# Application for Admission

International School of Berne

## Student Information Please type or print clearly in block capitals

| | | | | |
|---|---|---|---|---|
| **Last name** | | | | **Please attach a recent photo of the applicant** |
| **First name** | **Middle name** | | **Sex** M/F | |
| **Place and Date of Birth** place | | day | month | year |
| **Nationality** | | **Religion** (optional) | | |
| **Proposed Date of Entry** | | **Entering Grade Level** | | |

## Admission Procedures

The school operates a non-selective open admissions policy, and applicants will be accepted for admission unless there is reason to believe that this would not be in the best interest of the applicant or the school. ISBerne welcomes applications from students who have demonstrated academic and social skills, a sound character, reliability and an eagerness to learn. Therefore, in the first instance, admission to the International School of Berne is based upon:

- the potential of the applicant to benefit from the educational services provided; and
- the capacity of the school to meet the educational needs of the applicant.

To evaluate a student's application, we must receive the following documents:

- A copy of the child's passport.
- A completed, signed Application Form together with a photograph of the student.
- The signed Financial Regulations.
- School records for **two** (Elementary) or **three** (Secondary) previous years. Where applicable, this could be in the form of a complete official transcript or report cards.
- Copies of any available standardised test results.
- Reference form(s) as appropriate. (We supply reference forms).

In addition,

- A personal interview is requested, and all G6–10 applicants will be asked to take entrance tests in English and Mathematics.

The following limitation applies:
ISBerne does not normally admit students to **Grade 12** unless they are transferring from an International Baccalaureate school and can demonstrate reasonable compatibility between courses undertaken at their previous school, and ISBerne's IBDP programme.

All admissions are subject to availability, and students may be wait-listed should their designated grade-level be full.
**Final decision on admission requires the approval of the Director.**

**How did your family learn about ISBerne?**

| | | | |
|---|---|---|---|
| Employer | Friends | ISBerne Alumni | Relocation Service |
| Advertising | Website | Current School | International School Directory |

Other

| **For Office Use Only** | | | | |
|---|---|---|---|---|
| | Financial Regulations | Application Fee | School Records | References |
| **Submitted** | | | | |
| | Section Coordinator | SEN | Accounts | **Approved – Director** |
| **Reviewed** | | | | |
| **Date Application in** | | | | |



Accredited by the Council of International Schools
and the New England Association of Schools and Colleges

**International School of Berne**
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admissions@isberne.ch, www.isberne.ch

## School History

**Present School**

**Name of School**

**School Address**

**Phone Number** **Present Grade/Class** **Leaving Date**

**Previous Schools**

| School | Address | Final Grade/Class | Enrolment Date | Leaving Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## In order to better address your child's needs ...

**Has your child attended school regularly?** Yes ☐ No ☐ Not Applicable ☐

If 'No' please explain

**Has your child participated in any of the following programmes?**

**A. Gifted/Advanced Learner** Yes ☐ No ☐ Not Applicable ☐

If 'Yes' please give details and/or attach further information.

**B. Special English or English as a Second/Foreign Language Instruction** Yes ☐ No ☐ Not Applicable ☐

If 'Yes' please give details and/or attach further information.

**C. Extra Support Teaching** Yes ☐ No ☐ Not Applicable ☐

If 'Yes' in which subjects, and when?

**Has your child been referred for any educational testing?** Yes ☐ No ☐

If 'Yes' please give details and attach reports and/or test results.

**Has your child ever had need for psychological counselling?** Yes ☐ No ☐

If 'Yes' please give details and attach reports.

**Has your child ever been asked to leave a previous school?** Yes ☐ No ☐

If 'Yes' please give details.

**Has your child taken any standardised tests or external (non-school) examinations?** If 'Yes' please attach test results. Yes ☐ No ☐ Not Applicable ☐

**Does your child have any serious health problems (e.g. allergies, epilepsy) that the school should be aware of?** If 'Yes', please attach details including symptoms, and any necessary emergency procedures. Yes ☐ No ☐

**Please list your child's extra-curricular interests, or any other information that you would like to submit in support of this application.** (Attach separate sheets if you wish)

## Languages

**Language(s) spoken at home**

**Language of instruction at previous school** (if applicable)

**Language spoken most fluently by your child**

**Student's Knowledge of Other Languages** (please × as appropriate)

| | **Fluent** | **Good** | **Satisfactory** | **Minimal** |
|---|---|---|---|---|
| English | | | | |
| German | | | | |
| French | | | | |
| Others: | | | | |
| Others: | | | | |

**For children entering into the Elementary School please indicate your choice of Modern Foreign Language**

German French

## Parent and Family Information

| **Student's Last Name** | First name | **Sex** M/F |
|---|---|---|

| **Father/Guardian** | **Mother/Guardian** |
|---|---|
| Last name | Last name |
| First name | First name |
| Nationality | Nationality |
| Personal E-Mail | Personal E-Mail |
| **Present Contact Details** | **Contact Details in Switzerland** (please update after arrival if necessary) |
| **Address** | **Address** |
| | |
| | |
| Phone | Phone |
| Fax | Fax |
| Personal Mobile Father | Personal Mobile Father |
| Personal Mobile Mother | Personal Mobile Mother |
| Valid until | Valid from |

**Please indicate with whom the applicant will be living while attending ISBerne:**

Both parents in same home Father Mother Guardian* Step-parent Other*

* Please give details:

| | | |
|---|---|---|
| Sibling: Name | Sex M/F | Date of birth |
| Sibling: Name | Sex M/F | Date of birth |
| Sibling: Name | Sex M/F | Date of birth |

## School publications

The mailing addresses and home telephone numbers of ISBerne families will be published in the ISBerne School Directory, unless the office is advised that the information is confidential.

Do you authorise the use of his/her photos taken during the school year for school publications, DVDs, web site and any other promotional material? yes no

## Employer / Company Information

| **Father's/Guardian's Business Affiliation** | **Mother's/Guardian's Business Affiliation** |
|---|---|
| Title/Position | Title/Position |
| Company name in CH | Company name in CH |
| Parent company if different | Parent company if different |
| Address | Address |
| | |
| | |
| Phone | Phone |
| Fax | Fax |
| E-Mail | E-Mail |

**Does your employer cover school expenses** (if yes please specify)**:** ☐ yes ☐ no

☐ Tuition ☐ All obligatory expenses ☐ All expenses (incl. non-obligatory) ☐ School meals

**Philanthropy**

In order to provide for the advancement of ISBerne, we are continually looking for philanthropic sources of funding. Does your company or institution have a foundation offering grants? ☐ Yes ☐ No

If 'Yes' please specify.

Does your company or institution have a matching donation programme? ☐ Yes ☐ No

## Correspondence

**Please send all correspondence to:**

☐ Both parents in same home ☐ Father/Guardian ☐ Mother/Guardian ☐ Step-parent

Other (please specifiy)

**Please send invoices to:**

☐ Both parents in same home ☐ Father/Guardian ☐ Mother/Guardian ☐ Step-parent

☐ Father/Guardian business address ☐ Mother/Guardian business address

Other (please specifiy)

## Declaration

**I confirm that I have read the International School of Berne Financial Regulations and understand both the conditions for the payment of fees and the required notice period to be given to the school in writing should I wish to withdraw my child from ISBerne. I further confirm that all the information submitted in the process of this application is, to the best of my knowledge, accurate. I understand that inaccurate or incomplete disclosures about the applicant may result in the applicant losing his/her place at the school.**

| **Father's/Guardian's Signature** | **Mother's/Guardian's Signature** |
|---|---|
| **Date** | **Date** |

**If your employer is responsible for payment of school fees, a company representative must also sign this form (below).**

| **Company name** | **Invoice address** |
|---|---|
| **Name of responsible person** | |
| **Position** | |
| **Signature** | |
| **Date** | **Company Stamp/Seal** |

## Parent information (please complete one form per family only)

ISBerne would like to support new families by promoting the social integration of spouses. We kindly ask you to answer the following questions to give us a better idea on your interests and needs.

| **Father / Guardian** | **Mother /Guardian** |
|---|---|
| Last name | Last name |
| First name | First name |
| Nationality | Nationality |
| Religion (optional) | Religion (optional) |
| Name(s) of children | |
| | |
| | |

| **Professional background** | **Professional background** |
|---|---|
| | |
| | |

| **Areas of expertise** | **Areas of expertise** |
|---|---|
| | |
| | |

**What you are most interested in**

☐ Music/Choir ☐ Art ☐ Sports ☐ Theatre
☐ History ☐ Literature ☐ Swiss Culture ☐ Intercultural exchange

Other

**Are you interested in Further Education Courses for adults (Languages, Art, Fitness)?**

☐ Yes ☐ No

If 'Yes' please see our Further Education programme at www.isberne.ch or contact us for more details.

**Our Parent Teacher Committee is always looking for people who would like to get involved. Would you consider:**

☐ joining the Parent Teacher Committe ☐ serving as a Room Parent ☐ helping with lunch programme

Other

**Would you like to get in touch with another ISBerne family for advice about life in Switzerland?**

☐ Yes ☐ No

If 'Yes' please give phone number or e-mail address where you can be contacted:

**The Board of Directors is looking for people who would be willing to share their expertise in the fields below and who would like to take an active part in the development of the school.** Please tick your fields of expertise.

☐ Fundraising ☐ Development ☐ Construction (new site) ☐ IT
☐ Event planning ☐ Finances ☐ Education ☐ Legal

Other

**Would you be qualified and interested in giving courses or presentations to our students or in our adult education programme?**

If 'Yes' please specify.