

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 **this may be possible and** 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. Similarly, once requested, accepted and agreed, parents cannot change their minds at a later date as by this time the place being vacated will have been offered to new applicants. Similarly, transfers are only possible up to the end of Year 9 in the British school moving to Grade 9 in the American as after that, the student would not be able to meet the graduation requirements of the American system. Similarly, if students are moving from the American to the British school, this is only possible up to the end of Grade 8 moving to Yr10 which is the beginning of the GCSE program.

Where places allow, if parents request a transfer and the transfer is approved, the child is moved to the system of the parents' choice the following year. Requests for transfers have to be made between November 1st and mid-December in any academic year. Transfers cannot be considered later than this as the school is then planning timetables and recruiting new teachers for the next year.

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, we are sorry, but we will not be able to help you.
- If there are places, the registrar will send the request to the section manager of your child's current school who will arrange with the section manager of the other school that you are requesting for an appointment for you to come in and discuss the move.
The managers will review the request together, check records, possibly run tests and carefully consider the request.

If the transfer is approved, you will be advised by the registrars.

If the transfer is not approved, you will receive a notification.

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'.

Late transfers are not possible for the reasons given above: timetables and recruiting new teachers. Do have a look at the 'Information on the different education systems' and the different routes and options **November 2019.**