

Admissions Process

Thank you for your interest in applying for a place at **Brighter Choice International School**. At **BCIS** we provide the best education for your child with an ever-evolving international curriculum, as well as support from our teachers and staff to help your child reach their potential and dreams.

The following are the **BCIS admission process** in SIX steps:

STEP 1 - FILL AN APPLICATION FORM

Submit an application, with a completed and signed application form with the documents and items listed below. Additional documents may be required as and when necessary. Please note that we are unable to process any application until all required documentation is made available to the school.

The following is BCIS Application Criteria:

1. Application form (can be collected from the Admissions Office or submitted online).
2. A recent medical health certificate (If applicable).
3. A Vaccination Certificate.
4. Four recent colour passport size photographs of child, parents /guardian.
5. A copy of Child's Birth Certificate, Passport, Identity Card (Sudanese) and Visa (non-Sudanese).
6. A copy of both Parents' Passport, Identity Card (Sudanese) and Visa (non-Sudanese).
7. Applicants who are staying with an appointed guardian, parents must provide the School with the guardian's most recent photo, a copy of guardian's Passport, Identity Card (Sudanese), Visa (non-Sudanese) and a letter confirming the appointment.
8. Most recent year's school report regarding character and ability from the previous school (if applicable).

Submission of an application does not guarantee a place. As year groups can fill up very quickly, we advise submitting applications as early as possible. Where possible, the School will try and provide a realistic assessment of the chances and possible timing for admission. However, the enrolment situation is dynamic and often unpredictable.

You may submit an application online or in person and courier the documentation to us at:

ADMISSIONS DEPARTMENT – Brighter Choice International School - Badr street, Block 22, Building no 885, Eltayif, Khartoum, Sudan.

STEP 2 – INTERVIEW

Upon successful submission of the application form, a date will be set to arrange your interviews. Two types of interviews will be carried out to evaluate your application. This step is very crucial in identifying your child's needs and suitable level. The school counsellor will be attending the interview to assess your child's behaviour and if special care is required. Following are the interviews:

1. Parents interview.
2. Child interview.

STEP 3 – ASSESSMENT

Upon successful interview process, applicants are scheduled for an assessment.

An assessment fee of **fifty US dollars (\$50)**, non-refundable and non-transferable fee, payable in one payment in dollars or equivalent in local currency.

The nature of the assessment varies for different year groups and requires meeting a member of the academic staff. The assessment process is designed to ensure that the placement of all children will best meet their educational and personal requirements. The assessment is also designed to help ascertain whether a child would require specific support.

Please note that the assessment material is private and a property of the School. Parents are not entitled to view or obtain copies prior to or after the child's assessment.

STEP 4 - APPLICATION REVIEW

Assessed applications will be reviewed taking into consideration various factors, including the results of the assessment, school reports, subject options, English language ability level, child's behaviour and availability of places. The School reserves the right to assign priorities for admission or refuse admission for any reason we deem fit. Where places are insufficient, applicants will be placed on the waitlist.

STEP 5 - ADMISSION DECISION

- Decisions on admission of any child to the school will be made by a team including leadership team of the school.
- Following the completion of application assessment, a letter will be issued within 10 days. The letter will:
 - Confirm the child has been accepted into the school (*letter of acceptance*).
 - Confirm the child has been placed on the waiting list (*letter of provisional acceptance*).
 - Request further information and/or further testing to take place (*letter requesting further details*).
 - Confirm the child has not been accepted into the school (*letter of rejection*).

STEP 6 – REGISTRATION FEES PAYMENT

A Registration Fee of **one hundred US dollars (\$100)**, non-refundable and non-transferable fee, payable in one payment in dollars or equivalent in local currency.

Upon receiving an acceptance letter, only payment of the registration fees will confirm an acceptance of offer and the seat will be booked. This booking will be valid for seven (7) days within this period the school fees must be settled (first instalment). Otherwise, the School will be under no obligation to reserve a place.

General Notes

If the application is successful, an offer of place will be made. Placement of the child is at the absolute discretion of the School, taking into consideration various factors, including age, character, academic ability and level of achievement relative to the School's current students.

An offer of admission to the school is also based on the belief that a child will benefit from the curriculum offered and that his/her admission will support the education of existing students.

The acceptance of the offer must be made by paying the registration fees on the date of the offer. And within 7 days the first instalment of the fees must be paid. The payment of the required fees constitutes the acceptance of a place and therein confirms the place for the child. If the payment process is not completed no place will be help for your child.