

# ADMISSIONS GUIDELINES

## Contact Information

Application documents may be addressed to:

**Brent International School Manila  
c/o Admissions  
Brentville Subdivision  
Barangay Mamlasan  
Binan, Laguna  
4024 Philippines**

Application documents may also be scanned and attached to emails, faxed, or hand delivered (an appointment is not needed to submit application documents).

Admissions documents email:  
**etorres@brent.edu.ph**  
Mrs. Elsie Torres

Director for Admissions email:  
**hatkins@brent.edu.ph**  
Mrs. Heather Atkins

Admissions information:  
**www.brent.edu.ph**

Admissions Desk: (63)(49) 511-4345  
Admissions Cell: (63) 918 9407778  
Trunkline: (63)(2) 600 10 300 to 09  
(63)(49) 511-4330 to 39  
Fax No.: (63)(49) 511-4356

Regular office hours are 7:30 a.m. to 4:30 p.m. M-F. June and July office hours are 7:30 a.m. to 2:30 p.m. M-F.

## School Visits

Call the Admissions Office and arrange an appointment if you would like to meet with the Director for Admissions for any reason.

Tours are provided for families with a serious interest in enrollment. In order to easily accommodate a family we request limiting members of your group only to those essential to the admissions process. Please bring someone to aid in translating if needed.

## Admissions Criteria

Brent International School Manila is primarily a college-preparatory institution, intended towards accepting students who expect to be successful in Brent's International Baccalaureate program and seek admission to a college or university.

Students who are an exception to Brent's expected goals will be evaluated based upon the school's ability to meet their educational needs. Applicants are admitted and retained on the basis of their ability to meet the academic, moral, and behavioral standards of the school, and our prediction of their success.

The Admissions Committee makes decisions in the best interest of the applicant, as well as in the interest of the specific grade level.

The right is reserved to refuse admission to any applicant who does not meet the admissions requirements. The right is also reserved to determine the placement of an accepted applicant in the grade level or subjects deemed most appropriate for the student's success.

The Admissions Committee evaluates the following when considering an applicant for admission:

- Entrance test/interview results.
- Academic records from the current or most recent school.
- Confidential evaluations from the current or most recent school (Brent's forms required).
- English language proficiency. English as a Second Language (ESL) support is only available up to grade 8, and there are minimal proficiency levels in grades 6-8. Applicants requiring

ESL support in grades 9-12 will not be accepted.

- Presence of any learning differences, special needs, or giftedness. We must ensure that Brent has the proper support in place for an acceptance to be given.

## When to Apply

Brent accepts students throughout the school year for grade levels with openings.

Upper School applicants (grades 9 - 12) can submit an application for the following academic year as early as October. Lower and Middle School applicants (Nursery to grade 8) can submit an application for the following academic year as early as January.

## Admissions Process

Applicants must complete the admission process, as outlined below, to be considered for admission to the school.

**Step One** – Submit all required application documents to the Admissions Office. This must be done before a date for entrance tests and interviews can be scheduled. *See the section titled "Documents" or the Application Checklist for details.*

**Step Two** – Once the required application documents are submitted, coordinate appointments with Mrs. Elsie Torres for entrance tests and interviews for the applicant. *See the section titled "Entrance Tests" for details.*

**Step Three** – It is essential to arrive on time on the scheduled test and interview date. An application fee of US \$150, or the peso equivalent, can be paid at the Brent Cashier. Credit cards

and checks are also accepted. The applicant is interviewed following the entrance test and at least one parent is required to accompany the applicant. A decision on acceptance can be made when the interviews are complete.

**Step Four** – When an applicant is accepted, a slot is offered in a specified grade level. Acceptance is confirmed by the family through the payment of a Slot Reservation Deposit and completed Admissions Agreement form. The US \$600 Deposit is non-refundable, but will be applied towards the school fees. The Deposit and Admissions Agreement form must be submitted within three working days from the family's receipt of the written notice of acceptance. See *the "Enrollment" section for details.*

**Step Five** – School fees must be paid before the student attends classes. See *"School Fees" and "Student Fees Policy" for details.*

## Admission Decision Possibilities

**Accepted:** An applicant is approved for admission and the family pays the US \$600 non-refundable Slot Reservation Deposit and signs the Admission Agreement form within three working days from the family's receipt of the written notice of acceptance.

**Wait pool:** An applicant meets all admissions requirements and is approved for admission, but space is not available in the grade level or program. The family may choose to pay a refundable US \$500 to be placed on the wait pool. The applicant will be notified as soon as space becomes available. Brent International School Manila offers no guarantee that a space will open. The name of the applicant will remain on the wait

pool (only for the academic year accepted for) until a space opens or the application is withdrawn. It is advised to seek enrollment at another school to ensure the student is receiving an education while waiting for a slot to become available.

**Denied:** An applicant is not approved for admission. The Admissions Committee is not able to predict success for the applicant at Brent International School Manila academically, behaviorally, or both. A mandatory six-month waiting period is required before reapplying. The Admissions Office will keep the original application materials, and there is no need to pay the application fee if admission is sought within one year of the initial application. New academic records, confidential evaluation forms, and entrance tests are required for the second application.

## Documents

Failure to provide complete and accurate information on the application documents may result in the application not being considered for enrollment, or the student being asked to withdrawal from Brent after being enrolled.

The application documents to be submitted to the Admissions Office are:

1. Application for Admission
2. Health Form
3. Two Confidential Evaluation Forms from a current/recent school. Brent forms must be used. One evaluation form is required from a main subject teacher for Pre-Kindergarten applicants and above, and one evaluation form is required from a principal or guidance counselor for grade 2 applicants and above.
4. Certified copy of academic records for the most recent two years. If written in another language, an English translation must be provided.

5. Copy of authenticated birth certificate
6. Copy of immunization record. No particular immunizations are required; just a health history.
7. Photos: 4 recent passport size photographs
8. If the school fees are to be paid by an employer, a letter to that effect on the employer's letterhead.
9. Brent School reserves the right to request other supporting documents or reports relevant to the admission process (IEP, Psychological Evaluation, Speech and Language Assessment, etc...)

## Foreign Applicants

In addition to items 1-9 above, provide:

10. Copy of the passport pages for the applicant and parent/s showing:
  - a. picture, date of birth and passport number
  - b. date of issue and expiration
  - c. visa showing length of stay in the Philippines (to be submitted when available, even if after the test and interview date)

## Special Needs Applicants

Applicants with special needs may apply. Applications are considered based on the school's ability to meet their educational needs.

## No Guardians

Students are required to live with at least one parent full-time while enrolled at Brent. This policy is enforced beginning on the date an applicant is scheduled for entrance tests and interviews.

## Entrance Tests

Entrance tests and interviews are scheduled individually throughout the year by appointment. The entrance tests are usually done in the mornings, Monday through Friday, and only when the application is complete.

The entrance tests are administered to applicants in Kindergarten and above, including former Brent students returning after one or more years of absence from Brent. Basic math and reading skills are assessed for all students. Students applying in grades 9-12 have an additional essay portion.

## Enrollment

1. It is recommended to call the Accounting Office/billing section for the exact assessment of school fees before coming to the school to enroll. Office phone number: (63)(49) 511-4350.
2. Proceed to Brent's Tailor Shop, next to the Cashier, to purchase school uniforms. Visit Brent's Spirit Shop, on the second floor, to purchase P.E. uniforms and House Shirts.
3. Register for Brent's school bus service at the Transportation Office (optional).
4. ID applications for parents, drivers, and caregivers can be obtained from the Central Admin Building Reception Desk. Bring an ID Photo (1x1; preferably white background) and a processing fee of 75 pesos per ID.
5. Car Pass applications can be obtained at the Central Admin Building Reception Desk. Please provide a photocopy of: Official Receipt (O.R.), Certificate of Registration (C.R.), and

driver's license. The processing fee is 160 pesos.

6. Students' ID cards use the POS debit system. A minimum of 500 pesos can be loaded to the applicant's account to purchase items in the cafeteria and Brent Spirit Shop. All purchases are charged to a pre-loaded account each time the student presents their ID. A receipt is always offered for purchases.

## International Baccalaureate (IB) Grades 11 and 12

IB is an internationally recognized and externally examined diploma program. It consists of two-year courses spread over grades 11 and 12. As a result, it is rare to accept a new student into grade 12. If a course schedule can be made guaranteeing the student will meet graduation requirements, the student must begin school within the first quarter of grade 12.

## English as a Second Language (ESL)

Applicants for admission to Grades 1-8 whose competence in English is not sufficient to enable them to actively take part and benefit from the regular instructional program will be enrolled in the English as a Second Language (ESL) program.

Students are grouped according to their level of proficiency in the English Language, rather than by grade level.

### Lower School (Grades 1-5):

ESL support is available in these grades. The only minimum level of English proficiency required is of a grade 5 applicant in the second semester. In this case, the applicant must test as ESL 2 or higher. This is in alignment with, and to support, the middle school minimal requirements.

### Middle School (Grades 6-8):

An ESL student entering grades 6 and 7 must be ESL Level 2 or above. Students entering Grade 8 must be ESL Level 3 or higher in the first semester, and ESL Level 4 in the second semester.

### Upper School (Grades 9-12):

There is no ESL support available in the Upper School. Applicants requiring ESL support will not be accepted.

## ESL Levels

**ESL 1:** For Lower School Students only. This is the beginning level assigned to students with little or no English proficiency. ESL 1 students attend mainstream mathematics, computer, P.E., art and music classes.

**ESL 2:** Minimum requirement for grades 6 and 7. This is a pre-intermediate level assigned to students with basic communication skills but who are lacking in academic language. ESL 2 students attend mainstream mathematics, computer, P.E., art and music classes.

**ESL 3:** Minimum requirement for grade 8, first semester. This is an intermediate level assigned to students whose basic communication skills are very good. The course focuses on developing their academic skills. They are assigned to homerooms and attend mainstream mathematics, computer, P.E., art and music classes.

**ESL 4:** Minimum requirement for grade 8, second semester. This is for advanced ESL students. Emphasis is on polishing the student's academic and presentation skills. They attend all subjects in their respective grade levels with the exception of English and another modern language.