

## ADMISSIONS POLICY

Whom do we serve?

ISO serves the educational needs of the international community in Oradea as well as the educational needs of the Romanian students who are committed to access an international education and curriculum in English. We welcome boys and girls of all races, religions and cultures and we consider applications throughout the year based on space availability. We are a non-sectarian and coeducational institution.

### ENTRY REQUIREMENTS

Language

English is the language of instruction and communication. The ability to successfully access the curriculum within a reasonable time and to thrive in our English language learning environment are the guiding principles for admission to the school.

In early ages, immersion in the English language curriculum is usually sufficient for children to quickly develop proficient English language skills. On this basis, children may be admitted to our Primary School regardless of their level of English proficiency. ISO teachers are trained to support language acquisition and learning by non-native English speakers. However, we offer a separate EAL programme within our academic programme as required.

### OTHER ENTRY REQUIREMENTS

**Student Support Programme (SSP)** – Applicants with mild social/emotional issues, learning difficulties or other special needs are referred to our SSP Coordinator for evaluation. The decision to admit the child will be made by the relevant Deputy Headteacher based on the recommendation of the SSP Coordinator. If it is determined that the school is unable to accommodate a candidate's special needs, we will endeavour to direct parents to a more suitable option. However, parents should be aware that there are unfortunately very few English language based resources to support children with special needs in Oradea.

**Academic Achievement** – Although ISO offers a stimulating and challenging educational programme, we accommodate students with a range of academic abilities, provided they are able to adequately access and benefit from our curriculum. We make this determination primarily by reviewing applicants' school records, the completed student recommendation form which is sent to the most recent education provider. In Secondary School by also taking academic assessment tests in English and Mathematics.

**Residence** – ISO is a day school and does not have boarding facilities. Students must therefore reside with their parent(s) or other legal guardian in a location within commuting distance to the school.

**Parent Communication** – English and Romanian are the primary languages for communicating with parents. At least one parent or guardian should be able to communicate comfortably with school personnel in English or Romanian.

Early Years Foundation Stage – All EYFS students must be toilet-trained. Nursery students do not need to be toilet-trained.

### CLASS ORGANISATION

As a coeducational international school, we try our best to maintain a balance of genders, abilities and nationalities in each of our grade years and classes.

Our teacher-student ratios:

Nursery: 1 adult per 4 students

Foundation Stage 1 & 2: 1 adult per 8 students

Years 1 to 6: A maximum of 20 students per class

When these numbers are reached a waiting list system will apply.

### AGE PLACEMENT

**Early Years Foundation Stage (EYFS)** – There are two levels within the EYFS. Foundation Stage 1 is for children who are 3 years old by 1st September in the year of entry; Foundation Stage 2 is for children who are 4 years old by 1st September.

**Primary School** – Placement in all years is strictly determined by age as of 1st September in the academic year of entry as follows:

Entering Year Group	Age by Sep 1
Nursery	18 months
Foundation Stage 1	3
Foundation Stage 2	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9

Year 6	10
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Students come to ISO from many different countries with varying school calendars and enrolment age practices. Our 1st September cut-off date and age placement policy reflects what we believe to be the most appropriate classification for the social, emotional and academic wellbeing of children attending the school. Therefore, while we recognize that some parents may wish to have their children placed in years reflecting their home country systems, to ensure the most appropriate learning environment for all students in the primary school, we do not allow exceptions to the above age placement policy.

### **EXCEPTIONAL ADMISSIONS**

The child's birthday falls within a month either side of 1<sup>st</sup> September.

If parents feel their child would benefit from being placed out of age, the school will assess the child and talk to the child's parents to ascertain the best position. The appropriate decision is then made by the School regarding the final placement.

### **APPLICATION TIMELINE**

Most students enrol at the beginning of the school year or at the start of the second term in early January. A student may be admitted to the School at any time during the school year (if places are available).

### **SCREENING AND INTERVIEWS**

**Nursery, Early Years Foundation Stage and Primary** –All children applying for admission are asked to come to the school for a morning and participate in lessons/informal play session before a formal acceptance can be offered. (If application for admission is during the summer months, the first day in the school will be considered as the session. The formal acceptance will be offered accordingly.) The lessons/play session, enables applicants and teachers to meet and interact with each other in the actual school environment, helps to identify any issues that may affect the applicant's ability to comfortably access the programme, while also serving as an informal orientation for the children who are accepted to the EYFS. Children are required to stay in the class without their parents.

In reviewing an applicant's eligibility, we look at current/prior school records. We also require the prior academic institution to complete a student recommendation form.

### **Student Records from Other Schools**

ISO requests student records in English or translated into English from the applicant's previous school before any student is accepted. These records may include reports, transcripts, and results of standardised tests, any reports by a counsellor or psychologist and recommendation letters from an

English teacher or Principal. The School reserves the right to contact the applicant's previous school prior to acceptance.

Parents must agree to the ISO Admissions Policy before enrolment. By signing your application for admission you agree to the terms and conditions stated. The application forms, documents and fees need to be received by the Admissions Office.

### **Referral Program at ISO**

International School of Oradea referral program represents the school's intention of honouring the families who share their experiences and knowledge of ISO with others. The referral program consists of a discount awarded to both the referring and the new family applying for admission at ISO. The percentage of the discount is established by the SMT team.

#### **Eligibility**

- In order to be eligible as a referring family, your child must be enrolled in ISO classes (full-time or part-time).
- If both the referring family and the new family are applying for admission at ISO, the referring family must submit an application before the new family submits an application.

#### **Restrictions**

- The discount only applies to the school year of enrollment; it is not an annual discount.
- The referral program only applies to new enrollees to ISO. Families who referred a student in a previous year cannot claim this award for that student in a subsequent year.

#### **Tuition Credit Application**

- The referring family will receive one tuition credit for each new student referred. The referring family can receive multiple tuition credits based on the number of new students referred. Each % discounted is applied to the total tuition amount for the current year.
- The new family will receive one tuition credit of which will be applied to the total tuition for that current school year.
- The tuition credit has no cash value:
  - To benefit from this award the new family must enrol and pay the contracted tuition minus the referral discount.
  - If the referring family has already paid the annual tuition in full at the time of the enrollment of the new family, the referring family will be issued the corresponding

tuition credit, carried over to the next year's tuition balance/ or can be used to pay lunch/ extracurricular activities invoices.

#### Duration

- Due to The ISO rolling admissions policy, the referring family can refer to a new family anytime during the academic year.
- There is no application deadline for the new family.

Reviewed by: Anca P, Admissions Officer May 2019

Approved by: **SMT May 2019**

