



Admissions Policy and Procedures



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Admissions and Enrollment Mission

It is our mission to recruit, admit, and enroll students who are the best fit for the European School, in a professional and forthright manner, while maintaining the integrity of the school, the students and their families; to maintain the livelihood of the school through programs and services and achieve annual enrollment goals by keeping the individual student as our focus. We are delighted to serve as the front door to the European School and setting the tone for the unique experience awaiting our future and returning students.

We aim to ensure that prospective families understand the European School mission, philosophy and community. We also strive to give them a good initial understanding of our programs.

The Admissions department comprises the Admissions and Enrollment Department Head, who report to the Head of School and is assisted by an Enrollment Officer, Test officer and two Receptionists.

At the Admissions and Enrollment Office we:

- Provide superior service and knowledgeable staff.
- Help our customers feel welcome and direct their paths in every way.
- Facilitate prospective students' transition through timely and accurate information, and personal advising.
- Develop and maintain relationships with students, parents, counselors, campus personnel, and the school community.
- Secure the integrity of the school by providing equal opportunity and access for students, preserving fair requirements, and making just decisions.
- Encourage campus involvement in recruitment activities and coordinate the overall enrollment strategies for new students.
- Educate our audiences regarding the European School's mission .
- Support and strengthen all efforts to promote and market European School.

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Kindergarten Admissions

European School Kindergarten provides a caring, family-oriented, yet academically inclined program for children ages 3 through 6. Our fully qualified teachers will lead your child to develop important social and self-help skills as set by our pre-school program, build vocabulary, learn foundational pre-reading and math skills, learn about the world, and explore science, music, art, and outdoor concepts and activities. Best of all, the children will have fun while they learn.

Children of families with siblings currently enrolled in European School have priority enrollment in the kindergarten.

Prospective families should complete the European School kindergarten Application Form. Applications received after the class is full will be placed on a waiting list and the family will be notified when a spot becomes available.

Admissions Policy and Procedures

General

European School will accept applications from new students throughout the year. ES admits students on the basis of “rolling admissions,” taking completed applications in the order in which they arrive until no space remains in a given class.

Admission process is composed of 3 steps: application, student assessment and enrollment. Prior to being considered for admission to ES students must submit a complete application form with an application fee of 100 euros equivalent in GEL, submit all documentation as required, and must pay the tuition fee as it is indicated in the contract given to the students and their parents/guardians. The European School Admission Procedure is transparent and fully explained to the parents of prospective students.

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents and assessment test results have been received.

Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the school's website to learn more about the Primary or Secondary divisions, and to download all admission materials.

Admissions Committee and decision-making process

Each individual Department Head with Coordinators will be responsible to interview all potential new students and to make the final decision on the application. In exceptional periods (such as school holidays), a final decision on an application may be made by the Coordinators' of the different Departments.

All European School students must have a legal guardian who resides in Georgia, and any applicant who will turn 18 before they start school must provide proof of visa before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the student turns 18. These documents are needed for curriculum-related trips, hence are a requirement.

Required application materials

Before a student may be admitted to European School, all of the following must be submitted:

1. Student Application Form. This should be completed and signed by the parent or legal guardian and accompanied by one passport-sized photograph
2. Parent Statement. This should be completed and signed by the parent or legal guardian
3. Student's birth certificate (copy approved by notary)
4. Student's passport (copy)
5. 2 copies (size 3X4) of student's photos and photos on CD
6. Parents' ID cards or passports (copy)
7. Document issued by the agency of Public Registry which proves assigning the personal number to the student-citizen of Georgia, the student-with the residence permission

8. Student's health certificate (Form 100 for Georgians) or the one which is available from the country you are from. For students with specific needs, see "Applicants with specific needs" (section f)
9. In case a student transfers from abroad, all educational certificates should be taken to the National Center for Educational Quality Enhancement on Aleksidze str. 1 for recognition
10. Students transferred from schools of Georgia, are required to submit the School-transcript, all educational documents from the previous school.

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a collective decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples, obligatory interview).

Personal Interviews and School Visits

While it is not always possible for overseas families to arrange a visit of the school, it is always preferable to do so. The school reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before, has had a lengthy absence, etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

Criteria for admission

ES is a school which challenges students to meet the highest standards and expects each student to learn to their maximum potential. Based on ES Assessment Test results, previous school transcripts and reports, applicants must show their motivation to achieve success and meet the high academic standards. Admissions testing is required for every programme applicants from grade 6 and above.

ES begins at the kindergarten level of 3 years of age and offers a full education from this age and up.

We look for candidates:

- Who are motivated/determined
- Whose academic performance is average to excellent
- Whose conduct is good overall, and who are respectful to others who are, and whose parents are, committed to the European School vision, mission and philosophy.
- Who would benefit from the European School curriculums
- Whose qualities would enrich the European School community and be a positive contribution to it.

Applicants with specific needs

European School has a Learning Support program, although the number of students to whom it can be offered is limited by the resources it has available at any given time. Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports. Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted.

Students needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all students receiving learning support in that grade, with additional consultation from the Learning Support specialists. As part of this process, the applicant will usually be interviewed, and the Admissions Committee reserves the right to request that a psycho-educational evaluation be conducted before a decision is made, if necessary. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess appropriateness of the student's presence in the school based on our capacity to address his/her needs.

Post-review procedure

When a decision has been taken on a candidate's application, parents will be notified of the decision by email or telephone within 48 hours. Subsequently, the action taken varies depending on the decision taken regarding the student:

- *Acceptance:* If an applicant is accepted, this will be followed by a formal email of acceptance accompanied by the Registration Contract and the Parent Permission and Authorization Sheet. The Registration Contract must be completed and returned to the Admissions Office, within 10 days of receipt, along with a Registration Deposit for each child, in order to officially reserve the space(s). The Parent Permission and Authorization Sheet must be completed and returned before the applicant begins school. There may also be additional subject choice forms to complete, depending on the grade level. If the offer of a place has not been accepted by the 10-day deadline, it can be offered to another family.
- *Denial:* If an applicant is denied a place, a formal letter or email is sent to confirm this.

Registration

Accepted applicants placement in the school is guaranteed after completing a Registration Contract and paying an enrollment deposit fee.

Waiting List

If an applicant is accepted, but no space is available in the appropriate class, he/she will be placed on a waiting list, and the parents will be sent a letter or email for their confirmation. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Every effort will be made to accommodate each student registration. Waiting List placement is based on the test results. The other criterias used to decide which student on the waiting list is offered the placement include:

- Siblings already attending, accepted in or applying to the school
- The existing gender balance of the class
- The existing language balance of the class

Tuition and Fees

- The non-refundable one time application fee of **100 euros** per application is payable to the European School at the application submission.
- To reserve a place in the class, all new students who plan to enroll at European School must make an **enrollment deposit of 250 euros**. After the contract has been signed by the Head of School the Finance department will send invoices to the families for the remainder of the tuition fees.
- The enrollment deposit fee **is credited to** your first semester tuition.
- The enrollment deposit is not-refundable to students who decide not to enroll or who withdraw for any reason after securing a space in the class
- Remaining tuition is payable twice a year before September 1st and January 15th.

Follow-up procedures

For new students at the start of the school year

- **General**
Prior to the start of the academic year, all new student files are handed over to the relevant Primary or Secondary School administrative assistant(s). At that time, class teachers and grade heads are invited to consult the files, and can contact Admissions for specific information about any new student at any mutually convenient time. The files of any new students with specific needs are discussed with the Learning Support department on an individual basis, as part of the admissions process.
- **Secondary School students**
There will be a special orientation day for all new Secondary School students (and parents) just prior to the first day of full classes. The Principal and the grade heads will introduce the students to the school, its rules and regulations, and the various buildings, and will orient the students to life at European School in order to prepare them for a smooth transition into their new school. Students may also have placement testing in certain subjects during this period.

- **Primary School students**

There will be an orientation session for new Primary School students (and parents) just prior to the start of classes. Each classroom teacher will continue to individually ensure a smooth transition for all new children once the academic year begins. Students may also have testing in certain subjects (notably English and Math) during this period.

For new students arriving during the course of the year

- **General**

The Admissions department informs primary or secondary staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date and any relevant background details.

- **Secondary School students**

New students who arrive during the year will be given an orientation by the Secondary School Principal, the relevant curriculum coordinator, one of the Vice Principals, and one of the Admissions Coordinators.

- **Primary School students**

There is no specific orientation program for new Primary School students arriving mid-year. Rather, each classroom teacher ensures a smooth transition for all new children.