



INTERNATIONAL  
SCHOOL OF  
BUCHAREST

## Admissions Policy

### WHOM DO WE SERVE?

ISB serves the educational needs of the international community in Bucharest as well as the educational needs of the Romanian students who are committed to access an international education 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, coeducational institution and welcome boys and girls of all races, religions and cultures.

### ENTRY REQUIREMENTS

#### Language

English is the language of instruction. 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 their youngest years, 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. ISB teachers are trained to support language acquisition and learning by non-native English speakers. However, we offer a free separate ESL programme within our academic programme for KS1 students. The ESL programme for KS2 and KS3 students will include an additional fee.

Students entering **Secondary School (Year 7 – 9)** are expected to have sufficient competency in English in order to benefit from our academic programmes. Should we have some concern regarding an applicant's ability to access the curriculum, we test applicants' level of English, and if necessary provide ESL support during school programme at additional fee.

At the **Secondary School level (Year 10 - 13)**, we offer a challenging academic programme geared toward students who are planning to go on to college or university in Europe, North America and other areas of the world. At this level, students must have a fairly high degree of competency in English. All students applying to ISB High School must provide school records for the previous two academic years and/or other documentation regarding their level of English language proficiency. They may also be asked to take an academic assessment test.

Provided academic ability is evidenced, the School will consider options which would allow the student to study a year ESL programme and then join the appropriate mainstream class.

The admissions team will send a school reference form to the student's current school if they see fit and require more information.

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## OTHER ENTRY REQUIREMENTS

Student Support Department (SSD) – Applicants with mild social/emotional issues, learning difficulties or other special needs are referred to our SSD Coordinator for evaluation. The decision to admit the child will be made by the relevant Principal based on the recommendation of the SSD Coordinator.

The school pays due regard to the Equality Act 2010 and Romanian legislation also, and reasonable adjustments are made for pupils with special educational needs and/or disabilities. Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make **reasonable adjustments** to ensure that the child can flourish as a learner.

**We will consider what is reasonable in the context of our school, given the circumstances of each individual case.** Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources).

Academic Achievement – Although ISB 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 and in Secondary School also taking academic assessment tests.

Residence – ISB 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 students must be toilet-trained to enter FS1 and FS2.

Wheelchair Users - Unfortunately the school does not cater for wheelchair-users at the moment.

## 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.



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Our classes are limited to 12 pupils in Foundation 0, 14 pupils in Foundation 1, 18 pupils in Foundation 2 and 20 students starting with Year 1- Year 13.

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

### AGE PLACEMENT

Early Years Foundation Stage (EYFS) – There are three levels within the EYFS. Pre-Nursery is for children who have turned 2 years of age by 1st September in the year of entry; Foundation 1 (Nursery) is for children who have turned 3 years of age by 1st September in the year of entry; Foundation 2 (Reception) is for children who have turned 4 years of age by 1st September.

Exceptions may be made (in agreement with EYFS Leader and Head of Primary School) to students who turn 2 after September 1st. They can be eligible to enter Foundation 0 after they turn 2, with the understanding that they will be required to repeat the same year level the following school year.

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

Entering Year Group	Age by Sep
	1
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10

Students come to ISB from many different countries with varying school calendars and enrollment age practices. Our September 1st 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.

Secondary School – Age placement for Years 7 – 13 is likewise made according to the September 1st cut-off date. The age and grade placement categories are as follows:

Entering Year Group	Age by Sep
	1
Year 7	11
Year 8	12
Year 9	13

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Year 10	14
Year 11	15
Year 12	16
Year 13	17

For the same reasons mentioned above, age placement for Secondary School is almost always according to the above protocol. At the discretion of the Secondary School Principal, exceptions may be made if a student is already established in an equivalent class in another school system (for example, students transferring from schools in the Southern Hemisphere) and is considered able to access the relevant ISB curriculum for the year group.

### **APPLICATION TIMELINE**

A student may be admitted to the School at any time during the school year (if places are available).

### **SCREENING AND INTERVIEWS**

Early Years Foundation Stage – All children applying for admission are suggested to come into the school for a trial day before formal acceptance can be offered. (If application for admission is during the summer months, the first day in the school will be considered as an informal play session and interview. The formal acceptance will be offered accordingly.) The trial day, which 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.

Primary School (KS1 and KS2) – Children applying for admission to Year 1- 6 are not required to have a formal interview, although we encourage families to visit the school and meet the Primary School Principal and/or Admissions Officer. In reviewing an applicant's eligibility, we look at current/prior school records. If a pupil cannot provide previous school records, a formal interview is required. Without obligation, we may also invite applicants to attend school on a trial basis to assess their ability to access the curriculum.

Secondary School (KS3) – Students applying for admission to Year 7-9 are required to have a formal interview, and we encourage families to visit the school and meet the Secondary School Principal and/or Admissions Officer. In reviewing an applicant's eligibility we look at his/her school records. We also require the applicant to take an online test. Secondary School (KS4 & KS5) – We encourage all children applying for admission to Year 10 – 13 to visit the school and meet with the Secondary School Principal, and we require an interview with the principal. In addition, all applicants must take an assessment test. To ensure that candidates will be able to meet academic requirements for graduation from ISB, they may also be referred to our Examinations Officer/Deputy Principal. In reviewing an applicant's eligibility we look at his/her school records

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and assessment tests. We may also ask for a reference from the current school if we consider this necessary.

### **STUDENT RECORDS FROM OTHER SCHOOLS**

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

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

### **IB DP ADMISSION POLICY**

In the admission process the school will look at each applicant individually. To enter the International Baccalaureate Diploma Programme, applicants are not only expected to have a high proficiency in English and a solid foundation in Mathematics, but also to possess personal qualities that demonstrate a good character and willingness to work dedicatedly with schoolwork.

It is expected that all students at ISB will commence studying the full IB Diploma. If, during the course of the programme, it becomes extremely unlikely that they can achieve a pass, and after all support has proven fruitless, with agreement from the school, the students and the parents, students may be allowed to withdraw from the IB Diploma and study IB courses only.

### **Current students**

Students who have completed Year 11 at ISB require the following as a minimum standard for entry to the IB Diploma programme:

- Successfully completed Year 11.
- IGCSE Grade C or above for all HL subjects except Maths
- IGCSE Grade B or above for HL Maths; IGCSE Grade C or above for SL Maths
- IGCSE Grade C or above for Language B
- Meet ISB attendance policy requirements
- Obtain teacher recommendations for each chosen course

In the event of IGCSE results not being confirmed before the commencement of the Diploma programme, a student is deemed to be a probationary member of the Diploma cohort until either the requisite grade is achieved or the first semester of the Diploma programme has been satisfactorily completed.



## New students

Students wishing to join ISB in Year 12, who have completed their GCSEs/IGCSEs, require the following as a minimum standard for entry:

- Passes at Grade C or above in a minimum of five subjects including English, Mathematics and Science
- IGCSE Grade C or above for all HL subjects except Maths
- IGCSE Grade B or above for HL Maths; IGCSE Grade C or above for SL Maths
- Documentary evidence of competence in a language other than English, if that language is to be studied for Group 1 or Group 2 Language B
- Parental interview with the Head of Secondary and/or Head of Sixth Form, Student interview with the IB DP Coordinator and/or Head of Sixth Form.

In the event of I/GCSE results not being known before the commencement of the Diploma programme, a student is deemed to be a probationary member of the Diploma cohort until either a validated copy of the results certificate is received, the requisite grade is achieved or the first semester of the Diploma Programme has been satisfactorily completed.

Students may **not** enroll in Year 13 (IB2) unless they are transferring from another IB World School and have documentary evidence of successful completion of the first year of their diploma.

<b>Approved by:</b>	Whole School SMT
<b>Date:</b>	August 2019
<b>Review:</b>	August 2020