

**Polish British Academy of Warsaw**  
**Primary School**  
**and**  
**Kids' Academy Preschool**  
**Admissions Policy**



**PBAW Headmistress:** Maria Fiedorczuk-Piechota

**Kids' Academy Headmistress:** Klaudia Korpowska

**Governors:** Magdalena Eysmont (DGS), Monika Konieczna-Kowalczyk

**Approval date:** 18<sup>th</sup> June 2021

**Policy is:** PUBLIC

**Review date:** November 2022

## **Admission Statement**

Polish British Academy of Warsaw will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned\*,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the ground that the student or the applicant in respect of the student concerned has special educational needs.

## **Admission Process**

Parents interested in enrolling their child in Polish British Academy of Warsaw apply through either:

1. the PBAW Application Form on the school website, or
2. an email sent to the recruitment department

After the application has been reviewed, parents are invited to a meeting with one of the management members. Prior to the meeting, parents are requested to complete a Parent Survey. After the parent interview, a child is invited to either:

1. trial days (Preschool) - 1-2 days spent in an age-related preschool class (signing of a temporary contract required)
2. a trial day (Reception, Y2-Y8) - a half-day spent in the current class at the adequate level
3. a recruitment meeting (Y1) - an interview with subject teachers as well as the school psychologist

The observations done by our designated teams throughout the trial day or the recruitment meeting assess the applicant's ability to adjust to new people and situations, emotional maturity and readiness for schooling and, in case of Y2-8 applicants, their level of subject knowledge (based on the Age Related Expectations).

Taking part in the recruitment process is not equivalent to being admitted to the school.

The School may refuse to admit a student without providing a reason.

The School does not issue written or oral opinions regarding the skills of the candidates.

## **Admission Fees**

Payment for each child participating in the Kids' Academy or Polish British Academy of Warsaw recruitment process is as follows:

1. Preschool - 80 PLN per day / 60 PLN for a half-day trial
2. Reception and Primary School - 100 PLN paid prior to the trial day/recruitment meeting

## **Decisions on applications**

All decisions on applications for admission to Polish British Academy of Warsaw will be based on the following:

1. Our school's admission policy
2. The school's annual admission notice (where applicable)
3. The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

## **Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined by the Admissions Coordinator.

If a student is not offered a place in our school, it will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

## **Acceptance of an offer of a place by an applicant**

In case a child has been offered a place in Polish British Academy of Warsaw, parents receive a contract as well as the School Handbook entailing all school regulations. Parents are advised to read through the aforementioned documents and sign the contract, in person, within 7 days.

## **Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Polish British Academy of Warsaw where:

1. it is established that information contained in the application is false or misleading.
2. an applicant fails to confirm acceptance of an offer of admission on or before the date set out by the Admissions Coordinator.
3. the parent of a student, when required by the headmistress, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in the above section.

## **Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Polish British Academy of Warsaw were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Polish British Academy of Warsaw is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

*\*At this point in time, due to the school building limitations, our school is unable to admit students and staff using a wheelchair. However, the school does have the capacity for current students, who suffer an injury resulting in a temporary disability, to teach them through online means.*