

Program Policies: III-A

Revised: April 1998; Modified: April 2000, and June 2001. Revised: March 2008; September 2010

Policy Statement: Admissions

1. **Non-discrimination Policy:** The International School of Ulaanbaatar does not discriminate among students on the basis of race, colour, national or ethnic origin, religion or gender.

2. **Admissions Checklist:** Admission to the ISU is contingent upon the completion of the listed criteria. Students are then enrolled based on the availability of space.
 - Completed Application for Admission form
 - Completed ISU Profile form
 - Completed Personal Information
 - Completed Billing Information
 - Completed Educational Information
 - Completed ISU Health Record form
 - Photo Release form
 - Copies of the student's last 2 years school records in English.
 - Passport or digital photo
 - A copy of the student's Health and Vaccination Record
 - A photocopy or digital copy of the child's passport or birth certificate

The final admission decision is made by the Director. The admission decision is based upon past academic standing, results of the interview, and results of English language testing if necessary.

3. **Admissions Practices and Policies:** Current ISU students receive priority for re-enrolment. No new enrolment decision can be made until the student's completed admissions checklist is received.

Children with special needs are admitted on a case-by-case basis and only if the Director determines that such needs can be met by the ISU.

All new students shall be entered for a probationary period of one semester to determine whether ISU is able to meet the student's educational needs. At the end of the probationary period, the student's admission will be confirmed or the family will be advised that the school is unable to meet the needs of the child and admission will be denied.

As per the ISU Articles of Association, the number of Mongolian students shall not exceed 40% of the total enrolment.

Children, who enter ISU from schools with different academic years, i.e. January to November, will generally be placed in the grade they are currently attending, if entrance is at the start of the ISU school year. If entrance is midway through the ISU school year, children will generally be placed in the grade in which they have just completed. The Director and Heads of Schools will make the final decisions on grade placement. Refer to policies III-C Pre-School, III-D Primary, III-E Secondary (6 – 10) and III-F Secondary (11 – 12) for entry age of students.

If a child enters ISU after the start of the school year, there is a 48-hour teacher notification period from the time the admission interviews take place, to the child's first day of school.

Once all fees are paid, the student may commence their schooling at ISU.

Children may be waitlisted if there is no additional space in the grade level, providing they meet the criteria required for admission. Generally, priority will be given to the students whose completed application was received first by the school. However, other factors such as the child's ability to benefit from the school's program may be taken into consideration.

If the waitlist grows to accommodate the minimum number of children required for a class, and if the school has sufficient space and teaching resources to accommodate another classroom, the school may create another class to accommodate the waitlist.

4. **Admissions Criteria:** The admission decision is based on the following:

- English proficiency, as determined by oral interviews and English language testing results (SLEP & MAP)
- A writing sample in conjunction with testing
- Grades from the student's academic record, and/or previous report cards
- Information gathered from interviews, the application form and any other relevant records
- Availability of space

In the Primary school the student's age, academic records, and interview results are used in determining grade placement. In the Secondary school the number of completed years of schooling, the student's age, academic records and interview results are used in determining grade placement. When necessary, further diagnostic testing may be required to aid in the admissions and placement decisions.

Children will be expected to have a sufficient level of competency in English, as determined by the testing results, in order to access the curriculum in the regular school classes in Secondary. Primary students can enter ISU with minimal English competency.

5. **Vaccination Records:** Children entering the ISU are required to have the following vaccinations:

- DPT (Diphtheria, Pertussis, Tetanus)
- TOPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- BCG (Tuberculosis), or submit evidence of freedom from active tuberculosis as shown by a chest X-ray or approved intra-dermal tuberculin test
- Meningitis

6. The process for Admission to ISU

- The prospective family obtains an application pack from ISU or the ISU website.
- The school receives completed application documents.
- If English is a second language, English proficiency testing is scheduled for secondary students prior to the Admissions Interview. English proficiency testing may be required for some primary students.
- An Admissions interview is scheduled with either the Head of Primary or Head of Secondary. The prospective students as well as parents must attend the interview.
- The Head of school discusses the application documents with the family. During the interview, the head of school will ascertain the appropriate grade level, the need for further testing and/or ESL support. .
- The admission form is approved by the Head of school, and then signed by the Director.
- Upon acceptance of new students, the receptionist notifies the family that they have a place in ISU.
- On confirmation from the family, the head of school forwards the admission forms to the Accounts Manager. The Accounts Manager generates the invoice for payment, including the non-refundable registration fee, and forwards the bill to the applicant.

The head of school advises their section of the school of the incoming enrollment, however the start date is not determined until all fees are paid. The Accounts Manager will advise when the fees are paid – the student may start immediately following this notification and not less than 48 hours from the Admissions interview.

7. Responsibility: Heads of Sub-Schools, Director