



Admissions Policy and Procedures



Review Frequency: Annual

Policy written by: Admissions and Enrollment Office

Policy written in: September 2017

Last review date: September 2020


Sophio Bazadze
Director



This Policy has been reviewed and approved by the Director of the European School



Table of Content

• Our Mission	2
• Admissions and Enrollment Mission	3
• Kindergarten Admissions	4
• Admissions Policy and Procedures	4
• General	4
• Admissions Committee	5
• Required Application Materials	5
• Personal Interviews and School Visits	5
• Criteria for Admission	6
• Applicants with Special Needs	6
• Post-review Procedure	7
• Registration	7
• Waiting List	7
• Tuition and Fees	8
• Follow-up Procedures	8

Our Mission

The European School provides an exceptional education in a nurturing and academically challenging environment, inspiring each student to achieve their personal best and become an influential and socially responsible global citizen.

Our Values

Our values-driven international education is expressed through core values that are woven into every academic and extracurricular activity at the European School. We actively promote four values that form the basis of everything we do. They include:

- **Leading through innovation**
- **Pursuing excellence**
- **Growing by learning**
- **Fostering global citizenship**

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at ES learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

Our Commitment is to:

- Offer inclusive, diverse and innovative learning communities
- Develop, support and empower our students intellectually, creatively, socially, physically and ethically in harmony with Georgian culture
- Focus on academic excellence and integrity
- Create lifelong learners

Admissions and Enrollment Mission

European School is a leading exponent of innovative, inclusive, international education for students from Preschool to grade 12. The school is founded upon a mission of inclusion, challenge, and success for all students, developing international citizens and independent learners.

European School welcomes a balanced community of learners with a diverse range of cultural and educational backgrounds, talents, and abilities. The school admit gifted and talented students as well as students with special education needs and students who are English Language Learners. They all achieve excellence together by receiving the support to feel valued for their contributions, engage purposefully in learning and experience academic, social and emotional success in a common learning environment.

The School, while inclusive, is intensive, rigorous and challenging. It requires high levels of motivation and perseverance from every student.

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 reports to the School Director 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

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 cognitive ability 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.

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.

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.

Admissions Committee

The admissions process at the ES is normally directed through the Admissions and Enrollments Department in close collaboration with the program coordinators and school counselors who identify any possible learning difficulties upon enrollment in order to determine the type and level of support appropriate for each student. The school counselors ensure appropriate identification procedures not only on entry to the first grade, but in the early years, and in upper grades as well.

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.

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.

We look for candidates:

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

The general medium of instruction and working language in the IB and American High School Programmes is English. Students seeking admission to the school's IB MYP higher level (grades 8 to 10), IB Diploma Programme, and American High School whose first language is not English are required to provide an English language certificate at the level B2 or the equivalent of a Cambridge English first or higher.

Applicants with Special Needs

At European School, we welcome children with a range of learning preferences, including students with special education needs and disabilities.

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.

When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration additional consultation from the school counselors who determine the type and level of support appropriate for each student. In the case where a specific need has not previously been identified, the school counselors ensure an appropriate assessment of educational need, provide educational plan and resourcing.

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 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 December 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.

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 a relevant program coordinator and one of the Admissions officers.

- **Primary School students**

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