



El Alsson Policy for Internal Transfers between the British and American International Schools

Developing Successful 21st Century Citizens

When parents apply to the school, they are asked to choose between the British and American systems. If, at a later stage, parents think their child would be better off by moving from one section to another, they can apply for a transfer. Information on both educational systems is available on the school website and parents are also very welcome to consult the educational management for more details.

Parents are advised of the importance of educational continuity for their child at all times; it is not normally advisable to change to another educational system unless there is a very sound educational reason. If you do change, please let your child settle and progress and don't consider changing back.

Where places allow, if parents request a transfer the child is moved to the system of the parents' choice the following year. Requests for transfers should be made between November 1st and mid-December in any academic year. Only in exceptional cases will transfers be considered later.

So how does it work?

- If parents wish to transfer their child, they should visit the registrar or send an email to the registrar@alsson.com
- The registrar will check and make sure there are places available. If there are no places at the time, the request will be put on hold.
- The registrar will send the request to the section manager of the current school who will work with the section manager of the other school that the parents are requesting.
- The managers will review the request together, check records, run tests and try to carefully consider the request and discuss with the senior managers of their section.
- If the transfer is approved, the managers will ask the parents to come in to discuss everything to finally make sure that this is the best decision for your child
- If the transfer is not approved you will receive a communication from the registrar with the reasons why.

Please note: we not only review the child's academic performance but also take into account behavior and general attitudes. Transfers will not go ahead if the reason is 'poor behavior'.

Transfers in the Senior schools: late transfers are not always possible because of credits in the American school or missing GCSE's in the British School. For example, university entry requirements cannot be met by mixing qualifications from two different systems. We recommend you discuss everything with your child's section manager first.

Do have a look at the 'Information on the different education systems' and the different routes and options.