

ADMISSIONS POLICY

[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 but 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 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](#).

The Admissions Policy also outlines 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.

ADMISSION

By submitting an application for admission to 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. Applications are facilitated through the Admissions page of our [website](#).

Admission to the school will be determined by the Leadership Team, with the advice of the academic staff. ISB reserves the right to decline admission if our evaluation suggests that ISB will not be the best fit for your child. Applications are evaluated at a meeting two times per month. Applicants are then **admitted, wait-listed or declined**.

Eligibility for admission is based on:

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

APPLICATION PROCESS

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

- By submitting the [application form](#), parents agree to the stated terms and conditions of International School of Billund (ISB) Admissions Policy.
- Applications will be considered only after the completed application form, requested documents and application fee have been received.
- Failure to disclose information regarding diagnoses or known health/behaviour issues may result in expulsion from school.

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 or English as an Additional Language (EAL) (see English as language of instruction)
- 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.

English as language of instruction

At ISB, the language of instruction is English.

While 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 a high level of English before entering Middle School.

The IB MYP curriculum is academically-rigorous, therefore, it is important that students entering the Middle School have a strong foundation in academic English. (A student's level of English may be assessed prior to admission.)

PLACEMENT

Students are placed in year groups according to age and previous school experience. The decision of 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.

It is fairly unusual for us to place a child outside of their age group or move children up or down in grade level. Due to the nature of the International Baccalaureate framework 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.

WAITING LIST

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 a fully subscribed class or limited places available, [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 nationals returning from abroad
5. Danish nationals

Waiting list FAQ

- **Is there a sibling guarantee?** While siblings of ISB students are high in priority, unfortunately, we cannot guarantee places for siblings.
- **How long will my child be on the waiting list?** It is difficult to estimate how long a student will be waiting as the scenario relies on withdrawing students. Occasionally, students withdraw throughout the academic year and as soon as those places become available, they are offered to the next on the list based on priority.
- **What if there is one place and two children waiting?** If one place is available and two children of the same priority level are on the waiting list, all factors are considered when offering the place (i.e. immediate need for an education in English, siblings already attending ISB and date of application).

More information about the waiting list can be found [here](#).

DECLINING AN OFFER

Applicants are allowed to decline an offered place once and remain on the waiting list. The second time an offered place is declined by the family, the child will be removed from the waiting list and a new application must be made if the child continues to seek enrolment. Applications on the waiting list are reviewed monthly.

WITHDRAWAL

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

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

A decision to dis-enrol a student from school would follow a 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, ISB families request 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 . Though an available place cannot be guaranteed upon return.

GDPR

Information is kept in OpenApply (an 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.