



**Bladins**  
International School of Malmö

# ADMISSIONS POLICY



IB CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB

**REVISED 2020-2021**



## **Introduction**

Our school is open for applications all year around. Bladins International School of Malmö (BISM) admissions policy considers all eligible children. Families are welcome to apply regardless of nationality, ethnicity, gender or religion. The school and guardians need to take into account the holistic language profile of the student, to ensure that the choice of school/programme is the best one for the student.

Admission to BISM is in accordance with Swedish School Law Ch. 24 § 3. Bladins International School of Malmö can only accept families who belong to any one of the four following categories:

- 1.** The family/child are residing in Sweden for a short period of time
- 2.** The family/child have studied/lived abroad under a longer period of time and will complete their education in Sweden.
- 3.** There is significant evidence to prove that the family/child will be leaving Sweden for a longer period of time.
- 4.** The child has the language of instruction as their daily language with one or both parents/guardians and sufficient knowledge in the language to follow the educational plan of the school.

## **Placement of students**

On application, please refer to the chart below when providing the year level you are applying for as this may differ from the year level for your child at their current school. We want to ensure that your child is placed in the correct year level, based on their age.

<b>2021-2022</b>	<b>Date of birth</b>	<b>IB Equivalent</b>	<b>SWE</b>	<b>USA</b>	<b>UK</b>
Early Years	Sep 2015 – Aug 2016	PYP	Förskoleklass	Kindergarten	Year 1
Year 1	Sep 2014 – Aug 2015		Åk 1	Grade 1	Year 2
Year 2	Sep 2013 – Aug 2014		Åk 2	Grade 2	Year 3
Year 3	Sep 2012 – Aug 2013		Åk 3	Grade 3	Year 4
Year 4	Sep 2011 – Aug 2012		Åk 4	Grade 4	Year 5
Year 5	Sep 2010 – Aug 2011		Åk 5	Grade 5	Year 6
Year 6	Sep 2009 – Aug 2010	MYP	Åk 6	Grade 6	Year 7
Year 7	Sep 2008 – Aug 2009		Åk 7	Grade 7	Year 8
Year 8	Sep 2007 – Aug 2008		Åk 8	Grade 8	Year 9
Year 9	Sep 2006 – Aug 2007		Åk 9	Grade 9	Year 10

## **Languages**

Upon acceptance all new families will complete a language profile. A language placement test in English and/or Swedish may also be required for all students after acceptance. This profile enables us to gain a deeper understanding of students' language needs and allows us to place students in the correct language groups.

For families who wish to remain in Sweden for a longer period, it is important to realise that students must apply for Swedish High Schools during the spring term of year 9. In order to do this, students must have reached a final grade (MYP) of 3 in phase 5 (B2 CEFR equivalent) in Swedish Language Acquisition.

In accordance with BISM's [language policy](#), students receive grades once they have exited phase 2 (A1 CEFR equivalent) of English language acquisition (ELA).

## **Inclusive education**

All relevant documentation regarding students additional learning support must be submitted as part of the application process. Whilst this information does not hinder the acceptance of a student to our school, this allows the school to ensure that the student receives the appropriate support inside and possibly outside the classroom.

## **Application Process**

All applicants who are interested in joining BISM must access our online Application system (OpenApply) by visiting our [school website](#). The application form must be completed fully, and all requested documentation (See *Appendix 1*) must be uploaded. The school will contact applicants when a place becomes available based on priority group.

To support and inform the school on the best ways to support students after acceptance, a teacher recommendation form should be completed. Teacher recommendation forms should be completed via OpenApply by the applicant's current school at the time of application.

## **Enrollment Process**

Upon acceptance of the application, the following steps take place:

1. Acceptance form will be sent to the applicant to be signed by both guardians
2. A non-refundable enrollment fee is paid to confirm enrollment
3. A language profile is completed as well as any possible language placement tests that are needed
4. A dietary requirement form is completed

## **Enrollment in Fritids (After School Care Programme)**

BISM after school programme (Fritids) is open to all families who need additional child care outside of the regular school hours. Fritids is available each day of the week before and after school hours. Students from PYP 1 to MYP 1 are eligible to attend Fritids, if their parents' work or study situation requires that.

Fritids is subsidised by the government and the cost follows the same maximum rate (*maxtaxan*) as Malmö state schools, which is regulated by your total household income.

### **Application Process for Fritids**

1. Complete registration form that can be downloaded from our website and send it to:  
bismfritids@bladins.se
2. You will be contacted within two weeks and informed about a start day in Fritids for your child.
3. Update drop-off and pick-up hours for your child on Schoolsoft, these times need to reflect your work/study schedules. Fritids is open also during school holiday, special registration is required for these days.

## Withdrawal of Student

As stated on the acceptance form, 3 months notice is required for student withdrawal. Guardians must submit a [withdrawal form](#). If less than 3 months notice is given, a gross fee\* is invoiced in lieu of notice.

\* Please note that Gross fee is the full cost of a school place at BISM and significantly higher than the subsidized fee guardians pay for their child.

## Review of Policy

The admissions policy is reviewed biannually according to the infographic below.



### POLICY REVIEW CYCLE



#### Stage 1: Establishment of a Steering Committee

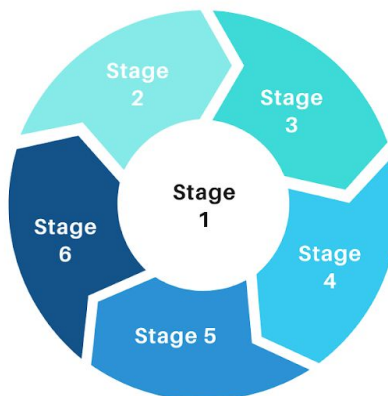
Consists of Vice Principals, Curriculum Coordinator and Key Staff

#### Stage 2: Development of Review Timeline

Establish timeline that accounts for regular review and timely feedback of the policy

#### Stage 3: Steering Committee Review

Committee to review policy in line with the appropriate IB documentation



#### Stage 4: Feedback

Policy sent to all stakeholders (including external representatives) for feedback

#### Stage 5: Reflecting and Approval

Policy reviewed in light of feedback and approved by appropriate line manager

#### Stage 6: Communication

Communication of the policy to all stakeholders (including external representatives)

## **APPENDIX 1: SUPPORTING DOCUMENTATION WHICH MUST BE UPLOADED AT THE TIME OF APPLICATION**

- Copies of the child's school reports for the last two academic years (translated into English and notarised for authenticity where necessary).
- Previous school leaving certificate; if applicable (Translated into English where necessary and notarised for authenticity).
- Full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist/other therapist's reports available.
- A copy of the child and parents' personal numbers, if applicable or a scanned copy of the students' personbevis\*.

Non-submission of any of these documents will mean that your child's application will not be processed.

Please be aware that an application submitted with completed documentation does not guarantee a placement for a child in our school.

Enquiries regarding the school and admissions can be made via the admissions coordinator at [bism.admissions@bladins.se](mailto:bism.admissions@bladins.se)

\*In cases where the personbevis is not available, the family must submit an official stamped and signed document from Skatteverket which states that they are eligible for a Swedish personal number (personnummer) and that it is currently being processed.