



Admissions Policy

Policy owner	Administration Director and Academic Director
Approval authority	Board of Governors
Status	Approved
Approval date	1 February 2026
Effective date	1 February 2026
Next review date	1 February 2027

1 Purpose and scope

English International School Baghdad (EISB) provides full-time education in English for children aged 3 to 18. This policy explains when and how families apply, the entry requirements for each grade, how the school decides applications, and how a place is confirmed. The school applies the published criteria consistently, considers each child's circumstances and support needs, and communicates decisions clearly to parents or legal guardians.

2 Admissions timetable and places

Admissions open in February each year for entry in the following academic year. The main admissions period runs through August and closes in September when the new academic year begins. From September onwards, the school accepts late applications for available places until those places are filled. Families may ask the Parent Engagement Team about current availability. The school maintains an admissions register and an attendance register in accordance with applicable requirements. Admission is subject to a suitable place being available in the relevant grade, completion of the required process, and the grade-specific criteria below.

3 Grade placement

The academic year runs from 1 September to 31 August. A child's normal grade is determined by their age on 31 August immediately before the academic year starts. Children normally stay in that grade for the full academic year. An alternative placement may be considered after an individual review and discussion with the parents, with their agreement before registration.

Grade	Age	Grade	Age
Pre-K	3	Grade 6	11
KG1	4	Grade 7	12
KG2	5	Grade 8	13
Grade 1	6	Grade 9	14
Grade 2	7	Grade 10	15
Grade 3	8	Grade 11	16
Grade 4	9	Grade 12	17
Grade 5	10		



4 Application process

4.1 Application and documents

Parents or legal guardians complete the application form and lodge it in person or online with the school's Parent Engagement Team. The team explains the process, helps arrange a school visit if requested, and coordinates any assessment or meeting. Parents must provide the required documents within 14 days of submitting the application:

- Identification for the parent or legal guardian and the child's ID or passport.
- The child's medical and vaccination information, including allergies and any support needed at school.
- The most recent end-of-year report and relevant educational records for applicants transferring from another school.
- Relevant medical, developmental or psychological reports and details of any known support needs.

Parents should provide accurate and complete information. The school may request clarification or further reports when necessary to assess the application and plan support. It will explain the reason for any additional request.

4.2 Entry requirements

Grade	Requirement
Pre-K to Grade 1	Accepted automatically once the application and required documents are complete, subject to an available place. No English proficiency test is required.
Grades 2 to 9	Complete the age-appropriate online Flash Academy English proficiency test and achieve Band C or above. The Academic Director also reviews the end-of-year report from the previous school. Both the test result and school report inform the decision.
Grade 10	The student must already have commenced an IGCSE programme at the previous school. The school reviews the subjects and records to determine whether the student can continue an appropriate programme at EISB.
Grade 11	Submit results for at least five IGCSE subjects, each with a grade of 4 or above.
Grade 12	Hold at least three cashed-in Pearson Edexcel International AS subject grades of E or above, in subjects offered by EISB.

Students who do not meet the Grade 11 or Grade 12 entry requirements may ask to register for examinations as external candidates, where the school is able to offer the relevant examination. External candidate registration does not provide admission as a full-time EISB student.



4.3 Flash Academy English proficiency bands

Band	Description
A	New to English
B	Early Acquisition
C	Developing Competence
D	Competent
E	Fluent

Band C is the minimum test result for admission to Grades 2 to 9. The test is appropriate to the applicant's age. The Academic Director considers the test result alongside the previous school's end-of-year report, rather than using the band alone as the whole admission decision.

4.4 Review and communication of the decision

The Parent Engagement Team confirms when the application is complete and arranges the relevant test or meeting. The Academic Director makes the admission decision after reviewing the evidence for the grade and any support assessment. Where a meeting is needed, the child is expected to attend unless the school agrees otherwise. The school normally informs parents of the decision by email or telephone within seven days of the completed assessment or meeting. If further information is needed, the team explains the next step and expected decision date.

The Parent Engagement Team communicates the proposed grade, start date and the next steps for registration clearly by email or telephone. The school does not issue an offer letter. Staff record the decision and the details communicated to parents. Individual assessment feedback is not routinely provided, but the school explains the reason for a refusal.

4.5 Accepting a place

Parents complete the registration form to confirm that they wish their child to join EISB. A separate written acceptance is not required. The Parent Engagement Team explains the registration steps and the applicable fee payment schedule. The school confirms the place once the registration documents are complete and the family has met the requirements of that schedule. If registration is not completed within the communicated timeframe, the school contacts the family before releasing the place.

Registration forms include the Home-School Agreement and relevant consent for photographs and video, first aid, and medication. The school gives parents its current forms and explains any additional document before asking them to sign it.

5 Support needs and access to the curriculum

Parents should disclose any known disability, special educational need, medical condition or other support need during application so the school can assess appropriate provision. The Inclusion Coordinator and relevant staff review the information, speak with the family and child where appropriate, and consider reasonable adjustments and available support. The school does not assume that a diagnosis, disability or language background alone prevents admission.

If the school identifies a significant gap between the child's needs and the provision it can make, it will explain the specific concern and the adjustments considered before deciding the application.

If a need becomes apparent after admission, staff work with parents to review support. Any proposal for additional individual support, including a shadow teacher, is considered case by case with the family. Where EISB ultimately cannot provide suitable education and care, it discusses the evidence and possible next steps with parents and, where possible, helps identify an alternative setting.



6 Oversubscription and waiting list

When a grade is full, the Parent Engagement Team may place an eligible applicant who has completed the relevant assessment on a waiting list. A place on the list is not a promise of admission. Parents are contacted by email or telephone when a suitable place becomes available, and the school reconfirms the child's eligibility and proposed start date.

Where more eligible applicants seek a place than the school can admit, the stated priorities are: (1) siblings of current EISB students, (2) children identified as gifted or talented, and (3) children of staff members. The school documents how a priority applies and uses the same criteria for comparable applications.

7 Records and confidentiality

The school records the application, documents received, assessments, decision, grade placement, parent communication and registration outcome. Staff restrict access to personal information to those who need it for admissions, educational planning, welfare or authorised oversight. Records are stored and retained under the school's records and data protection procedures. Parents may ask about the return or deletion of documents when an application does not proceed, subject to records the school must retain.

8 Review of a refusal and complaints

A parent may ask in writing for a review of a refusal within three months of the decision and provide any additional information. The school arranges a further meeting where appropriate. The Principal reviews the original decision and new evidence and communicates a final admissions decision in writing. Concerns about how the process was followed may also be raised under the school's Complaints Policy. A process complaint does not itself guarantee a place.

9 Related documents and review

This policy should be read with the Inclusion, Safeguarding, Complaints, Records Management and Data Protection policies, the Home-School Agreement and the fee payment schedule. The school makes this policy available to prospective and current parents. The Board of Governors reviews it by the stated review date or sooner if the school changes its admission arrangements.