



Admission Policy



Pre-amble

The belief that each child at The British School of Lomé should be afforded an equality of education opportunity is at the heart of our admissions policy. Each student admitted should be able to benefit substantially from being a member of our school community.

We do not select academically for students entering into Year 9 and below. Students are accepted on a first come, first served basis. We try to safeguard families seeking boarding placement from making futile visits when no appropriate places are available.ⁱ

Admission Entry Dates

We prefer students to arrive at the beginning of the school year but recognise the need to admit students during the year and do so if we have an appropriate place. We do not want students to wait until the start of the next school year. There are exceptions to this guiding principle: they arise when admittance is at variance with the student's best interests, consequently:

- ~ it is most unlikely that we would admit a student into Year 11 or Year 13.ⁱⁱ
- ~ it is most unlikely that we would admit a student into Year 12 later than three weeks into the first term.ⁱⁱⁱ
- ~ it is most unlikely that we would admit a student into Year 10 after the first half-term.^{iv}
- ~ it is most unlikely that we would admit a student into Year 9 or above without a good working knowledge of English language.^v

Student Placement

Students are placed by chronological age.^{vi}

Admission Conditions

Primary Years and the first three Secondary Years (Yr 7, Yr 8 and Yr 9)

Admission up to and including Year 9 is conditional on the satisfactory completion of a screening questionnaire completed as accurately as possible by the parent or guardian of the prospective student, giving full disclosure of any learning difficulties or behavioural problems. We would expect to see examples of current schoolwork.

We prefer to interview the prospective students, but may waive this option if travelling to Lomé is difficult and we are happy with the previous school reports, the completed questionnaire and the samples of current schoolwork. In some cases interviews can be conducted locally.

Year 10: the first of two (I)GCSE years

An interview is essential and part of the time may be spent resolving issues relating to subjects studied during the two (I)GCSE years if the Deputy Head – Academic Affairs is present. Additionally, tests for basic skills in English language, mathematics and reasoning will be sat.^{vii}

Year 12 (Lower Sixth): the first of the two pre-university years

Students admitted into Year 12 should have a well-developed work ethic and be, at least, of average academic ability and looking to enter university.

An interview is essential. Tests for basic skills in English language, mathematics and reasoning skills must be sat and tests in other subjects, depending on options chosen, may be necessary.

Students admitted into Year 12 are expected to participate wholeheartedly in The Duke of Edinburgh Award Scheme.^{viii}

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Documents Required

We require the following documents, or certified copies, ahead of admission:

For all students:

A completed admissions form, birth certificate, the last two school reports and examples of current schoolwork.

Additionally for all Secondary Years students:
a completed confidential report.

Additionally for all boarding students:
vaccination card and our medical forms returned completed.

Admission Confirmation

After admission procedures have been completed a letter offering admission will be sent and can be taken up once financial obligations to the school have been met.

End of policy statement

Notes of further explanation:

This document is to inform parents, students and teachers of our admission policy.

Pre-amble

ⁱ Our boarding students are grouped by age and sex: each boarding house is home to a narrow age range of either girls or boys. For us to welcome a student into our community there must be an appropriate boarding place as well as a suitable class opening. Registering early is a good tactic to aid admission.

Admission Entry Dates

ⁱⁱ There would have to be a very tight alignment between courses being followed and what we could offer and, additionally, an extremely good alignment of topics covered and to be covered. Further to these considerations, it would also be very difficult to convince us that the move was to the benefit of the student. If we did admit a student at such a late stage we would, of course, do all that we could to ensure that the student enjoyed the full support of the school community.

ⁱⁱⁱ The IB Diploma programme is a fast paced, five-term learning and developing experience and the first few weeks in particular are critical to future success. It is hard to imagine circumstances in which we would think moving into the programme later than three weeks into the term would be in the best interests of the student.

^{iv} Arriving later than the first few weeks of the (I)GCSE programme already presents a stiff challenge to students. There is no slack time and catching up on the opening half-terms work and trying to keep pace with current work would be extremely difficult. It could be easier if a student was transferring from another (I)GCSE programme elsewhere.

^v We do have good provision for developing English as a foreign language but given that any student entering the school is expected to follow (I)GCSE courses in Year 10 and Year 11 and will be examined for future academic success in English, we would need to be convinced that a student entering Year 9 without a good grasp of the English language would have an exceptional aptitude for language mastery as well as being very well motivated

Student Placement

^{vi} Only truly exceptional circumstances will cause a variance to this policy, and then only after a meeting attended by the Headmaster, or his appointed representative, and appropriate members of the teaching faculty.

Year 10: the first of two (I)GCSE years

^{vii} Admission does not imply access to particular (I)GCSE courses until this has been negotiated with the Deputy Head-Academic Affairs. This could happen at interview time. Limited places in a subject will be allocated on a first come, first served basis.

Year 12 (Lower Sixth): the first of the two pre-university years

^{viii} As Year 10.