



# SEK BUDAPEST INTERNATIONAL SCHOOL

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## HUNGARY

### Admissions Policy

#### Preschool, Elementary School and Secondary School Admissions

2024/25

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Founded in 1997, SEK Budapest International School has been providing a student-centered education in preschool, primary and secondary school. The curriculum is mainly based on the Hungarian National Curriculum from the age of 3 in preschool through 8 years of primary and 4 years of secondary school with an option of choosing the IB Diploma Programme in 11th grade. With over 30 countries represented in our student body, SEK Budapest has developed its own community with an international perspective. With an experienced and caring faculty, we help develop students to become lifelong learners and global citizens.

"The International Education Systems group (IES) promotes the development of young people who will have the capacity to contribute proactively to the ongoing work towards a better world. Through dynamic programmes, IES will strive to develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning. IES pupils will be encouraged to integrate effectively in the local, national and international communities through the diverse opportunities afforded to them."

The Director, working in conjunction with SEK Budapest's International Education Systems (IES), determines the numbers of pupils who may be admitted to the school at each level of entry.

Class size is usually maintained at between 12 and 23 pupils. We believe this number allows us to provide the level of individual care and attention required, whilst providing a strong peer group environment for the children.

Our aim is to admit children with both academic and other qualities, in order that each child can make the very most of the opportunities available to them at SEK Budapest.

SEK Budapest International School does not only select pupils on the basis of their academic performance. Our admissions procedure is to select pupils who will benefit from our education and make a positive contribution towards the life of the school as set out in terms & conditions.

In addition to the normal procedure for entry, **and where there is a waiting list**, priority is given to students who already have siblings at our institution.

## Admissions Procedure

The following steps are necessary to begin the application process:

### School Visit

Book an appointment with the Admission Manager. Please contact **Ms. Gréta Kis** [greta.kis@iesmail.com](mailto:greta.kis@iesmail.com) to get familiar with our curriculum and our approach to teaching or fill in the contact form on the website for the appointment.

### Admission Process

- Before the Admission the parents need to settle the admission fee which is **35,000 HUF** and non refundable.
- Preschool and 1st-4th grades have an interview with the School Psychologist
- 5-12 grade students have an interview with the Admission Manager and admission tests in English, Math, Hungarian (only for Hungarian speakers) and they need to complete a Learning and Behavioral test

Following successful test results, the student will be invited for a two-day trial period in the respective class at the school.

### Trial Days:

The Admission Manager schedules the 2 consecutive days. Prospective students are invited to attend trial days which are designed to help them and the Director make an informed decision. Trial Days allow individuals to experience the school for two days to meet pupils in their year group, participate in lessons and get a feel for the SEK Budapest's community.

All prospective pupils are individually assessed during their trial days. The methods of assessment depend on the age of the child, but generally pupils are assessed in terms of their English, Mathematical, reading ability and social skills. A written report is given to the Admission Manager and the Director.

A copy of the last written report from the pupil's previous school and associated learning support or disability information and assessments will be requested prior to the Trial Days. This is a requirement before any places are being offered.

Those pupils that require a Visa will need to provide further information and communicate with the school Admission Manager and the Secretaries to ensure that the procedures and requirements are followed.

### Enrolling

#### Offer of a place

The admission process is managed by the School Director and the Admission Manager. The final decision is taken by the Director of SEK Budapest International School. The Director may also wish to speak to your child's current school.

A formal offer of a place will be made by letter which will be sent by an email with all the necessary forms and documents.

All necessary forms need to be returned by the due date requested for our records in order to complete enrolment.

### **Required documents**

After receiving the resolution about the admission of your child, and we can offer a place for the student, you are requested to present the following the documentation:

- Birth certificate (the official translation into English or Hungarian)
- School report or its official translation into English or Hungarian
- Leaving note from the previous school
- Reference from the previous school
- Medical reports and notes, Social Security Number, immunization records
- One identity photograph
- Necessary documents, residence permit from the Hungarian Authorities for foreign students
- Proof of guardianship (in case of divorced parents)
- Special needs certificate

### Timing of Application

In SEK Budapest International School the Admissions are open during the whole year, so parents may apply for a place for their child at any time.

### **Waiting list**

If we do not have any available places in a certain grade, there is a possibility to be put on the waiting list after completing the admission process successfully. However, we cannot guarantee that we are going to have a spot for the students on the list.

When a current family gives notice of withdrawal with a confirmed date, the student on the waiting list will be notified that a place became available. If there are many students on the waiting list the Director of SEK is going to consider which of the prospective students is to be offered a place.

An official acceptance letter will be sent out to the family when the place becomes available with the details and all the necessary documents that they need to provide.

### **Special educational needs**

The school shall do all that is reasonable to recognise and support learning difficulties which may be considered 'special educational needs'. The school staff are not, however, qualified to make a diagnosis of specific learning needs.

The school does not commit to undertake screening tests but, where these are administered, it must be stressed that the results will be broadly indicative and may not prescribe a course of action. Parents will be notified if a screening test indicates that a pupil may have a specific learning difficulty. A more formal assessment can be arranged at the parents' expense or by the parents themselves.

The parents must notify the Director when completing the Schools Registration Form upon registration if they are aware or suspect that the pupil has a specific learning difficulty. Furthermore, the parents must provide the school with copies of all relevant reports and if applicable information from external agencies.

The pupil's place will be cancelled, or, once the pupil has started, the parents will be asked to withdraw the pupil, without further charge if, in the professional judgement of the Director and after consultation with the parents and with the pupil (where appropriate), the school is unable to provide adequately for the pupils' special educational needs.