



Admission Policy

At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways.

We strive to develop a positive sense of self and engage with our world on a local and global scale.

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International School Haarlem Admission Policy

Introduction

The International School Haarlem opened its doors in September 2017 with a Primary Department. Our Secondary Department opened in the academic year 2018-2019.

We offer Primary education for students in Primary Groups 1-7 (ages 4-11). We are an International Baccalaureate (IB) World School for the Middle Years Programme (MYP 1-5; ages 11-16), Diploma Programme (DP 1-2; ages 16-18), and currently a candidate school for the Career-related Programme (CP 1-2; ages 16-18).

One of our international school's aims is to provide continuity of education for children from internationally mobile families. The Ministry of Education, Culture and Science acknowledges and funds Dutch International Schools. Therefore, admission requirements are based on national regulations.

Our vision drives all aspects of our school, including school admissions.

At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways. We strive to develop a positive sense of self and engage with our world on a local and global scale.

At ISH we enable the fulfilment of our vision by

- providing dynamic, world-recognised teaching programmes with inquiry-based learning at the core
- encouraging all members of the school community to engage in matters of worldwide interest and take part in service activities that aim to make a difference in the local and global community or the physical world
- emphasising positive personal and learning values in daily life and learning (thoughtfulness and respect, principles and morality, communication and cooperation, resilience and adaptability)
- guiding students to reach their full potential as thinkers and lifelong learners by taking risks and reflecting on knowledge and experience
- facilitating an encouraging, positive environment in which students are equally supported and challenged to achieve
- welcoming and respecting all members of our school community

Admissions in general

Eligibility for a Dutch International School

Three groups of students can be admitted to our school due to a need for an international education:

- The student has a non-Dutch nationality (or is also a non-Dutch national) and a parent who is working in the Netherlands (or in a Dutch border region) for a limited time (a maximum of three years).
- The student has Dutch nationality and has attended an international school abroad for at least two years because a parent was stationed abroad.
- The student has Dutch nationality and a parent (with whom the student will be living) who will be stationed abroad within two years of admission for at least two years. This must be confirmed in writing by the parent's employer.

Class placement and class sizes

Both departments are organised in age-appropriate classes. Our classes are constructed with the aim of creating an optimal learning balance. Each class has a balance of:

- Ability levels
- Different support needs
- English language level
- Gender
- Foreign Language choice (in MYP, DP and CP)

Student placement is based on date of birth prior to 1st October. Only in exceptional circumstances will students be placed out of age. The placement of a child outside their chronological age group is only taken after meticulous consideration by parents, the Student Support Coordinator and the Head of School for Education. Diagnostic testing requirements may be explored if a child is to be placed in the year group above their chronological age placement.

Our classes consist of a maximum of 22 students.

Class classification table

International School Haarlem	The Netherlands	USA & Canada	UK
Group 1	Group 1	Pre-School	Early Years
Group 2	Group 2	Kindergarten	Year 1
Group 3	Group 3	Grade 1	Year 2
Group 4	Group 4	Grade 2	Year 3
Group 5	Group 5	Grade 3	Year 4
Group 6	Group 6	Grade 4	Year 5
Group 7	Group 7	Grade 5	Year 6
MYP1	Group 8	Grade 6	Year 7
MYP2	1e klas onderbouw VO	Grade 7	Year 8
MYP3	2e klas onderbouw VO	Grade 8	Year 9
MYP4	3e klas onderbouw VO	Grade 9	Year 10
MYP5	4e klas bovenbouw VO	Grade 10	Year 11
DP1 – CP1	5e klas bovenbouw VO	Grade 11	Year 12
DP2 – CP2	6e klas bovenbouw VO	Grade 12	Year 13

Students are placed according to their date of birth. They may start in group 1 the day following their fourth birthday. Students who turn four after 1 October will be placed in Group 1 for two years.

Admissions Process

Application

Step 1: Pre-application

We ask prospective students' parents to create an account in our online admission platform, Open Apply, and send us the completed pre-application form, providing details about the student. Completing the pre-application form is required before requesting a school visit or setting up an online meeting with the Head of School Admissions. General inquiries can be made with the Administration Team or Head of School Admissions.

The Assistant Business Manager or Head of School Admissions will let you know if your child is initially admissible, and you will be asked to complete step 2.

Step 2: Uploading documents and registration fee

In this step, a checklist must be completed in Open Apply, and all necessary documents will be uploaded to Open Apply. Parents will be requested to sign the School Fee Agreement. At this stage, a non-refundable registration fee of €200 per student should be transferred to the school's bank account, along with proof of transfer.

Children who are applying with siblings or existing students whose siblings are submitting an application need to state that clearly on the application form.

For single-parent families, we require documentation to state that you have sole custody or further information to explain the absence of the second parent/guardian.

When sending passport copies, we require only the page with the student's full name and photograph. For non-European students, we additionally require the page showing the date of entry into The Netherlands and visa.

Step 3: Evaluation of the documents and meeting

If all the requested documents have been received and the application fee has been paid, the Admissions Department will confirm the receipt of the application. A meeting with the Head of School Admissions or Programme Coordinators in the Secondary department and a tour through the building will be arranged where possible, in person or online. In specific cases, the Head of School for Education will also join the meeting, for instance, when there are specific educational questions or needs.

The head of School Admissions will evaluate all the documents in cooperation with the Head of School for Education, the MYP/DP/CP Coordinator, or the Student Support Coordinator. When it has been established that the programme is appropriate for the child's needs and a place is available, the Head of School Admissions will confirm admission or a placement on the waiting list. The digital process in this step will usually take place within 10 days.

The confirmation of admission will be done under the condition of paying the school fees within 14 days of receipt of the invoice. Further details can be found in the school fee agreement. Parents will receive payment into the school's bank account.

Step 4: Sending information before the start at ISH

Information regarding the student's first day of school and the school fee invoice will be sent by email. If payment is not received by the due date, the student will be moved to the waiting list, and another student may take their place.

The school will ask the MYP, DP, and CP students to digitally submit their (MYP) language and (DP/CP) subject choices. The MYP/DP/CP Coordinator will be in contact with students who join MYP 4 and 5, DP 1 and 2 or CP 1 and 2.

Step 5: Uploading remaining documents

Some documents relating to the family's stay in The Netherlands may have to follow later but should be uploaded before the first school day as much as possible or as soon as they are available.

Circumstances in which enrolment will not be possible

Due to national regulations for Dutch International Schools, we cannot enrol students who are permanent residents.

We can only accept students whose parents support the vision of our school.

Families who want to transfer from another Dutch International School will only be admitted after discussing between schools. In case of a valid reason, the date of transfer will also be decided between both schools.

Before being admitted to Group 1 and upwards, children should be toilet trained without needing help from staff.

Re-enrolment and withdrawal

Parents of students enrolled in our school will be asked in April whether they would like to re-enroll their child(ren) for the next academic year or withdraw them.

For parents who would like to withdraw their child(ren) during the academic year between August and March, 60 days' notice before the last school day is required. A school withdrawal form needs to be requested from the Administration team. If 60 days' notice has been given, a percentage refund of the school fee and a full refund of the deposit (if applicable) will be given. These are specified in our School Fee Agreement.

We require 90 days' written notice for withdrawals during the last month of the academic year and the Summer Holiday. This means that the student withdrawal form must be turned in by mid-April at the latest.

If a student must withdraw before starting school, we require 90 days' notification from the original start date specified to refund the full tuition fees and deposit. Failure to provide 90 days' written notice will result in no refund of tuition fees.

Academic Enrolment Requirements

Transfer from Primary to the Middle Years Programme

Students enrolled in Group 7 have priority for placement in MYP1. Primary and Secondary staff work closely together to ensure a smooth transition.

Students from other schools can subsequently be placed if there are spaces available.

Middle Years Programme

The MYP is a five-year programme. Students can join MYP 1-3 throughout the year. However, we strongly advise that students be admitted to MYP 4 at the beginning of the academic year. ISH may offer placements to MYP 5 transfer students from other IB schools in exceptional cases. Transfer students must liaise between ISH and their previous school to transfer relevant experience and reports.

Diploma and Career-related Programmes

The DP is a rigorous and academically challenging pre-university programme for students with the potential to succeed in higher education. The CP is an international education framework for students who want to develop a range of broad work-related competencies and deepen their knowledge before entering higher education or employment.

ISH guides DP/CP students in developing their academic knowledge and study skills (including planning and self-management). It expects DP/CP students to demonstrate academic integrity and perform to the best of their ability. ISH is obliged by the Dutch government to provide DP/CP students the opportunity to be awarded the complete DP/CP diploma (no individual certificates), a nationally and internationally recognised high school qualification. Admittance to the DP/CP depends on the following.

- ISH welcomes students who are dedicated, resilient and have successfully completed their education in programmes such as:
 - o IB Middle Year Programme (MYP).
 - o International General Certificate of Secondary Education (IGSCE).
 - o For DP, hoger algemeen voortgezet onderwijs (Havo).
 - o For DP or CP, voorbereidend wetenschappelijk onderwijs in year 4 (Vwo 4) with promotion to year 5 (Vwo 5).
 - o For CP, hoger algemeen voortgezet onderwijs in year 4 (Havo 4) with promotion to year 5 (Havo 5).
 - o National curricula that prepare students for university studies.
- As part of the admission process, all students must commit to participating in all aspects of DP/CP and provide evidence, e.g., report cards and academic transcripts, that they have the appropriate knowledge and skills to cope with the demands of their chosen

DP/CP subjects. The Head of School Education, DP/CP coordinator, and Student Support Coordinator will review the evidence and contact the families and previous schools if additional information is required. The evidence is reviewed on an individual basis and remains confidential.

Students who have completed MYP 5 at ISH or another international school should meet the ISH assessment policy criteria for promotion to DP/CP 1. The school may ask non-MYP students to submit additional diagnostic evidence in English and mathematics.

New students to ISH must discuss their subject choices with the DP/CP coordinator and receive approval before admittance. Students and families can find the available ISH DP/CP subjects in the school guide.

DP/CP 1 and 2-year groups

DP and CP are two-year programmes. Students admitted to DP/CP 1 are expected to attend ISH at the beginning of the academic year.

ISH may offer placements to DP/CP 1 and 2 transfer students from other IB schools in exceptional cases. Transfer students must liaise between ISH and their previous school to transfer their portfolios (e.g., internal assessments, CAS experiences, reflective projects, etc.) and other relevant IB transcripts. Transfer students should also know that the school can only accommodate subjects offered at ISH. The school may ask transfer students to repeat DP/CP 1 or 2 with a revised DP/CP subject combination when they may benefit from developing their learning with a repetition of the year.

Admission policy for students who need support

Our school is proudly non-selective and committed to serving student learning to the best of our ability.

We strive to match the need to provision and will always assess if we can offer the suitable provision (materials, equipment, specialised help) for students who present with learning difficulties or specific needs.

We take the following steps when we receive an application for a supported student:

- Parents of a student with a support need will be requested to submit reports and relevant testing details at the start of the admission process.
- Details of the child's difficulties/requirements will have to be clarified and discussed between parents and the Student Support Coordinator. The Student Support Coordinator will make contact with the former school or other professionals involved with the support of the student. The Student Support Coordinator and Head of School for Education will decide if ISH can accommodate the needs of the student. If so, the student can be admitted. If not, we will have to decline the application.
- If we recognise we cannot meet the academic, social/emotional or physical needs of a child after a maximum of six weeks in school, we reserve the right to transfer them to a provision that we as a school believe can better accommodate these

needs. This may be within the Dutch system. As a school we will always involve the parents in this process. Parent can initiate this themselves as well.

Where evidence shows that a student's academic needs would be better served with another type of education, we may refuse admittance.

Please refer to our Inclusion Policy for more information.

Language Support at ISH

There are over 30 home languages spoken in our school. Whilst English is the language of instruction, we recognise that not all students speak English fluently. Learning English is supported at all age levels in our school. Students in MYP 5 and DP/CP 1 and 2 may be asked to submit evidence of their level of English during the admission process to ensure academic needs can be met. This is optional for students in MYP 4 and below.

Please refer to our Language Policy for further information.