

## Admissions Policy

Updated 2019

The International School Almere is a fully authorised IB world school, providing quality international education, in English, for students from 11 to 18 years of age. The school is also a subsidised school that falls under the authority of the Dutch Education Ministry and has to adhere to specific criteria for admissions. Our admissions policy outlines the restrictions that apply to acceptance, which is determined by the programmes we offer and also our legal context as a Dutch International Secondary School. The school welcomes applications from students regardless of gender, ethnicity or religion. In choosing the International School Almere for their child, families commit to uphold our school vision and mission, student code of conduct and expectations as well as act in line and support our policies.

Admission is open to students who can thrive in a challenging, international, university preparatory education offered in the English language. The school is open to students who can successfully access and are able to benefit from the programmes that we offer. The International School Almere aims to guide its students towards the IB Middle Years Programme leading to the IB Diploma Programme. Students applying for the Diploma Programme will have to indicate through previous achievement their ability to cope with rigorous academic work and that their level of English language proficiency is satisfactory to access the programme. The Middle Years Programme is structured to accommodate a wider range of academic abilities.

Exceptions to the age guidelines are made infrequent and only upon careful evaluation of the applicant by the admissions team. The school will always aim to act in the best interest of the student in these matters.

In keeping with the philosophy of international education the International School Almere does offer places to students who do not yet have fluency in English, but who can demonstrate a need for international education in the MYP. This may be the case when for example parents come to The Netherlands to work and the student has little or no alternative because of the host country language barrier. To be allowed to continue the programme, the student in this case must acquire sufficient language skills within a reasonable period of time and demonstrate academic ability.

The school welcome students who have a broad range of interests, are proactive, take initiative, are engaged, willing to accept challenges, participate in various school activities, are reflective, learn from their failures, work with the school team and are service oriented.

Who attends the International School Almere:

- A. The child is a foreign passport holder and one of the parents is employed in the Netherlands for a limited period of time.
- B. The child has Dutch nationality and has been educated outside of the Netherlands for two years or longer because one of the parents has temporarily worked abroad.
- C. The child has Dutch Nationality and one of the parents will be employed outside of the Netherlands within the next two year (Please add employer's declaration).

- D. The child has Dutch nationality and parents demonstrate a particular need for an international education. This is possible only for the Diploma Programme. Applicants must have a good VWO4 report card in the Dutch National System and should have a high proficiency in English.

The Enrolment is possible at any time during the school year, as long as space is available. The school uses **OpenApply** an admissions tool by Faria systems for all its admissions applications.

The decision to admit or not admit a student to the International School Almere is based on the availability of space at the appropriate year group, the school's ability to meet each student's needs and the student's ability to fulfil the programme requirements.

At the International School Almere the student that is admitted at the school will and continue to live with a parent / legal guardian / care giver for the entire duration of their schooling.

### **Students with additional needs:**

It is vital that any student that joins the International School Almere arrives with the potential of being successful in the programmes that are offered and is able to benefit from an IB education. They must also be able to behave safely and appropriately in a mainstream school context. We are not a special education needs school, but we do offer provision for students who have additional needs depending on the composition of the class. The Student well-being and learning support department at the school provides some support for students with a range of Special Educational Needs (SEN) along with the support of experts from "Passend Onderwijs". However, the school relies on parents providing external support for their child is continuous and long term support is needed for the child.

Each application is scrutinised individually and a decision is made with the admissions team and the parents, including the previous school if the student would fit with the International School Almere community.

### **MYP1 students:**

Students entering the first year of the Middle Years Programme are exposed to four languages (English, Dutch, French and Spanish). At the end of the first year they can decide on the third language they would like to continue in their future MYP years. They then choose between French and Spanish and will have continue this till MYP5. They are also exposed to the creative arts subjects of Music, Drama, Visual arts subjects for the entire school year.

### **MYP2 students:**

Students entering the second year of the Middle Years Programme are exposed to three languages (English, Dutch , French/ Spanish). They are also exposed to the creative arts subjects of Music, Drama, Visual arts subjects for the entire school year.

### **MYP3 students:**

Students entering the third year of the Middle Years Programme are exposed to three languages (English, Dutch , French/ Spanish). They are also exposed to the creative arts subjects of Music, Drama, Visual arts subjects for the entire school year. In addition students are streamed into Maths standard and Maths extended classes on the recommendation of the Maths teachers.

### **MYP4 students:**

Students entering the fourth year of the Middle Years Programme are exposed to three languages (English, Dutch , French/ Spanish). For students will no background in French/Spanish, a beginners Spanish course is an option. The students also choose one of the four subjects for the next two years. These are (Visual arts/Drama/Music/Product design). In addition students are streamed into Maths standard and Maths extended classes on the recommendation of the Maths teachers.

### **MYP5 students:**

Students entering the fifth year of the Middle Years Programme are exposed to three languages (English, Dutch , French/ Spanish). For students will no background in French/Spanish, a beginners Spanish course is an option. The students also choose one of the four subjects. These are (Visual arts/Drama/Music/Product design). In addition students are streamed into Maths standard and Maths extended classes on the recommendation of the Maths teachers.

### **DP1 students:**

**In order to enter the Diploma Programme, students in MYP5 must have a 5 as a final grade in the second report card, in at least three main subject groups or an equivalent of this grade:**

#### **Group1: Language and Literature\***

- Dutch HL/SL
- English HL/SL

#### **Group 2: Language Acquisition\*\***

- Dutch HL/SL
- Dutch ab initio SL
- Spanish HL/SL
- Spanish ab initio SL
- French HL/SL
- English HL/SL

#### **Group 3: Individuals and Societies**

- History HL/SL
- Global Politics HL/SL
- Business HL/SL
- Economics HL/SL
- ESS SL

**Group 4: Mathematics**

- Mathematical Analysis and Approaches HL / SL
- Mathematics Applications and Interpretations HL/SL

**Group 5: Science**

- Physics HL/SL
- Chemistry HL/SL
- Biology HL/SL
- ESS SL

**Group 6: the Arts**

- Visual Arts HL/SL

**\*Students cannot take English A if they had English B in MYP5 or an equivalent year, unless recommended by the language teacher. This applies to all Languages.**

**\*\* Students are not allowed to take a B language if they have had the same language A in MYP5 or an equivalent year.**

**The decision on tentative subject choices is made during the admissions interview process.**

**\*\*\* The courses above will be available only if there are sufficient number of students enrolled for the course.**

If a student wants to choose the following subject in the DP:	Then the following condition must be met in the second report card in MYP5 or the equivalent year:
Three science subjects (Physics, Chemistry, Biology) for Medical Studies in The Netherlands	Minimum of grade 6 in Science
Any science subject at HL	Minimum of grade 5 in Science and minimum of level 6 in criteria A – knowing and understanding
Mathematics Analysis and Approaches HL	Minimum of Grade 5 in Math extended or minimum of Grade 6 in Math standard And Minimum Level 6 in criterion A - Knowing and understanding
Mathematics Applications and Interpretations HL	Minimum of Grade 5 in Math extended or minimum of Grade 6 in Math Standard And Minimum 6 in criterion D- Applying mathematics in real life contexts
Language Acquisition	MYP Phase 1 student can only choose ab initio MYP Phase 2 student can only choose SL (ab initio in rare cases) MYP Phase 3 SL MYP Phase 4 HL
Economics HL will be allowed only if there is teacher recommendation for Math AA SL or Math AA HL or Math AI HL	

## Refusal of admission

Following investigation, if there is sufficient evidence that the school is unable to provide an education that will meet the academic/behavioural/Special Education needs of the child, we may refuse entry.

Parents / Guardians must be aware that failure to disclose information or providing inaccurate information will jeopardize their child's school placement.

## Application Procedure

1. Please see on the last page the **IGVO registration document** for a list of documents needed to be submitted with the application
2. Click on "Apply now" under the admissions tab of our school website [www.internationalschoolalmere.nl](http://www.internationalschoolalmere.nl) to complete and submit the application from along with all relevant and required documents. Control your checklist and pay the application fee.
3. After payment of the application fee, and submitting the application, schedule a short tour of the school. This can be done simultaneously or followed by an (skype) interview with the Head of School via [admissions@edu.isalmere.nl](mailto:admissions@edu.isalmere.nl)  
**Please note that appointments for an interview are scheduled only after a complete application form along with relevant documents have been submitted and the application fee is paid.**
4. Arrange for student to sit entrance test if required. This is for students applying for MYP5 and DP1.
5. Admission officers will be in touch with previous school of the student.
6. After acceptance letter is received, parents will be sent an invoice for payment of the 50% tuition fee, which should be paid within two weeks of receipt of the invoice.
7. A place is reserved for the student after payment of the invoice.
8. Parent will receive a letter of information for the first day of school in the first week of July or any other appropriate date depending on entry date of the student in the school.
9. The student will receive a language profile form that needs to be filled and returned to the school. This allows the student to be placed in the appropriate language groups.
10. If a child must leave during the school year, four weeks' notice should be given in writing. Please be aware that students are only permitted to transfer to another school located in The Netherlands following a main holiday period. The refund is only applicable if your child started before 1 October of the current school year. Should your family relocate during the school year (1 August till 31 July) then after settlement of all school fees, the refund given is according to the school fee agreement. A refund is not permitted for students transferring to another school within 55 km during the school year. Should you be leaving the Netherlands, please fill in the Exit form and return it to the school. In addition we request a letter from your child's new school indicating that your child is enrolled.

Enrolment is possible at any time during the school year, as long as space is available. In cases where it is not possible to determine the student's academic ability from the documentation and references provided, the student may be expected to complete an entrance test. There will be an entrance test for students applying for MYP5 and DP1. We do not admit students in DP2 (final year of the programme).

### **Review of this policy**

This policy is reviewed in 2019. This policy will be reviewed every 2 or 3 years. In case an urgent clarification is needed then the policy will be reviewed at the end of the school year during the end of year meetings.

## IGVO criteria – International Georiënteerd voortgezet onderwijs

### Which documents are needed for registration?

#### **A Documents needed for foreign students temporarily living in NL (expats):**

- a copy of the student's foreign passport
- a copy of the student's registration with the municipality in the town/city he/she is residing in the Netherlands
- copies of the last two years' academic reports cards
- letter stating that at least one parent is temporarily working in the Netherlands

#### **B Documents needed for Dutch students returning from abroad:**

- a copy of the student's Dutch passport
- a copy of the student's registration(re-entry) with the municipality in the town/city he/she is residing in the Netherlands
- copies of the last two years' academic reports cards
- a letter from the parent or parent's employer to state that the family lived abroad due to one or both of the parents jobs.

#### **C Documents needed for Dutch students planning on moving abroad:**

For parents working for a company (Dutch or foreign)

- a copy of the student's Dutch passport
- copies of the last two years' academic reports cards
- cito information where relevant
- a letter from the parent's employer to indicate that the parent plans on working abroad within the next two years, plans to remain there for at least two years and stating that the student will live abroad with the parent.

For parents who own their own company

- a copy of the student's Dutch passport
- copies of the last two years' academic reports cards
- cito information where relevant
- a letter from the parents to indicate that the parent plans on working abroad within the next two years, plans to remain there for at least two years and stating that the student will live abroad with the parent.

#### **D Students from the Dutch National Curriculum for the Diploma Programme**

For the Diploma Programme (age 17-18)

- VWO4 transfer report (overgangsbewijs)
- Proof of sufficient ability of the English language. (an entrance test at the ISAlmere will suffice)