

# ADMISSIONS POLICY

*ISB School Board. Latest review: August 2022  
Next review planned for August 2024*

[ISB policies](#) are designed to provide all members of our learning community with a clear picture of the philosophy, values and learning practices of the school. This particular policy is intended to provide an overview and guiding principles for learning at ISB but should not be viewed in isolation and instead as one piece of a comprehensive framework designed to foster a positive school culture that acknowledges and celebrates diversity.

This Admissions Policy sets out the requirements for entry to International School of Billund (ISB). We aim to be inclusive and equitable while ensuring quality education for all our students. ISB is therefore open to any child who can successfully access and benefit from our academic programmes. Students must also be able to behave safely and appropriately in a creative, mainstream school setting. This provision is in line with the guiding principles of the United Nations Convention on the Rights of the Child, legal framework for private schools in Denmark, and the [ISB bylaws](#).

Our Admissions Policy outlines certain restrictions to acceptance, which are determined by the structure of our academic programmes and also our legal context as an International School based in Denmark. By submitting the [application form](#), parents agree to the stated terms and conditions of International School of Billund (ISB) Admissions Policy as well as the fee schedule. All application forms, documentation, and application fee must be received by the Admissions Office before the application is processed. In choosing International School of Billund for their child, families commit to uphold our school's values and guidelines as expressed in the [Parents Handbook](#), as well as to act in line with and support [our policies](#).

The purpose of the International School of Billund is, first and foremost, to provide continuity of education to globally mobile families. In the case of limited places available, [priority levels](#) are assigned to determine order of acceptance or placement on the waiting list. Former ISB students will be given priority before everyone else on the waiting list.

Applications on the waiting list will be reviewed quarterly. 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.

At ISB, applications are accepted and processed throughout the year.

- By enrolling a child in ISB, parents/guardians agree to comply with the guiding philosophies and policies of ISB, as well as the schedule of fees as described on the ISB website. Please note that all fees are non-refundable. Applications are facilitated through the Admissions page of our [website](#).
- Applications will be considered only after the application fee and requested documents have been received. This one-time fee is non-refundable.
- Failure to disclose information regarding diagnoses or known health/behaviour issues may result in your child being expelled from school.

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## Applicants will be eligible for admission at ISB based on:

1. The potential of the applicant to benefit from the International Baccalaureate (IB) curriculum and ISB's pedagogical approach of learning through play
2. The capacity of the school to meet the needs of the student while ensuring quality education for all students
3. 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
4. The student's need for an international education with English as an instructional language

## English as Language of Instruction

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 Middle Years Programme (MYP). Students entering the MYP must be fluent in English (by assessment).

## Admission

Admission to the school will be determined by the Leadership Team, with the advice of the academic staff. Admissions are rolling and only applications from students planning to stay for six months or more will be considered. ISB reserves the right to decline admission if our evaluation suggests that ISB will not be the best fit for your child. The Admissions team evaluates applications at a meeting two times per month. Applicants are then admitted, wait-listed or declined.

## Waiting List

In the case of a fully subscribed class, applicants will be placed on a waiting list based on priority. More information about priority can be found [here](#). If a space becomes available, qualified applicants are accepted, subject to the above conditions and based on priority. In case of placement on the ISB waiting list, ISB will refer applicants to other international schools in Denmark to support families in need of an international education.

## Placement

Students are placed in year groups according to age and previous school experience. The decision of the school in year group placement will be communicated to parents prior to acceptance and is considered final. Decisions on placement and continued enrolment at ISB will be based on academic, personal, behavioural and social/emotional aspects of a student's school record and overall assessment.

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 website for an [overview of grade levels](#).

Students enrolled in Kindergarten automatically have a place in the Primary, and Primary students in Middle School.

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## Assessments

Depending on information received from the application documentation or gathered during an interview, further assessment may be deemed necessary. Assessment may include, but is not limited to, the following areas:

- English as an Additional Language (EAL)
- English
- Mathematics
- Special Educational Needs (SEN)

Assessment will be scheduled as part of a school visit if it is known prior to the visit that additional testing is necessary.

## Withdrawal

ISB reserves the right to deny admission or dis-enrol a student if:

- a. The student's best interests and needs cannot be met effectively by the school's programmes and services;
- b. The student's behaviour is deemed to jeopardize the welfare of the school community;
- c. Educationally significant information is withheld from the school
- d. School fees are not paid.

A decision to withdraw a student from the school would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.

## Permanent withdrawal:

Notification of withdrawal must be submitted within 30 days plus the remainder of the current month. This also applies to students leaving at the end of the school year. A withdrawal form is available from the office.

## Long-term leave:

Occasionally we have ISB families requesting leave for a shorter or longer period. In these situations: Families may request to keep their spot(s) by paying the full fee while "on leave." This may not always be possible.

For those who choose not to pay the full fee while on leave, the following applies:

ISB will charge the application and registration fees upon return.

Former ISB students will be given priority before everyone else on the waiting list

## GDPR:

Information is kept in OpenApply (application system run by Faria Education Group which is GDPR compliant). When students withdraw, their applications are archived. This historical data is relevant to keep as students may return to ISB after time abroad or apply again. Parents can request a copy of all files related to their child, any time they should wish.

This policy responds to requirements from IB.org and the Danish Government, and applies to Kindergarten, Primary and Middle Years at the International School of Billund.