



## Admission Procedure Documentation for Wisdom Bridge International School (2025-2026 Academic Year)

Wisdom Bridge International School (WBIS) follows the UK curriculum, utilizing the Pearson syllabus, and adheres to the standards of the UK academic school year in terms of calendar structure, age-based admission divisions, and academic procedures. The academic year for 2025-2026 will run from **July 2025 to May 2026**, comprising **216 teaching days**. Each school day consists of **6 periods of 50 minutes each**, a **20-minute snack recess**, and a **40-minute lunch break**. School hours are from **8:30 am to 2:30 pm**, totaling **6 hours per day**.

For the 2025-2026 academic year, WBIS will offer classes from **Reception 2 (ages 5-6)** to **Year 6 (Upper Key Stage 2)**, marking the completion of the Primary level. To enroll in the school, guardians must follow the admission procedure outlined below:

### Age Acceptance Procedure

Admission to Wisdom Bridge International School is based on the UK academic year age criteria. The following table outlines the date of birth ranges for each year group:

Group	Date of Birth Range	Year Group	Age
Group 1	1 September 2020 – 31 August 2021	Reception 2	4 to 5 years
Group 2	1 September 2019 – 31 August 2020	Year 1	5 to 6 years
Group 3	1 September 2018 – 31 August 2019	Year 2	6 to 7 years

Group 4	1 September 2017 – 31 August 2018	Year 3	7 to 8 years
Group 5	1 September 2016 – 31 August 2017	Year 4	8 to 9 years
Group 6	1 September 2015 – 31 August 2016	Year 5	9 to 10 years
Group 7	1 September 2014 – 31 August 2015	Year 6	10 to 11 years

Guardians are requested to ensure that their child's date of birth falls within the specified range for the desired year group. Applications outside these ranges will be considered on a case-by-case basis, subject to availability and assessment.

### **Admission Stages**

#### **Stage 1: Entrance Assessments**

All applicants are required to complete an entrance assessment process. The specific requirements vary depending on the student's educational background, as detailed below:

##### **1. Transferring from Another Pearson International School to WBIS**

- a. Guardians must provide the following documents:
  - i. Evidence of Pearson accomplishment certificates.
  - ii. The most recent school report card.
  - iii. A recommendation letter from the previous school's authorized personnel.
- b. If these documents are submitted and verified, the student will be eligible to progress to the next year level **without taking the entrance assessments**.

##### **2. Transferring from a Different Syllabus or Curriculum (Non-Pearson International Schools)**

- a. Guardians must provide the following documents:
  - i. The most recent academic year-end report card.
  - ii. A recommendation letter from the previous school.
- b. The student will be required to take **English and Mathematics entrance assessments** and undergo a **classroom observation** to evaluate their suitability for the WBIS curriculum.

##### **3. Transferring from a Government Syllabus School to WBIS**

- a. Guardians must provide the following documents:
  - i. The most recent school year-end report card.

- ii. Documentary evidence of school accomplishments.
  - iii. A recommendation letter from the previous school.
- b. The student will be required to take **English and Mathematics entrance assessments** and undergo a **classroom observation** to assess their readiness for the WBIS curriculum.

## **Stage 2: Submission of Official Documentation**

Once the entrance assessment requirements are fulfilled, guardians must provide the following original and official documents to complete the admission process:

1. **Householder Form/registration:** An officially completed householder form must be submitted.
2. **Identification Documents:**
  - a. The student's **original Birth Certificate** or **National Registration Card (NRC)**.
3. **Disclosure of Learning or Behavioral Issues:**
  - a. Any known learning difficulties, behavioral issues, or special educational needs must be disclosed to the school at this stage. This information is crucial for ensuring the student receives appropriate support and guidance.

## **Important Notes for Stage 2:**

- WBIS strictly adheres to the age acceptance criteria outlined in the **Age Acceptance Procedure**. No exceptions or negotiations will be made regarding age limits.
- If guardians fail to provide the required original and official documentation from **Stage 1**, the student will not be accepted into WBIS.
- All documents must be authentic and verifiable. Falsification of documents will result in immediate disqualification from the admission process.

## **Key Notes for Guardians**

- All documents submitted must be authentic and verifiable.
- The entrance assessments and classroom observations are designed to ensure that students are placed in the appropriate year level based on their academic abilities and readiness.
- Guardians will be notified of the admission decision upon completion of the assessment process.

### **Stage 3: Parent Clearance Form**

At Wisdom Bridge International School (WBIS), safeguarding the well-being of our students, staff, and school community is a top priority. As part of our safeguarding policy, guardians are required to submit the following documents to complete the admission process:

- 1. Recommendation Letter from Township Quarter Official:**
  - i. A formal and original recommendation letter from the local township or ward office must be provided.
- 2. Clearance Recommendation Letter from the Police Department:**
  - i. An official and original clearance letter from the police department, confirming the student's and family's background, is required.
- 3. Recent Recommendation Letter from Current Occupation Department or Faculty:**
  - i. If applicable, a recommendation letter from the guardian's current workplace or professional institution must be submitted.
- 4. Disclosure of Family Circumstances:**
  - i. In cases of family issues such as divorce, separation, or other significant circumstances, guardians are encouraged to discuss these matters with the school principal. This allows WBIS to provide appropriate support programs and ensure the student's emotional and academic well-being.

### **Important Notes for Stage 3:**

- All documents must be original, official, and verifiable. Copies or unofficial documents will not be accepted.
- The submission of these documents is mandatory to ensure compliance with WBIS safeguarding policies and to create a secure and supportive environment for all students.
- Failure to provide the required documentation will result in the student's admission being placed on hold or declined.