



El Alsson

British & American International School

Developing Successful 21st Century Citizens

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

Early Years

At the present time all children entering El Alsson in the Early Years follow the British curriculum, thus no transfers occur during this stage of education. (from Sept. 2017, when Pre-K and K classes become available in the American International School, parents will be able to choose the system they prefer on entry.) This policy will be updated at that time.

During Year 1 parents are asked to decide which educational system they want their children to study in for the following year and the rest of their education at school - either the British International School (Years 2 -13) or the American International School (Grades 1-12).

Information on both educational systems is available on the school website and parents may also wish to consult the educational management for more details.

Parents are advised of the importance of educational continuity for their child at the time of making this decision; it is not normally advisable to change to another educational system at a later point unless there is a very sound educational reason.

Where places allow, the child is admitted to the system of the parent's choice for the following year. Early decisions are advisable.

If all the places in the preferred system are already allocated by the time parents make their choice, the child's name will be added to the waiting list. The child will then be admitted to the other system assuming the parents wish to do this and wait (the waiting list continues from year to year) until a place becomes available in the system of their

original choice. The parents are then contacted by the Registrar and offered that place, should they still wish to take it.

Primary / Elementary School

If, for any reason, parents wish to transfer their child after Year 2 / Grade 1 to the other system, they must apply in writing to the Registrar, stating their reasons.

The Registrar then sends the Transfer Request Form to the educational management of the current system.

The child's academic performance and behaviour is then checked via the child's file and in consultation with the child's class teacher and any other relevant members of staff.

The form is completed and passed on to the educational management of the system the parents are applying to. The information on the form is then checked and further investigation or assessment may take place at the discretion of the educational management.

Parents may also be called to discuss their reasons or their child's case and they may be advised against transferring their child. Each application for transfer is considered on a case by case basis.

The completed form with the recommendations of the educational management is sent to the School Directors, who review all the pertinent information and either allow the transfer or not. (If a transfer is approved but there are currently no places available, the child's name may be added to a waiting list.) Parents are advised of the decision by the Registrar.

Primary/ Elementary to Key Stage 3 / Middle School

If parents requests a transfer to the other system at the end of the Primary / Elementary school (i.e. Year 6 to Grade 6, or Grade 5 to Year 7), the procedure above is followed but an assessment in English and Mathematics is always administered.

If the parents of a child who has identified learning difficulties in Year 6 /Grade 5 applies for a transfer the assessment mentioned above is completed either under the supervision of the relevant Learning Support Services Dept., who may or may not allow specific accommodations during the assessment, according to the child's case or a member of SMT. In these circumstances, the usual procedure is followed for information gathering; the LS Dept.'s opinion will also be sought as to whether the Middle School /KS3 LS Department has the necessary resources to cater for the child's educational needs (please see the relevant Learning Support Services Policy). The educational management will also consider the cohort of that year group / grade level in relation to other children with learning difficulties and the available resources, before making their recommendation to the School Directors.

Middle School (Grades 6-8) to Key Stage 3 (Years 7- 9)

Whilst there are differences in curriculum and assessment between the two systems at the Primary / Elementary stage of education, these become even more apparent in Middle School/Key Stage 3, (please refer to the website for curriculum information). It is therefore very important for students to avoid transferring between systems after this point unless there is a compelling educational reason for doing so.

If a transfer request is received the procedure above is followed including academic assessment.

Middle School / KS3 to High School / KS4

Grade 9 is the beginning of the four year High School programme.

Year 10 is the beginning of the two year Key Stage 4 GCSE programme, followed by AS and A-Levels in Key Stage 5 (Years 12 and 13).

Transfer requests at this point (to enter G9 or Y10) will be considered on a case by case basis. The educational management of the system where the child is currently studying will consult the child's school records, and carry out all necessary background research. They will then consult with the management of the system to which the child has applied, arrange for the child to undertake an assessment as appropriate, and jointly make a recommendation to the School Directors using the Transfer Request Form.

In the case of transfers to Year 10, the educational management will take into account whether places are available in the options subjects that the student wishes to study. The Registrar is responsible for informing parents of the Directors' decision, taking into account whether a place is actually available or not, or whether the student is to be placed on a waiting list.

The latest point at which a child may apply for a transfer from one system to the other is by the end of February of the academic year in which the student is in Y9 (British School) or Grade 8 (American School). This is to allow sufficient time for any transfers for the following year to be processed and accepted or not.

Transfers between High School (G9 -12) and Key Stage 4/5 (Y10-13) are not possible, as university entry requirements cannot be met by mixing qualifications from two different systems. At this stage of education there is no correlation between the two systems, both having completely different curriculum and external assessment and examination procedure.

Reviewed November 2016

Updated: Annually