



British International Remote School (BIRS)

Admissions Policy

Academic Year 2026–2027

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Policy Owner: The Principal

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1. Purpose

The purpose of this Admissions Policy is to define the procedures, principles and responsibilities governing student admission to the British International Remote School (BIRS) for the Academic Year 2026–2027.

This policy ensures that admissions are conducted through a fair, transparent and consistent process while supporting BIRS's commitment to delivering a high-quality British education within an online learning environment.

The admissions process is designed to ensure that:

- students are academically suited to the BIRS curriculum;
- families understand the expectations of online learning;
- BIRS can provide appropriate academic and pastoral support;
- admissions decisions consider both student needs and the operational capacity of the school.

2. Scope

This policy applies to all prospective students applying for admission to BIRS across:

- Key Stage 2 (Years 3–6);
- Key Stage 3 (Years 7–9);
- Key Stage 4 (Years 10–11).

It covers the complete admissions journey, including:

- initial enquiry;
- application submission;
- document review;
- academic assessment;
- offer of a place;
- acceptance;
- enrolment;
- induction and onboarding.

2.1 Definitions

For the purposes of this policy:

Applicant — A student who has submitted, or whose parent/guardian has submitted on their behalf, an application for admission to BIRS.

Parent/Guardian — The individual who has legal responsibility for the applicant and is responsible for completing the admissions process and meeting the requirements of enrolment.

Student — An applicant who has successfully completed the admissions process, accepted an offer, and completed enrolment requirements.

BIRS — The British International Remote School.

Academic Year — The official BIRS academic year as published in the approved Academic Calendar.

Key Stage — The relevant stage of the UK National Curriculum corresponding to the student's age and academic placement.

3. Admission Principles

BIRS is committed to providing an inclusive, fair and transparent admissions process. Admission decisions are made with the aim of ensuring that students can succeed academically and personally within the BIRS online learning environment.

The key principles are:

Academic Suitability

BIRS seeks to admit students who demonstrate the academic ability, motivation and readiness required to engage successfully with the UK National Curriculum delivered through live online learning.

Online Learning Readiness

As BIRS operates an online learning model, applicants must demonstrate readiness to participate in structured live lessons, independent learning activities and digital communication.

Pastoral Support

The admissions process considers each student's individual circumstances, including any academic, pastoral or learning support requirements, to determine whether BIRS can provide appropriate support.

Transparency and Fairness

BIRS operates a clear and consistent admissions process. Applications are considered without discrimination based on background, nationality, ethnicity, gender, religion, disability or location.

Availability of Places

Admission is subject to availability within the relevant Key Stage and the school's approved class capacity.

Submission of an application does not guarantee admission. Places are offered only where BIRS is satisfied that the student's needs can be appropriately supported within the available provision.

Operational Suitability

BIRS considers whether the school's curriculum structure, staffing model, timetable and online learning environment are suitable for meeting the needs of the applicant.

4. Eligibility

Students applying to BIRS must meet the following criteria:

Age Requirements

Applicants must normally be between 7 and 16 years old at the time of enrolment, corresponding to Key Stages 2, 3 or 4 of the UK National Curriculum.

Curriculum Alignment

Applicants should demonstrate the ability to engage with and benefit from a British curriculum delivered through an online learning environment.

English Language Proficiency

Students must possess sufficient English language ability to participate effectively in live lessons, communicate with teachers and complete academic work. Where additional language support is required, BIRS will consider whether appropriate support can reasonably be provided.

Technical Requirements

Students must have access to:

- a reliable computer (PC recommended);
- a stable internet connection;
- suitable headphones and microphone;
- the ability to use online learning platforms effectively.

Parents/guardians are responsible for ensuring that the required technology is available before enrolment.

5. Admissions Process

The BIRS admissions process consists of four structured stages designed to ensure that each applicant is appropriately assessed and supported throughout the transition into the school.

The four stages are:

- Application and Documentation
- Academic Assessment
- Offer and Acceptance
- Induction and Onboarding

5.1 Stage 1: Application and Documentation

Prospective parents/guardians must complete the official BIRS online application form available through the school website.

The application must include accurate and complete information relating to:

- student identity;
- previous educational background;
- academic history;
- parent/guardian contact details;
- any relevant learning or support requirements.

Parents/guardians are responsible for ensuring that all information submitted is accurate and complete.

Required Documents. Applicants must provide the following documents:

- Completed BIRS online application form;
- Student identification document (such as passport or birth certificate);
- Parent/guardian identification document (such as passport or national ID);
- Most recent school report, including academic information and any relevant pastoral comments.

Additional documents may be requested where required to support curriculum placement or student support planning.

5.2 Stage 2: Academic Assessment

Following review of the application and supporting documents, suitable applicants will be invited to participate in an academic assessment.

The academic assessment is not designed as a competitive entrance examination. Its purpose is to:

- understand the student's academic background;
- confirm appropriate curriculum placement;
- assess readiness for online learning;
- identify any academic or pastoral support requirements;
- ensure that BIRS can provide an appropriate learning environment.

Virtual Interview. The assessment normally includes a short virtual meeting with a member of the BIRS senior academic team. The discussion may include:

- student's previous educational experience;
- academic strengths and areas requiring support;
- motivation and expectations;
- ability to participate in live online lessons;
- suitability for the BIRS learning model.

Curriculum Placement Review. Following the assessment, BIRS will review previous school records, the assessment discussion, age and Key Stage requirements, and curriculum suitability. The purpose is to ensure that each student is placed in the most appropriate academic pathway.

5.3 Stage 3: Offer and Acceptance

Following successful completion of the admissions process, BIRS may issue a formal offer of a place.

An offer of a place will normally include:

- student's proposed Key Stage and year group;
- academic start date;
- applicable tuition fees;
- payment requirements;
- any conditions attached to enrolment.

Acceptance of Offer. Parents/guardians must formally accept the offer within the stated timeframe. Acceptance requires:

- confirmation of intention to enrol;
- completion of required enrolment documentation;
- payment of applicable registration and tuition fees according to the BIRS Tuition Fees Policy.

A place is not considered confirmed until all required acceptance steps have been completed.

5.4 Stage 4: Induction and Onboarding

Once enrolment has been confirmed, students will begin the BIRS onboarding process. This includes:

BIRS Portal Access — Students and parents will receive access details for the BIRS learning platform and relevant school systems.

Personalised Timetable — Students will receive their individual timetable showing live lesson schedule, subject allocation, learning expectations, and any additional support sessions where applicable.

Academic Induction Session — Students and parents will participate in an induction session covering how BIRS online learning operates, expectations for attendance and participation, communication procedures, use of online platforms, academic routines, and school policies.

Technical Support — BIRS will provide guidance to support successful technical setup, including platform access, basic troubleshooting, and preparation for live lessons. Parents remain responsible for ensuring that students have appropriate equipment and internet access.

6. Required Documents

As part of the admissions process, applicants must provide: a completed BIRS application form (collecting student and family information); student identification (confirming identity and age); parent/guardian identification (confirming legal responsibility); and the most recent school report (supporting academic placement and continuity).

BIRS may request additional information where necessary to make an informed admissions decision.

7. Academic Assessment

The academic assessment enables BIRS to determine whether the school can appropriately support the applicant.

Assessment decisions consider:

- academic readiness;
- curriculum suitability;
- English language ability;
- online learning readiness;
- available support requirements.

BIRS recognises that students have different educational backgrounds. The purpose of assessment is to support successful placement rather than to create unnecessary barriers to admission.

8. Offer of Place

Offers of admission are made following successful completion of the application and assessment stages, subject to availability of places, class capacity, and suitability of the BIRS learning model for the student.

An offer may include specific conditions where additional information, support arrangements or documentation are required.

BIRS reserves the right to review or withdraw an offer where required information has not been provided, admission conditions are not met, or enrolment deadlines are not respected.

8.1 Right to Refuse Admission

BIRS reserves the right to decline an application where it reasonably believes that it cannot adequately meet the student's educational needs, pastoral requirements, safeguarding needs, behavioural support requirements, or learning requirements within the online school model.

Any decision will be made fairly, objectively and in the best interests of both the student and the wider BIRS learning community.

9. Enrolment

Enrolment is confirmed once the offer has been accepted, required documentation has been submitted, applicable fees have been received, and all enrolment requirements have been completed.

BIRS reserves the right to release a place where acceptance requirements or payment deadlines are not met.

10. Waiting Lists

Where a Key Stage or class has reached its approved capacity, eligible applicants may be placed on a waiting list.

Placement on a waiting list does not guarantee admission, indicates that the applicant has met the initial admissions criteria, and remains subject to availability of a suitable place.

Waiting lists are not operated strictly on a first-come, first-served basis. Where places become available, BIRS may consider academic suitability, student needs, availability within the relevant Key Stage, class structure and operational requirements, and the best interests of the existing learning community.

Families will be contacted if a suitable place becomes available.

11. Admissions Decisions

All admissions decisions are made by BIRS Management in consultation with the Senior Academic Team following a complete review of the application form, supporting documentation, academic assessment, curriculum suitability, school capacity, and ability to provide appropriate academic and pastoral support.

Admissions decisions are made carefully and consistently, taking into account both the needs of the applicant and the operational requirements of BIRS.

Where appropriate, general feedback may be provided to families regarding an admissions decision. However, detailed internal assessment discussions and decision-making processes remain confidential.

Admissions decisions are final.

12. Equality and Inclusion

BIRS is committed to providing an inclusive and respectful learning environment.

The admissions process is conducted fairly and without discrimination on the basis of nationality, ethnicity, gender, religion or belief, disability, family background, or geographical location.

BIRS welcomes applications from students of diverse backgrounds and aims to support students who can successfully engage with its online learning model.

Where a student has additional learning needs or requires specific support, BIRS will consider reasonable adjustments wherever practicable, in accordance with the educational provision available at BIRS, safeguarding responsibilities, operational capacity, and the ability of the online learning model to meet the student's needs effectively.

13. Data Protection

All personal information collected during the admissions process is handled confidentially and processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the BIRS Privacy Policy.

Information collected during admissions is used only for legitimate purposes, including assessing applications, determining curriculum placement, planning educational support, and completing enrolment procedures.

BIRS will not share personal information with third parties unless required by law, necessary for legitimate educational purposes, or appropriate consent has been obtained.

BIRS takes appropriate measures to ensure that student and family information is stored securely and handled responsibly.

*Further information can be found in the relevant BIRS policy available on the School Policies page:
<https://thebirs.co.uk/policies/>*

14. Responsibilities

Admissions Team

The Admissions Team is responsible for managing the admissions process, responding to enquiries, reviewing submitted applications, coordinating assessments, communicating decisions, and maintaining accurate admissions records.

Senior Academic Team

The Senior Academic Team is responsible for conducting academic assessments, reviewing curriculum suitability, advising on student placement, identifying academic support requirements, and ensuring that BIRS can appropriately support admitted students.

BIRS Management

BIRS Management is responsible for approving admissions policies and procedures, ensuring consistency and fairness, reviewing admissions capacity, and monitoring the effectiveness of the admissions process.

Parents/Guardians

Parents/guardians are responsible for providing accurate and complete information, submitting required documentation, meeting application deadlines, ensuring technical readiness for online learning, and supporting their child's engagement with BIRS expectations.

15. Policy Review

This Admissions Policy will be reviewed annually by BIRS Management to ensure that it remains effective, practical, aligned with the school's educational objectives, consistent with operational requirements, and compliant with relevant legal and regulatory expectations.

Any amendments will be incorporated into future policy versions and communicated to relevant stakeholders where appropriate.

16. Contact Information

For enquiries regarding admissions, families may contact:

- British International Remote School (BIRS)
- Email: contact@thebirs.co.uk
- Telephone: 0208 191 3630
- Website: <https://thebirs.co.uk/>

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