 - Nursery: 20 places
 - Reception: 20 places
 - Years 1 to 6: 25 places
 - Years 7 to 13: 20 places
5. Under exceptional circumstances determined by the Admissions Committee and in consultation with the Head of School, a student may be placed in a higher year group than their chronological age group. Factors required for a higher placement include:
 - A historical transcript demonstrating exceptional academic performance and advanced social-emotional skills, verified through rigorous internal school ⁸ assessment.

- Achievement of an exemplary score on the Versant by Pearson English Assessment. [Future Consideration: completion of the school's advanced-level CAT4 assessment to an exemplary standard will also be required once adopted.]
 - English language proficiency (speaking, listening, writing, and comprehension) of a high enough standard to fully access the accelerated curriculum.
 - Demonstrated self-sufficiency and an ability to complete complex tasks independently.
6. Parents are clearly informed in writing that any accelerated placement is strictly tentative. The school reserves the right to insist upon a return to the chronological age group if the student's observed classroom performance falls short of expectations. Any such re-placement normally occurs at the end of the first half-term (six-week period) following entry.

9. REQUIREMENTS FOR SPECIFIC YEAR GROUPS

Specific entry prerequisites apply to the following student cohorts:

1. **Applicants with No Prior Schooling:** Applicants entering from a home-schooling environment or online tuition models must meet in person with relevant members of the Admissions Committee prior to registration.
2. **Nursery Entry:**
 - The applicant must be fully toilet-trained before their first day of attendance at BCA.
 - The applicant must demonstrate an ability to feed and dress themselves reasonably independently.
3. **Years 10 and 12 Entry:** To successfully transfer into Year 10 (IGCSE) or Year 12 (IB Diploma Programme), students must closely coordinate their subject options with the IGCSE/IB Coordinator and Head of School to ensure alignment with course options and available seat capacities.

10. APPLICANTS WITH SPECIFIC NEEDS (SEND)

1. BCA maintains a non-discriminatory admissions policy. However, the school recognizes that its physical and pedagogical setting cannot meet the needs of every student. Limited accommodations are available for students with Special Educational Needs and Disabilities (SEND) within the framework of the school's SEND Policy and individual Individualized Education Plans (IEPs).
2. BCA operates a Learning Support Department designed for low-level, mainstream academic support. The number of students who can receive this support is limited by the physical resources and specialized staff available at any given time. Parents or guardians of an applicant with identified specific needs must submit complete documentation with the initial application (including IEPs, psychological evaluations, and speech/language reports).
3. In addition to the standard Versant by Pearson English Assessment, SEND applicants undergo diagnostic placement tests, personal interviews, and direct classroom observations. The Admissions Committee reserves the right to request a full psycho-educational evaluation before an admission decision is reached. If a specific need was not disclosed during application, the school reserves the right to review the placement to assess the appropriateness of the student's presence based on institutional capacity. The application will remain 'in-process' until evaluation results are fully rendered.
4. Significant academic or physical needs for which the school lacks adequate resources

9

- will result in a refusal of admission.
5. In exceptional cases, the school may require that a student have a privately employed one-to-one teaching assistant (funded entirely at the parents' expense) to enable safe and productive participation within the mainstream classroom.
 6. The Admissions Committee limits the number of students requiring one-to-one support to a maximum of **three students per year group** across Reception to Year 11.
 7. Admittance into the Primary School with a 1:1 teaching assistant does not automatically guarantee progression into the Secondary School. Students receiving this tier of support are completely reassessed via Versant by Pearson English Assessment and behavioural review at the end of Year 6. [Future Consideration: reassessment will also include CAT4 once adopted.] to ascertain suitability for Secondary School entry.
 8. The Admissions Committee reserves the right to evaluate the skills and qualifications of any privately employed 1:1 staff member and can insist on an alternative assistant if deemed necessary for the student's development. BCA enters into no part of the private financial agreements between parents and their privately employed staff.
 9. Students with a proven, diagnosed SEND profile requiring a 1:1 assistant will be placed strictly within their chronological age-related year group. No age-group exemptions will be made.
 10. BCA reserves the absolute right to refuse admission if:
 - It is determined that the student cannot benefit educationally from the academic program.
 - Behavioural or academic records demonstrate that the applicant is unsuitable for the community environment.
 - The structural SEND accommodations required cannot be realistically delivered by the school.
 - The applicant fails to provide complete, transparent, and accurate information regarding their child's educational or behavioural history during the admissions process.
 11. Children with specific learning needs who are admitted will be regularly evaluated on an annual basis at the expense of the family. If it is determined that BCA can no longer accommodate the student's evolving Special Educational Needs, the school will provide six weeks' notice to the family so that an alternative educational environment may be secured.
 12. The final decision on all SEND applications rests with the Head of School, with no further right of appeal. All such decisions are officially written, signed, and recorded with the Admissions Department.

11. POST-REVIEW PROCEDURES

Upon completion of an application review, parents are notified of the decision via email or telephone within five business days. Subsequent procedures are determined by the decision outcome:

1. **Acceptance:** Followed by a formal call and written letter of acceptance. An Enrollment Contract is issued and must be signed in person at the Admissions Office. Parents or guardians must then complete the payment of the admission fee, capital levy fee, and tuition fees for at least one full school term. These steps must be finalized before the student can start school, affording a mandatory **48-hour waiting period post-payment** to allow classroom teachers adequate time to prepare.
2. **Denial:** If an applicant is denied placement, notice is delivered via telephone, and a formal letter or email confirmation is sent if requested by the parents.
3. **Waiting List:** If accepted but blocked by class capacity limits, the applicant is placed on the official Waiting List, and a written confirmation is sent. Applicants on the waiting list are not subjected to Versant by Pearson testing until a vacant place is formally

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- confirmed by the Admissions Committee.
4. **Deferrals:** An accepted or waitlisted applicant may choose to defer their place to the following academic year, provided the school receives timely notification and spaces remain available. Deferrals require consultation with the Admissions Committee. Application fees are deferrable for one year, subject to the submission of satisfactory interim school reports from the intervening year. Deferral administrative costs are borne by the parents.
 5. **Re-Entries:** Previously enrolled students who left the school may re-enter without incurring a new Entry Fee, provided the return occurs within one calendar year of departure, space is available, and an initial intention to return was formally disclosed upon withdrawal. If the absence exceeds one academic year, the Admissions Committee reserves the right to request a complete re-submission of application forms and a new Application Fee. Re-entry may be declined if departure intentions were unrecorded.
 6. **Assessment for Re-Entrance:** Students re-entering BCA after an absence exceeding two school terms are required to retake the appropriate year group's Versant by Pearson English Assessment and BCA Standard Level of Attainment review to verify that attainment levels remain aligned with BCA standards. [Future Consideration: a CAT4 reassessment will also be required once adopted.]

12. DEPARTURE PROCEDURES

1. Parents intending to withdraw a student from BCA must disclose their intentions in writing to the Admissions Department.
2. The Admissions Department establishes the definitive leaving date and alerts the Head of School, Head of Primary, or Head of Secondary.
3. The Admissions Department initiates the formal school clearance procedure by notifying Finance, the Library, the Learning Resource Centre (LRC), and the Bookstore to resolve any outstanding fees related to unpaid tuition, lost materials, or unreturned school property.
4. The Head of Primary/Secondary issues an official Letter of Attendance to the parents and briefs the class teacher. A formal departure notice is circulated internally to main teachers, assistant teachers, and learning support staff.
5. BCA is under no obligation to release official transcript grades or transfer records to the leaving student until the school clearance procedure is fully completed and all debts are satisfied.

13. REGISTRATION

RE-REGISTRATION PROCESS

1. During April and May of each academic year, the Admissions Department gathers preliminary details regarding parental enrollment intentions for the upcoming year via a non-binding school survey and follow-up calls.
2. Formal re-registration takes place in May and June once the updated Fee Schedule and calendar have been approved and published. A formal Registration Contract and fee schedule are distributed to all current families.
3. Parents intending to secure their child's place at BCA for the subsequent academic year must sign and return the Registration Contract alongside the Registration Deposit by the specified deadline (normally the end of June). **Failure to meet this deadline will result in the place being offered to another candidate on the waiting list without further notice.**
4. Re-registration may be withheld or refused if a student has unresolved financial, academic, or severe behavioral issues. The Head of School coordinates all necessary

BRITISH CAMPUS ALGERIA

Address: Lot Gigot, property N° 2266 section 01 Birkhadem, Algiers Telephone: [+213 560 40 00 21](tel:+213560400021)

Email: contact@british-campus.com

- communications with families concerning these issues.
5. Upon receipt of the completed Registration Contract, Deposit, and the countersignature of the Head of School, the student is formally re-registered. Documentation is transferred to the Finance Department for seasonal tuition invoicing.

FEES

1. Application, entry, and tuition fees (including admission and Capital levy) are established annually within the official Fee Schedule. Tuition fees are payable termly and must be settled in full before a student can take their place in class. The school reserves the right to deny classroom access if term fees remain unpaid.
2. Under exceptional, proven circumstances, parents may request a specialized installment payment structure. Such arrangements are only possible upon explicit authorization by the Board of Governors (BoG) in consultation with the Head of School and the Finance Manager, taking into structural account the legitimacy of the application, the best interest of the child, and the operational advantage of the school.

14. FOLLOW-UP PROCEDURES

New Students at the Start of the Academic Year:

- **General:** Just prior to the start of the academic year, all new student files are handed over to the relevant Primary or Secondary administrative assistants. Class teachers and Heads of Year are invited to consult the files and coordinate with Admissions for background briefings. Files of students with specific needs are audited individually with the Learning Support Department.
- **Primary School (Nursery - Year 6):** An orientation Induction session is held for new Primary students and their parents immediately prior to the start of term. Classroom teachers take individual responsibility for ensuring a smooth, welcoming transition.

Mid-Year Arrivals:

- The Admissions Committee formally alerts the Head of School regarding mid-year intakes from the current Waiting List. The Head of School notifies relevant academic and administrative staff via an internal email detailing the student's year group, entry date, and pertinent background data.
- A tailored mid-year orientation induction program is deployed for all mid-year entries to ensure rapid adaptation to life at BCA.

15. APPENDICES & ANNEXES

APPENDIX 1

1. **Sibling Applicants in Nursery and Year One:** Invited to apply for vacant spaces on a termly basis. Places are offered provided they pass the EYFS/Year One assessment metrics and space allows. If applicant scores are identical, priority is determined by: (1) class gender balance in line with the 60/40 whole-school target, (2) evaluation of prior school reports, and (3) an interview with the Admissions Committee to evaluate alignment with BCA values.
2. **Lottery Applicants in Nursery and Year One:** Following sibling placements, remaining spaces are opened to the public via a randomized 'Lottery' system. Five reserve applicants are drawn for each cohort. If a selected applicant fails the assessment criteria, reserve applicants are invited in the exact order they were drawn until all spaces are filled.

12

APPENDIX 2

1. **Sibling Applicants in Reception, and Years Two to Six:** Siblings are invited to apply for vacancies in year groups that are currently undersubscribed. Sibling places are not guaranteed annually and depend on overall numbers on roll. Applicants undergo Versant by Pearson English Assessment or EYFS assessment as appropriate, and top-ranking candidates are offered enrolment. [Future Consideration: CAT4 will be added to the assessment battery once adopted.] Identical scores trigger secondary reviews matching gender balance targets, historical report quality, and an interview with the Head of Division.

ANNEXES

1. Application Form
2. Agreement for Admission of New Algerian Students as InterAlgerian Fee-Paying Parents
3. Agreement for Enrollment of a New Student to the Department of Learning Support and Special Education Program at BCA
4. BCA Standard Level of Attainment for All Year Groups
5. BCA SEND Policy

Document Control Block:

- **Revised:** June 2026
- **Authority:** Date of approval in Senior Leadership Team (SLT)