

ISM Admissions Policy

The ISM accepts applications based on an open admission policy which means that while any family is allowed to apply, the ISM will only enroll those students who will benefit from and support the educational programs offered. More specifically, the ISM enrolls students who will flourish in and benefit by the experience of being in a program based on international mindedness.

The International School Mainfranken accepts applications for admission all year-round.

The ISM is open for admission to all students regardless of race, sex, religion, nationality or ethnic background. Exceptions to this open admission policy can be students with identified learning or behavioral issues where additional support may be necessary beyond the resources available to the school¹.

The general admission procedure is the same for all interested families/students. The ISM reserves the right to impose additional requirements for individual families/students as required to determine appropriate grade level and/or whether or not the student will benefit from enrollment in the ISM.

Procedure/Implementation

1. **Admissions Coordinator** conducts initial telephone/face to face interview with prospective students and completes contact form and provides essay questions to MS/HS applicants.
2. **Parents:** Submit end of year report cards (2 years preferably), completed essay questions (MS & HS).
3. **Admissions Coordinator** and **respective School Coordinator:** Review of student's academic records after which trial days will be organised .
4. **Admissions Coordinator** sets up [Trial Student Feedback Form](#) and shares with respective **School Coordinator** and **Head of School**.
5. The prospective student(s) will participate in 3-5 trial day(s) at the ISM, scheduled by the **Admissions Coordinator** and respective **School Coordinator** in the Whole School Calendar and shared with the respective **School Coordinators** and **Head of School**. **School Coordinators** will forward the details onto required **Teaching Staff**. This can include internal evaluation by the ISM administration and/or teachers.
 - a. **School Coordinators** collect data from teaching staff during the trial days
 - b. During the Trial Days, 2nd Language English students will complete an ELL placement test and complete the language profile questionnaire.
 - c. In consultation with the ISM administration and the prospective families, additional trial days may be required to determine if enrollment in the ISM is beneficial for the ISM and the student.

¹ Additional Information is available in our Inclusion Policy.

6. Conclusion Meeting, scheduled by **Admissions Coordinator** and respective **School Coordinator**, takes place at the end of the trial days: Present are the **School Coordinator(s), Head of School, Parents/Guardians** and students/**Admissions Coordinator** dependant on need.
 - a. During this meeting, feedback from the teachers will be discussed and a decision made on the suitability of the student for admission into the ISM Programmes.
 - b. A decision will also be made on whether an extended trial period is required as well as the required length of probation (from 3-6 months).
 - c. **Head of School** informs the **Admissions Coordinator** who then ensures that the required documentation and paperwork is submitted, and the information is entered into our school administration system.
 - d. The **School Coordinator** will inform teaching staff of the decision.
 - e. **School Coordinator** will liaise with **Information Resources Coordinator** to organise teaching materials. **Information Resources Coordinator** will create accounts for school IT resources.
 - f. The trial student becomes a probationary student from this point.
7. For applications received during the summer vacation a trial week is not feasible. A decision will be made by **ISM administration** in consultation with the **School Coordinator** regarding admission. Students will then go through the trial student procedure as detailed above in their first week in order to determine the appropriate course selection or any additional support needs.
8. ISM enrollment contracts should be completed and signed, along with all other associated paperwork and handed in to the school on the first formal day of school.

Required Admissions Documentation for the Trial Days

- Birth certificate
- Copy of passport (international students)
- Copies of the student's report cards for the previous two years
- Answers to Questions/Essays (MS/HS Students)

Required Admissions Documentation for Enrollment

- Completed copies of ISM enrollment paperwork
- Immunization record (tetanus required)
- Confirmation of Payment of Enrollment Fee

Probationary Period

All students, regardless of grade level, will be on a three to six month probationary period, determined by ISM Administration after initial registration fees and the first month of tuition fees have been paid. This probationary period will begin on the first day the student attends school.

1. During the agreed probationary period, **School Coordinator(s)** need to work with the teachers to track and monitor student progress. Progress should be discussed during the weekly collaboration meetings.
2. Should the student's progress be a cause of concern, the **School Coordinator** will schedule a meeting with the **Head of School** to discuss what action should be taken.
3. 2 weeks before the end of the probation time, **School Coordinator(s)** will meet with the **Head of School** if required to discuss progress and make a provisional decision on whether to admit or reject the student; or, when required, extend their probationary period.

Where a decision has been made to refuse the student admission or extend their probationary period the **Head of School** and **School Coordinator** will request a parent meeting to discuss this decision.

Language Requirements

The language of instruction at the ISM is English.

Those students who wish to enroll in grade 9 or above must demonstrate a satisfactory level of proficiency in English during the trial days through feedback from teachers and completion of the ELL placement test. A specific level of English proficiency is required to participate in the IGCSE and IB courses.

Criteria for Grade Placement

Grade 1	6-7 year olds 6 by 30 September of the current school year
Grade 2	7-8 year olds 7 by 30 September of the current school year
Grade 3	8-9 year olds 8 by 30 September of the current school year
Grade 4	9-10 year olds 9 by 30 September of the current school year
Grade 5	10-11 year olds 10 by 30 September of the current school year

1. **Age**- Students are usually placed in the appropriate grade level based on chronological age.
2. **School Records**- If a transferring student has met the criteria from grade promotion in their previous school, the student will be placed in the subsequent grade.
3. **Language** – It is not common practice for students to be asked to repeat a grade purely based on their English language proficiency. However, if there are special language needs, the student may be placed in the lower grade level with the option of moving up a grade level after the student has been fully evaluated and monitored.

Grounds for Refusing Admission

- The ISM reserves the right to refuse admission to students who it determines will not benefit from, contribute to, and / or fully engage in the educational programs offered.
- The ISM is not equipped to meet the needs of students with verified learning and physical disabilities and has the right to refuse their admission.
 - Parents should provide any/all information in relation to any special needs a student may have, including any medical diagnosis that may hinder the child's ability to perform in a regular class setting.
 - If it is determined that a family has withheld any relevant information in this regard, the ISM reserves the right to cancel their enrollment at the ISM, without reimbursement.
 - Relevant information can include, but is not limited to, psychologists' reports, diagnosis of learning difficulties, disciplinary action taken at other schools, special education requirements, and medical conditions.

Specific Admission Policies for High School

All courses offered by the International School Mainfranken lead towards the IB Diploma Programme qualification.

Grades 9 and 10

We will consider admission of students who we believe will be able to progress to the full IB Diploma Programme.

Grade 11

We will consider students whose school records indicate that they can be admitted into the full IB Diploma Programme. Applicants for grade 11 will not be considered for entry directly into the IB Diploma Programme after 1st October unless the student is already in the IB Diploma Programme in their previous school.

Grade 12

We will consider new applicants for the second year of the IB Diploma Programme provided they meet the following criteria:

1. IB Diploma Programme year one has been successfully completed in the previous school.
2. Subjects offered at the ISM allow for continuity through the second year of the IB Diploma Programme.

Under certain conditions, the ISM may consider exceptions to the procedures described above. Such exceptions will only be made after consultation with the ISM administration, the teachers and prospective families.

How is this Policy Reviewed?

This policy is continuously under review from the ISM Leadership Team to ensure compliance with the policies of the external programmes offered. The policy is also subject to a detailed review in line with the ISM policy review cycle every 2 years, incorporating the views of all stakeholder groups.