# ISB ADMISSION POLICY



#### School Mission statement

"We guide and stimulate children to become ambitious lifelong learners who achieve personal fulfilment and who will make positive contribution to our ever-changing world. We believe this is consistent with the IB mission statement, which focuses on the idea of creating a better world through education."

Applicants will be eligible for admission at ISB based on:

- The potential of the applicant to benefit from the education available
- The capacity of the school to meet the needs of the student
- The extent to which the student's admission will enable ISB to maintain its diversity and the integrity of English as its language of instruction

At ISB we are committed to maintaining a low student-to-teacher ratio and a rate of growth that ensures a stable learning environment for our students. Class sizes are around 20 students per class. Because of this, many classes may have waiting lists (especially at the Kindergarten and Primary levels). While we do our best to accommodate international families and siblings of current students, even this is not always possible.

#### Waiting List:

In the case of a fully subscribed class, applicants will be placed on a waiting list. The majority of our Kindergarten and Primary classes currently have a waiting list. In this situation, priority will be given as follows:

- 1. International children living in/moving to Denmark. Siblings of current international students
- 2. Children who are bilingual in English and/or another language
- 3. Children of families returning to Denmark after living abroad
- 4. Siblings of current Danish students
- 5. Children seeking an international education

## Language of Instruction- English:

The school accepts students with no previous experience with English from Kindergarten to P5. In the Middle Years students must demonstrate increasing levels of language proficiency and are assessed in English language prior to admission.

Admissions are rolling and priority is given to families with a demonstrated need for international education. We will only consider applications from students planning to stay for six months or more.

### Placement:

Students are placed in year groups according to age, based on a 1<sup>st</sup> September cut-off date. Adjustments to placement can be made according to previous school experience or depending on the level of academic ability combined with emotional and social maturity. However, due to the nature of the International Baccalaureate framework, it is fairly unusual for us to move children up or down in grade level, as there is great opportunity for individualised learning within each class. Please refer to the table of dates of birth and related classes at the end of this policy for placement information.

Up-to -date information is on the school website, including an overview of grade levels and fees. We also encourage all prospective families to visit the school during one of our Tour Tuesdays, at 8:30 on the first Tuesday of each month. Applications are now facilitated through Open Apply and the Admissions page of the website provides a link to this.

After completing the application form, you will be asked to send a questionnaire to the reference of your choice. This is an opportunity for us to get a sense of your child's learning style and any other information relevant to helping him or her settle in at ISB. Once we have received the completed form, your child will be invited to an interview with our Head of Academic Programme (families not yet in the country will complete the interview via phone or Skype or when they arrive). Students from P1-MYP take a short assessment to provide information for their new teacher. This assessment will under most circumstances not affect admission but provides an indication of the student's level and any possible learning support that may be required.

It is very important for the admissions process that the application is completely filled out with all necessary information, as this will facilitate the decision-making process.

The admissions team review applications at a meeting in the first week of every month. Applicants are then admitted, wait-listed or declined. We reserve the right to decline admission if our evaluation suggests that ISB will not be the best fit for your child.

If your child is placed on a waiting list, the application will be considered at regular admissions meetings. While on the waiting list, parents are allowed to decline an offered place once and

retain their spot on the waiting list. The second time an offered place is declined by the parents, the child will be permanently removed from the waiting list. A new application must be made if the child continues to seek enrollment.

If admitted, parents are then asked to pay a non-refundable enrollment fee of DKK 3000 per family. Once this fee has been paid the child's place is secured.

## Leaving the school

Students planning to leave ISB must give one month's notice. This also applies to students leaving at the end of a school year. Un-enrolling can be completed in writing via e-mail to the school .Please note that students who leave ISB for an extended period will be asked to pay the enrollment fee again in order to re-enroll.

| International<br>School of<br>Billund | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019      |
|---------------------------------------|-----------|-----------|-----------|-----------|----------------|
| BORN AFTER                            |           |           |           |           |                |
| 1 SEPT 2014                           |           |           | 3         |           | K1             |
| 1 SEPT 2013                           |           |           |           | K1        | K2             |
| 1 SEPT 2012                           |           |           | K1        | K2        | К3             |
| 1 SEPT 2011                           |           | K1        | K2        | К3        | P1             |
| 1 SEPT 2010                           | K1        | K2        | К3        | Pt        | P2             |
| 1 SEPT 2009                           | K2        | К3        | Pi        | P2        | P3             |
| 1 SEPT 2008                           | К3        | P1        | P2        | P3        | P4             |
| 1 SEPT 2007                           | P1        | P2        | P3        | P4        | P <sub>5</sub> |
| 1 SEPT 2006                           | P2        | P3        | P4        | P5        | М6             |
| 1 SEPT 2005                           | Р3        | P4        | P5        | М6        | Му             |
| 1 SEPT 2004                           | P4        | P5        | M6        | М7        | M8             |
| 1 SEPT 2003                           | P5        | M6        | Му        | M8        | М9             |
| 1 SEPT 2002                           |           | M7        | M8        | М9        | M10            |
| 1 SEPT 2001                           |           | M8        | Mg        | M10       |                |

ISB Admission Policy approved by ISB School Board xx April 2015