



# *Admissions Policy*

## *Whole School*

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## Rationale

The International School of Lyon is committed to the protection and safeguarding of every one of its students. Choosing the right school is a critical decision therefore we are committed to ensuring that applicants and their parents are well informed and advised so that they can make a confident choice.

The school aims to ensure that prospective families understand and commit to ISL's Vision Mission, Values and Guiding Principles as well as providing a clear outline of the International Baccalaureate Primary Years Programme, the Middle and Upper High school programme and the International Baccalaureate Diploma Programme.

## General

The school accepts all students for whom its established programme of study is appropriate or for whom an individualised programme of study can be designed. Admission is based on school records, evaluation and, where appropriate, an interview. At an additional cost to families, the school provides support for students of 'English for Speakers of Other Languages' (ESOL) in all grades from Grade 1 through to Grade 10 but a sufficient command of English (i.e. not beginners) is generally a requirement for entry into Grade 7 and up. This means being able to access the curriculum at a minimum level for Grade 7-10 and at a fully functional level for Grades 11 and 12.

The school aims to ensure that prospective families understand and commit to its mission, philosophy and functioning, as well as providing a clear outline of the International Baccalaureate Primary Years Programme, the Middle and Lower High school programme and the International Baccalaureate Diploma Programme.

Applications for admission are accepted throughout the year. Apart from exceptional circumstances, no formal decision regarding admission is given until all the required documents have been received. Families are encouraged to consult the school's website regarding the conditions for admission and to apply online for admission. A visit to the school prior to application is also advisable where possible.

The decision to admit a child or not to our programme will ultimately reside with the Director in consultation with the Primary or Secondary Principal. The school reserves the right to contact a student's previous school to check school records (including financial) where necessary.

All students admitted to ISL must have a legal guardian who resides in France, and any applicant who will turn 18 before they start school must provide proof of visa

before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the student turns 18. These documents are needed for curriculum related trips, hence are a requirement.

## **Required application documents**

Before a student may be admitted to ISL, all of the documents below must be submitted through ISL's online application system:

1. *Student Application Form*: This should be completed and signed by the parent or legal guardian and accompanied by one passport sized photograph.
2. Two full years of school transcripts or reports: These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress if applicable. The school may request that a certified translation be provided if the language of the reports is inaccessible.
3. Confidential teacher recommendations: for application into Early Years of Grades 1-5, one from the previous class teacher; for applications into secondary school, one recommendation from a mathematics teacher and one from an English teacher (or other mother tongue teacher if the child is not learning English) are required. These should be provided by the applicant's previous school directly.
4. Copy of vaccination certificates (to be checked against list of compulsory vaccinations in France)

N.B. In cases where it is impossible to obtain a given application document, the Director will make a decision as to whether there is sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples, compulsory interview).

ISL staff members wishing to enrol their children at the school must follow the usual application.

## **Applicants with special educational needs (see Inclusion Policy)**

ISL strives to be as inclusive as possible and, through its Special Educational Needs Coordinator, can welcome children with mild educational needs. Children may also be accepted who need to work more specifically with an outside specialist and/or

special individualised classroom support that does not disrupt the functioning of the class overall or the learning of other students. Specialised consultation reports and feedback will be required before an acceptance decision can be made.

Special needs support is subject to an additional fee for the time it lasts.

N.B.: Any student with significant specific academic or physical needs for which the school cannot provide adequate resources will not be admitted.

## **Criteria for admission**

Each candidate's application materials are carefully studied in order to assess suitability for admission.

We look for candidates:

- who are, and whose parents are, committed to the ISL Vision, Mission, Values and Guiding Principles
- who are motivated/determined to succeed in our programmes
- whose academic performance is average to outstanding
- whose conduct is good overall, with particular attention to respect of and care for other students
- who are internationally-minded
- who would benefit academically and personally from the ISL curriculum
- whose qualities would enrich the ISL community and be a positive contribution to it.

Previous experience with the IB programmes is an advantage for admission, but is not in any way a prerequisite. Fluency in English is a criterion as specified in General above. Please note that support in the English Language (ESOL) is subject to an additional fee.

## **Admission into ISL's Early Years Unit**

The Early Years Unit consists of

- Transition Kindergarten for children turning 3 years old during the course of the current academic year (i.e. 3 between 1st September and 31st August)
- Pre Kindergarten 3 - 4 year olds (i.e. 4 between 1st September and 31st August)

- Junior Kindergarten 4 - 5 year olds ( i.e. 5 between 1st September and 31st August)
- Senior kindergarten 5 - 6 year olds (i.e. 6 between 1st September and 31st August)

## Admission Transition Kindergarten

Transition Kindergarten welcomes students three times during the academic year. within the limits of available places. The start date depends upon the birth date of the child, as indicated below:

1. September start: for children turning three years old after 1st September and before the end of the Autumn Vacation.
2. January start: for children turning three years old after the Autumn Vacation and before the end of the February Vacation.
3. April start: for children turning three years old after the February vacation and before the end of the April vacation.

Children who turn three years old between the end of the April vacation and end of the school year will start directly in Pre-Kindergarten in the following September.

Parents will be asked to complete an admissions form acknowledging their agreement that their child is entering Transition Kindergarten (see appendix 1)

## Grade placement

In general, students will be placed according to their age on September 1<sup>st</sup> of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade than requested. Only under exceptional circumstances will a student be placed in a higher grade than his/her age group, usually with a cut off date of December 31<sup>st</sup>. Factors to be considered for such a placement include:

- the cut-off date in the child's country of origin as ISL aims to avoid situations in which children will be penalized on return to their home country
- the child's successful completion of the equivalent grade elsewhere
- a transcript or report card from the previous year demonstrating exceptional academic performance and social skills.

If a student is placed in a grade higher than his/her age group, the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of grade after the student's abilities have been thoroughly observed. Any change of grade would normally take place within the first two months after the student's entry into the school.

Requirements for specific grades:

- 1- Early Years: The applicant must be toilet independent (see appendix 2) before commencing at ISL and must be able to feed and dress him/herself reasonably independently.
- 2- Grades 11 and 12: To successfully transfer into Grade 11 or 12, students must coordinate their choice of subjects with the IB Coordinator and /or Director, as they have an overall picture of the courses offered and the space available in each class. The school will try in all cases to respect first option choices but these may not always be available due to timetabling or other organisational issues.

## **Acceptance of admission**

Once the required documentation has been provided, families will be notified by e-mail or telephone, usually within one week of application. Parents will then be contacted by the accounts department and billed for the enrolment fee. Once this has been paid, the place is guaranteed. With regards to the tuition fee, a financial contract must be completed and signed before a student may start school. ISL reserves the right to refuse entry to a student whose financial situation is not in accordance with these regulations.

## **Refusal of admission**

If an applicant is denied a place, a formal letter or email is sent to confirm this.

## **Waiting lists**

There are at present no waiting lists at ISL but if an application is accepted and no space is available in the appropriate class, he/she will be placed on a waiting list, and the parents will be sent a letter or email to confirm this. When a place becomes

available in the appropriate class, it will be offered to a student on the waiting list. The criteria used to decide which student on the waiting list is offered the place include:

- siblings already attending, accepted into or applying to the school
- the existing gender balance of the class
- background/experience in an IB programme
- any of the Criteria for Admission detailed above

A family's planned length of stay may also be taken into account in such cases, although we appreciate that this is difficult to predict accurately given the largely transient nature of our population. The above criteria may also be applied in cases where several applicants are competing for a limited number of remaining spaces in a given grade.

## **Deferrals and re-entries**

An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the school receives notification in due time and there are still spaces available. In such cases the admission and enrolment fees are also deferrable for one academic year. All deferrals are subject to Admissions receiving satisfactory additional school recommendations and school reports/transcripts over the course of the school year preceding the deferred entry.

Students who are enrolled in the school and then leave can re-enter the school at a later date without incurring new enrolment and admission fees, provided that the re-entry occurs no more than 2 academic years after the departure from the school. New application documents in accordance with admission procedures must still be provided.

## **Re-registration**

Every February the Admissions Department gathers preliminary information about parents' intentions for the following year through an electronic survey and, where intentions are positive, bills families for a 500€ per student deposit for the next school year. Payment of the deposit guarantees a student's place for the following year and will be deducted from the tuition fee. No refund is given if a student leaves in the meantime.



The school reserves the right to refuse re-registration to students whose academic or behavioural records no longer correspond to the admission requirements or whose financial situation is negative. The school will correspond with the families concerned regarding the resolution of such issues.

## **Financial aid**

The school does not have a bursary system in place, but a special calendar of payment may be put in place following agreement with the Director.

## **Review of this policy**

It shall be the policy of ISL that this Admissions policy be reviewed on an annual basis and at other times as necessary.

This policy was last reviewed and updated 3rd January 2021 by A. Pattinson (PYP Coordinator).

*Previous review was December 2019 by D. Philip (Director).*

## **Bibliography**

INTERNATIONAL BACCALAUREATE ORGANIZATION. (2020 ).Program Standards and Practices, Cardiff, UK: IBO

## Appendix 1.

### Transition Kindergarten Admission Agreement

I, the undersigned, understand the procedure for admission into the Early Years Unit and acknowledge that my child ..... is entering ISL in the Transition Kindergarten Class with Pre-Kindergarten being the next class (s)will enter in September 20.....

Name:

Signed.....

Date.....

Name:

Signed.....

Date.....

## Appendix 2.

### What is toilet independence?

When a child is used to wearing cloth underwear all day without frequent daily accidents

When a child independently recognises the need to go to the toilet the majority of the time and initiates the toilet time

When a child is able to pull their pants up and down in the toilet with only occasional help

When a child can independently wipe themselves effectively - sometimes with guidance from an adult

When a child has experience of using a toilet (not a potty) and can independently sit down or stand up to 'go'

When a child expresses discomfort that they have had an accident and needs to be changed

## **How do we enable a culture of toilet independence?**

The EYU toilets are adjacent to our classroom.

Children are offered regular opportunities to go to the toilet.

Children are encouraged to decide for themselves when they need the toilet and can go at any time.

Children are never told that they cannot go to the toilet.

For playtime and outdoor learning, children have easy access to toilets.

Children are encouraged to manage their own clothing in the toilets (although there is always an adult on hand if needed)

Both toilet tissue and baby wipes are on offer for children to wipe themselves.

The toilets are a variety of sizes and heights to accommodate children ranging from 2 years old up to 5 years old.

All toilets have a step to enable children to reach and sit on the seat independently.

All toilet paper dispensers are on a roll and easy to manage.

All toilet flushing devices are push-buttons and easy to use.

Toilets are cleaned twice during the school day so they are always sanitised and inviting to use.

Hand basins are at an appropriate height for EYU children with automatic soap dispensers, an automatic paper towel dispenser and push-button taps.

## **What happens if a child is struggling with toilet independence?**

We understand that regression may happen as your child becomes familiar with a new environment/routine and we will work with you and your child as they make the transition to becoming more independent.

Children who have regular accidents may be asked to stay at home for a short period of time to focus on becoming independent and may return to school once independence is established. A transition period of half days may be suggested to help the child to succeed.

## **Why is it important that your child is toilet independent?**

We are not equipped to have children in nappies or pull-ups at school.

Children who have multiple accidents a day miss out on vital learning time.

Children who have regular accidents at school take an adult away from an entire class of students each time they need to be changed.