

# ADMISSIONS POLICY 2025-2026

## Table of Contents

INTRODUCTION .....	3
LANGUAGE OF INSTRUCTION.....	3
English Language Development (ELD) .....	3
Provisions for Additional Learning Needs .....	3
ADMISSION PROCESS .....	4
Conditional Offers .....	4
Early Years Admissions .....	4
Understanding Age Placement at Bright International School.....	5
Guidelines for Learner Placement .....	5
Withholding or Omitting Information .....	6
Waiting List Procedure .....	6
Notice of Withdrawal / Cancellation of Enrolment .....	6
SCHOOL FEES.....	7
ADDITIONAL CONSIDERATIONS.....	7
GDPR COMPLIANCE.....	7

# INTRODUCTION

Bright International School fosters a vibrant and inclusive learning community. Our educational philosophy is based on the values of respect, responsibility, autonomy, and creativity, supporting academic, social, and personal development.

We provide a co-educational and inclusive environment for learners from Early Years to IGCSE, following the Cambridge International Curriculum. Diversity is embraced, and learners from various backgrounds and abilities are welcomed.

Admissions are open year-round, with both rolling and fixed application dates. Sibling applications are prioritised in our wait pool to help families stay together whenever possible.

Each application is reviewed individually, focusing on merit and ensuring the school can meet the prospective student's educational needs. This personalised approach gives families confidence in choosing Bright International School as the ideal learning environment for their child.

We warmly invite prospective families to visit us. For more information about our admissions process, please contact the Admissions Team to arrange a meeting.

## LANGUAGE OF INSTRUCTION

English is the primary language of instruction at Bright International School. We encourage applications from students who demonstrate at least a B1 level of proficiency (according to the Common European Framework of Reference for Languages) to ensure full engagement with the curriculum.

### English Language Development (ELD)

Bright International School offers English Language Development (ELD) support for non-native English speakers. Students are assessed upon admission or may be referred by their teachers for additional support.

ELD sessions are typically scheduled two to three times per week during the school day. Primary learners attending ELD are exempt from Portuguese lessons, while Secondary learners are excused from French or Spanish classes.

Once students achieve the required level of English language fluency, they transition fully into the standard curriculum and no longer require ELD support.

### Provisions for Additional Learning Needs

While Bright International School is not a specialist SEND school, we are committed to inclusivity and provide necessary accommodations to support students with additional needs, ensuring they can access the curriculum.

At the IGCSE level, the school adheres to Cambridge International Education and Pearson Edexcel International guidelines for access arrangements. These guidelines ensure fairness and maintain the integrity of assessments.

Key Principles:

- Access arrangements must not provide an unfair advantage.
- They cannot interfere with the assessment objectives.
- All candidates are assessed using the same objectives, ensuring valid grades and certificates.
- Requests for access arrangements must be supported by evidence of need, documented within four years of the examination. This evidence must come from a qualified professional, such as a medical practitioner, educational psychologist, or specialist teacher.

The IGCSE exam calendar will be provided to teachers, learners, and parents by Bright's Examinations Officer, in accordance with the guidelines set by the Exam Boards.

For further details, refer to Cambridge International: [Regulations and Guidance for Administering Exams](#).

## ADMISSION PROCESS

The admission process at Bright International School ensures a strong match between the student and the school.

**Step 1: Enquiry & Registration of Interest** – Begin your journey with Bright by submitting an initial enquiry and completing an online Registration of Interest through the OpenApply platform (<https://bright-is.openapply.com/roi>).

**Step 2: School Tour** – We warmly invite all prospective families to experience our unique learning environment. Schedule a personalised tour of our Algarve campus or, if you are not yet in Portugal, join us for an online meeting to explore our school virtually.

**Step 3: Submit Application** - Complete and submit the full application form through OpenApply, ensuring the following documents are provided:

- a) School Records – Official school reports for the previous two academic years. Applicants will only be admitted to the relevant year group if they have successfully completed the preceding year. Scanned copies or photographs of original documents are acceptable, along with an English translation where necessary. For younger applicants in Early Years or Year 1, reports are required if the child has previously attended a school setting.
- b) Any relevant medical or psychoeducational reports if applicable.
- c) Copies of passports or IDs for the student(s) and both parents/guardians.

**Step 4: Family Interview** – Prospective families meet with the Principal and/or Cycle Coordinator to discuss their child's academic background, learning mindset, and how they will engage with the school's educational environment and community.

**Step 5: Offer of Vacancy / Confirmation of Enrolment** - Once all steps are complete, the final decision of the pedagogical leadership team will be communicated to the parents.

- a) If the application is approved, families will receive a formal Offer of Vacancy.
- b) If the application is approved but the respective year level is full, families will be offered the option to join the waitlist.
- c) If the application is declined, the family will be provided with an explanation of the grounds for the decision.

Enrolment is confirmed upon receipt of the Registration Fee. Families will receive official confirmation and be welcomed into the Bright community.

## Conditional Offers

After the completion of the application process, including interviews and, if required, placement tests, the school may extend a conditional offer to the applicant. This offer will be at the discretion of the school Principal and will be accompanied by a letter detailing any specific conditions applicable to the applicant.

## Early Years Admissions

To ensure a smooth transition into our Early Years programme, we have specific admissions criteria for our youngest learners:

- Children must have turned three years old by the start of the academic year for which they are applying.
- Children entering our Early Years setting must be fully toilet trained and able to manage their toileting needs independently. This includes using the toilet, washing their hands and dressing themselves.

We understand that accidents may happen, and we will work with families to support their child's transition. However, it is essential that children are developmentally ready to manage their toileting needs to ensure a positive and successful experience in Early Years.

## Understanding Age Placement at Bright International School

At Bright International School, age placement is crucial in determining the appropriate level of education for each learner. We follow a system like that of the United Kingdom, where learners are grouped by age, which aligns with the curriculum they will follow.

Age placement is essential as it ensures that learners are provided with an education suited to their developmental stage, creating a structured and effective learning environment.

At Bright the academic year runs from September to June. The age placements are as follows:

**Foundation Stage (FS) – Ages 3-5:** The Foundation Stage curriculum covers six areas of learning: communication, language and literacy; physical development; personal, social and emotional development; mathematics; understanding the world; and creative expression. These areas are designed to support the child's overall development, ensuring a balanced and comprehensive approach to their growth.

For more information about Early Years, please visit: <https://bright-is.com/early-years/>

**Key Stage 1 (KS1) – Ages 5-7:** Key Stage 1 represents the transition from the Early Years Foundation Stage (EYFS) to a more structured, subject-specific approach to learning. During this stage, learners engage with subjects including English, mathematics, science, social studies, computing, digital literacy, languages, physical education, art and design, and music.

**Key Stage 2 (KS2) – Ages 7-11 -** Key Stage 2 spans the years from Year 3 to Year 6, typically divided into Lower Key Stage 2 (Years 3 and 4) and Upper Key Stage 2 (Years 5 and 6). During this phase, learners deepen their understanding of various subjects while enhancing their critical thinking skills. They explore a wide curriculum, including English, mathematics, science, social studies, computing, languages, physical education, art and design, and music. The focus shifts towards more complex concepts, fostering independent learning and problem-solving.

For more information about Primary please visit: <https://bright-is.com/primary-years/>

**Key Stage 3 (KS3) – Ages 11-14 -** Key Stage 3 or Lower Secondary covers the three years of education from Year 7 to Year 9. During this phase, learners continue studying core subjects such as English, mathematics, science, social studies, computing, languages, physical education, art and design, and music. At this stage, the curriculum encourages deeper engagement with subjects, fostering critical thinking and self-directed learning.

For more information about Lower Secondary please visit: <https://bright-is.com/lower-secondary/>

**Key Stage 4 (KS4) – Ages 14-16 -** Key Stage 4 or Upper Secondary is a two-year period of study for pupils aged 14-16 (Years 10 and 11), forming a part of their secondary education. During this phase, learners study subjects in greater depth, with teachers specialising in specific subjects rather than focusing on year groups or key stages. At Bright International School, students work towards earning qualifications in the form of the International General Certificate of Secondary Education (IGCSE).

For more information about the Upper Secondary please visit: <https://bright-is.com/upper-secondary/>

## Guidelines for Learner Placement

At Bright International School, learners are typically placed in the year group that corresponds to their age as of 31st August in the academic year of enrolment. For example, a learner who turns 5 years old on or before 31st August will generally be placed in Year 1. This approach ensures that learners are placed in a year group that aligns with their developmental stage, both academically and socially, setting a foundation for their success and wellbeing.

The final year placement is determined by the Pedagogical Leadership Team, who ensure that the placement is in line with the learner's academic history, as well as their social and emotional needs.

Once all required fees are paid, the year group specified in the Offer of Vacancy letter will be reserved for the learner. Please note that changes to the learner's placement after the Offer of Vacancy has been issued cannot be guaranteed.

Assessments in English and Mathematics may be required for learners of all year groups, depending on the applicant's prior academic background. These assessments, conducted by Bright's teachers, are benchmarked against Cambridge International Education standards and compared with the performance of current learners.

The school reserves the right to request additional placement tests if necessary. It may also invite the learner to attend a trial day or half-day, offering an opportunity to interact with peers, meet teachers, and explore the school community. This helps assess the learner's readiness and integration within the school environment.

## Withholding or Omitting Information

By completing the enrolment process, families commit to adhering to the school's policies and confirm that all relevant documents, including previous school reports and any psychoeducational or medical declarations, have been provided accurately. It is essential that any information indicating a potential need for special educational support is disclosed prior to enrolment. Failure to provide complete or truthful information may lead to actions by the school's leadership, which could include the cancellation of enrolment. Please note that any fees already paid will not be refunded.

## Waiting List Procedure

If a year group is fully subscribed at the time of application, the school will offer families the option to join the waiting list. A non-refundable fee of €1.000 will apply.

Children on the waiting list will be given priority should a vacancy arise within the relevant age group. If no vacancy becomes available during the academic year, the school will prioritise the student for the following academic year, provided the learner has completed the current year at another institution. In such cases, the family will not be required to pay the registration fee to confirm the child's place; the waiting list fee will be used to cover the registration fee.

The waiting list operates on a "first come, first served" basis, with priority given to:

- Siblings of current students at Bright
- International students
- Students who help maintain a balanced ratio of nationalities

## Notice of Withdrawal / Cancellation of Enrolment

Parents or guardians are required to inform the school in writing via email at [admissions@bright-is.com](mailto:admissions@bright-is.com) at least one full term in advance of the learner's intended departure.

Deadlines for Notice of Withdrawal:

- Leaving after Term 1: **Notification must be submitted by 30th September 2025.**
- Leaving after Term 2: **Notification must be submitted before Term 2 begins on 5th January 2026.**
- Leaving after Term 3: **Notification must be submitted before Term 3 begins on 13th April 2026.**

Failure to adhere to these deadlines will result in the full tuition fees for the subsequent term being charged.

Once the school has received the notice of withdrawal, the family will be requested to complete the Withdrawal Form on OpenApply.

## SCHOOL FEES

At Bright, we follow a transparent tuition fee structure to provide clarity and ensure all necessary resources are included in the educational experience. Our tuition fee schedule is available online at <https://bright-is.com/tuition-fees/> and is reviewed annually to reflect current market conditions.

## ADDITIONAL CONSIDERATIONS

Bright International School accommodates various medical, dietary, and learning needs. Parents should disclose these needs during the application process.

Families of students with diagnosed or undiagnosed learning differences, including physical disabilities, must discuss their child's requirements prior to enrolment. This ensures appropriate provision is available.

Some students may benefit from additional academic support. Parents may hire external professionals to assist their child on campus if one-to-one support is required.

## GDPR COMPLIANCE

Bright International School complies with all local and international educational regulations and adheres to stringent data protection policies. All application data is handled securely and confidentially.

**Bright**  
**International**  
**School**  
**Algarve**

