

Dear Parents and Guardians:

Cambridge School of Bucharest will accept students throughout the academic year as long as an appropriate place is available. To be considered for admission, a completed Enrollment Application, an official transcript, written in English and Application Fee must be submitted to the office. The transcript is used to determine the student's potential for success at CSB and the student's educational needs. If the original transcript is not in English, a certified translation must also be provided. Also, a valid permit for residence in Romania is required prior to admission.

Whenever it is not possible to accommodate all qualified applicants, new applicants will be placed on a waiting list and will then be considered for admission on the basis of the date the application is received in the office. Grade placement of an applicant is based on many factors, not merely age. Past records, interviews and tests, as needed, are used to determine grade placement.

The Admissions Process

The admissions process is intended to be personal and informative for all prospective families. Below is a schedule of admissions activities and the general order in which they occur.

Stage 1: Arrange a Visit (optional)

Interested families are encouraged to visit CSB for a tour of the campus and talk with our admissions staff. Appointments can be made by contacting us via E-Mail, or by phone.

Stage 2: Admission Enquiry form and supporting documentation an offer of a place at CSB cannot be confirmed until we are in receipt of all of the following documentation. Please note that discovery of false or incomplete information may jeopardize a child's right to remain at the school.

1. Admission Enquiry Form: This should be filled in and signed by the person responsible for the student's education.
2. Registration Fee: There is a **300 Euros** registration fee which is non-returnable.
3. Copies of the Student's School Reports (last 2 years if applicable).
4. A photocopy of the student's passport only the page with the photograph and personal details is required (for Romanian citizens a "Certificat de Nastere").
5. A photocopy of the student's Residence Permission **only for non-Romanian citizens**.

Stage 3: Placement Tests: All candidates for grades 1-12 must sit placement tests as part of the admissions process. Prospective students at Grade 1 and 2 are interviewed and tested by the Director. Students for Grades 3-12 sit tests in the core subjects of mathematics and English.

Upon completion, the placement tests are marked and the results considered and help to determine if the students have attained the minimum expected standard for each subject. The final placement decision is made by the school and the family is informed of the placement.

Stage 4: Final Documentation the School will send:

1. School Handbook.
2. Final enrolment papers for signature.

Stage 5: Payment For students starting at CSB April, we will send an invoice for the first installment, payable by August students starting at other times of the year, the fees are payable prior to the student's arrival.

Year Group Entry Information 2010-2011

AGE	UK STAGE	UK YEAR	CSB GRADE
3-4	Foundation	Nursery	Nursery
4-5	Foundation	Reception	KG1
5-6	Key Stage 1	Year 1	KG2
6-7	Key Stage 1	Year 2	Grade 1
7-8	Key Stage 2	Year 3	Grade 2
8-9	Key Stage 2	Year 4	Grade 3
9-10	Key Stage 2	Year 5	Grade 4
10-11	Key Stage 2	Year 6	Grade 5
11-12	Key Stage 3	Year 7	Grade 6
12-13	Key Stage 3	Year 8	Grade 7
13-14	Key Stage 3	Year 9	Grade 8
14-15	Key Stage 4	Year 10	Grade 9
15-16	Key Stage 4	Year 11	Grade 10
16-17	Key Stage 5	Year 12	Grade 11
17-18	Key Stage 5	Year 13	Grade 12

CONGRATULATIONS, you're now ready for the first day of school!