

# ISB ADMISSION POLICY

## School Mission statement

School Mission statement “We guide and stimulate children to become ambitious lifelong learners who achieve personal fulfilment and who will make positive contribution to our ever-changing world. We believe this is consistent with the IB mission statement, which focuses on the idea of creating a better world through education.”

Applicants will be eligible for admission at ISB based on:

- The potential of the applicant to benefit from the International Baccalaureate (IB) curriculum and our learning philosophy
- The capacity of the school to meet the needs of the student
- The extent to which the student’s admission will enable ISB to maintain its diversity and the integrity of English as its language of instruction

Admissions are rolling and only applications from students planning to stay for six months or more will be considered.

At ISB we are committed to maintaining a low student-to-teacher ratio and a rate of growth that ensures a stable learning environment for our students. Because of this, some classes may have waiting lists. While we do our best to accommodate international families and siblings of current students, even this is not always possible.

## Waiting List

In the case of a fully subscribed class, applicants will be placed on a waiting list. In this situation, priority will be given as follows:

1. International children new to Denmark
2. Siblings of current ISB students
3. International children already living in Denmark
4. Danish children returning from abroad
5. Danish children

## Language of Instruction- English

The school accepts students with no previous experience in English in our lower grade levels (K1-P3). Students entering upper Primary (P4-P5) must be able to achieve fluency before entering the MYP. Students entering the MYP must be fluent in English.

## Placement

Students are placed in year groups according to age and previous school experience. Adjustments to placement can be made based on the level of academic ability combined with emotional and social maturity. However, due to the nature of the International Baccalaureate framework, it is fairly unusual for us to move children up or down in grade level, as there is great opportunity for individualised learning within each class. Please refer to the table of ages in relation to classes at the end of this policy for placement information. Up-to-date information is on the school website, including an overview of grade levels and fees.

## Applying

Before applying, we expect all prospective families (parents and students) to have visited ISB, to ensure an understanding of the school's philosophy and pedagogy. We offer a Tour Tuesday on the first Tuesday of each month at 8:30.

Applications are facilitated through the Admissions page of our website. There is a non-refundable application fee of DKK 500 per application.

After completing the application form, you will be asked to send a questionnaire to the reference of your choice. This is an opportunity for us to get a sense of your child's learning style and any other information relevant to helping him or her settle in at ISB. You will also be asked to upload copies of the student's birth certificate and passport and school reports from the previous two years. Kindergarten students will be sent a separate evaluation to be completed by your child's current caregiver.

Once we have received the application fee and requested information, your child will be invited to an interview/assessment. Families not yet in the country will complete the interview via Skype. Students from P1-M10 will take a short assessment. This assessment provides an indication of the student's academic level and any possible learning support that may be required.

**It is very important for the admissions process that the application is complete with all necessary information, as this will facilitate the decision-making process. Failure to disclose information regarding diagnoses or known health/behaviour issues may result in your child being expelled from school.**

The Admissions team evaluates applications at a meeting in the first week of every month. Applicants are then admitted, wait-listed or declined.

If your child is placed on a waiting list, the application will be reviewed quarterly. While on the waiting list, parents are allowed to decline an offered place once and retain their spot on the waiting list. The second time an offered place is declined by the parents, the child will be permanently removed from the waiting list. A new application must be made if the child continues to seek enrollment.

If admitted, parents are then asked to pay a non-refundable enrollment fee of DKK 3000 per family. Once this fee has been paid the child's place is secured.

ISB reserve the right to decline admission if our evaluation suggests that ISB will not be the best fit for your child.

ISB Admission Policy approved by ISB School Board January 2018



<b>Grade Level</b>	<b>Age</b>
<b>K1</b>	<b>3-4 years old</b>
<b>K2</b>	<b>4-5 years old</b>
<b>K3</b>	<b>5-6 years old</b>
<b>P1</b>	<b>6-7 years old</b>
<b>P2</b>	<b>7-8 years old</b>
<b>P3</b>	<b>8-9 years old</b>
<b>P4</b>	<b>9-10 years old</b>
<b>P5</b>	<b>10-11 years old</b>
<b>M6</b>	<b>11-12 years old</b>
<b>M7</b>	<b>12-13 years old</b>
<b>M8</b>	<b>13-14 years old</b>
<b>M9</b>	<b>14-15 years old</b>
<b>M10</b>	<b>15-16 years old</b>