



European School LLC

შპს ევროპული სკოლა

Admissions Policy and Procedures



Review frequency: Annual

The policy was written by: Admissions Policy Committee in 2010

Last reviewed by: Admissions Policy Committee in 2024

Sophio Bazadze
Director



2 I. Skhirtladze Str. Tbilisi, 0177, Georgia
Tel: (032) 239 59 64,
info@europeanschool.ge
www.europeanschool.ge
ს/კ: 205172917

Our Mission

The European International 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 extra-curricular activity at the European International School. We actively promote four values that form the basis of everything we do. They include:

- Leading through innovation
- Pursuing excellence
- Growing by learning

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at the European School 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 a multicultural environment.
- Focus on academic excellence and integrity.
- Creating lifelong learners committed to international mindedness.

Contents

Admissions and Enrollment Mission	3
Article 1: Scope of the Policy.....	4
Article 3: School Programmes.....	5
Article 4: Obtaining Information About the School.....	5
Article 5: Stages of Admission to the School	5
Article 6: General Rules for Applying for Enrollment in the School	5
Article 7: Review of the Application Form and Assessment of the Student.....	6
Article 8: Appeals Procedures	7
Article 9: Waiting List Management	7
Article 10: Transfer Student Assessment Criteria	7
Article 11: Learning Support Capacity Limits.....	8
Article 12: Integration Support Services	8
Article 13: Parent Partnership Approach.....	9
Article 14: Developmentally Appropriate Admissions Tools and Procedures.....	9
Article 15: Learning Support for Early Years Transitions	10
Article 16: Documentation of Decision-Making Processes	10
Article 17: Data Collection Methods	10
Article 18: Student Wellbeing During Transition.....	10
Article 19: Supporting All Students to Benefit from Programmes	11
Article 20: Final Provisions	11

Admissions and Enrollment Mission

European School is a leading proponent of innovative, inclusive, and international education for students from Preschool to Grade 12. The school is founded on a mission of inclusion, challenge, and success for all students, fostering the development of international citizens and independent learners.

European School embraces a balanced community of learners from diverse cultural and educational backgrounds, talents, and abilities. The school ensures equal opportunities and conditions for all students, including those with special educational needs and English-speaking students.

Our students collectively achieve excellence by valuing their contributions and demonstrating purposeful progress throughout the learning process. They experience academic, social, and emotional success during their studies.

While inclusive, the school maintains an intensive, rigorous, and challenging academic environment that demands high levels of motivation and perseverance from every student.

The School Admissions and Enrollment Division (hereinafter referred to as the Division) serves as the initial point of contact in the journey towards the unique experiences offered at European School. The Division aims to enhance the understanding of student families regarding the school's mission, goals, philosophy, and community. Furthermore, it provides essential information about the educational programs available at the school to the representatives of prospective students.

At the Admissions and Enrollment Division, we:

- Provide superior service through knowledgeable and dedicated staff.
- Welcome prospective families and guide them at every step of the process.
- Facilitate the transition of prospective students by offering timely and accurate information along with personalized advising.
- Build and maintain strong relationships with students, parents, counselors, campus personnel, and the broader school community.
- Uphold the integrity of the school by ensuring equal opportunities and access for all students, maintaining fair requirements, and making impartial decisions.
- Coordinate comprehensive enrollment strategies for new students.
- Educate stakeholders about the European School's mission.
- Support and enhance efforts to promote and market the school effectively.

Article 1: Scope of the Policy

This policy governs various procedural aspects related to the enrollment of students in the Preschool Education Center (hereinafter referred to as the Kindergarten), as well as the enrollment of students in school programs, the transfer of students from other schools, and the recognition of education obtained abroad.

Compliance with the requirements set forth in this policy is mandatory for the enrollment of students in both the school and the kindergarten.

The school ensures that all admissions decisions prioritize the best interests of the child, focusing on their development, safety, and right to education.

Article 2: Kindergarten Admissions

The Kindergarten offers a caring, family-oriented, yet academically focused program for children aged 3 to 6. Our fully qualified teachers guide children in developing essential social and self-help skills, building vocabulary, learning foundational pre-reading and math skills, and exploring science, music, art, and outdoor activities, as defined by our preschool program. Most importantly, children enjoy learning in a fun and engaging environment.

Priority enrollment in the Kindergarten is given to children of families with siblings currently enrolled at European School.

Prospective families are required to complete the Kindergarten Application Form. Applications received after the classes are full will be placed on a waiting list, and families will be notified when a spot becomes available.

To be admitted to the Kindergarten, legal representatives must submit the following documents:

- A copy of the child's birth certificate or identity document/passport (for foreign citizens, a notarized and translated copy is required).
- Copies of the ID card/passport of the foster parents/legal representatives (for foreign citizens, a notarized and translated copy is required).
- Health certificate/Form N 100 or an equivalent health certificate from the country of origin.
- A 3x4-sized photograph of the child.
- Upon applying, the legal representative must pay a one-time application fee equivalent to 100 (one hundred) Euros in GEL, based on the official exchange rate set by the National Bank of Georgia on the payment date. This fee is non-refundable in cases of non-enrollment and is not included in the cost of care services or tuition.

Article 3: School Programmes

The school offers the following programs to students:

- Georgian Programme
- International Baccalaureate (IB) programmes: Primary Years, Middle Years, Career-related and Diploma programmes.
- American School of Advanced Studies (ASAS) Programme

The school has distinct mandatory criteria for enrollment in each of the programs listed above.

Article 4: Obtaining Information About the School

Prospective students and their families may contact the School Admissions Service to receive comprehensive information about the school, its programmes, and the stages of admission.

If desired, a visit to the school can be arranged, including a meeting with the relevant programme coordinator.

Article 5: Stages of Admission to the School

The student admission process includes the following stages:

1. Completion of the electronic application form.
2. Review of the application form and a student interview.
3. Enrollment of the student upon submission of the required documentation to the school.

Article 6: General Rules for Applying for Enrollment in the School

Parents or legal guardians wishing to enroll a student must complete the electronic application form available on the official school website at www.europeanschool.ge, selecting one of the preferred programmes.

- For the Georgian Programme, the "Georgian Programme Application Form" must be completed.
- The International Baccalaureate Programme Application Form (IB Programme Application Form) must be completed for the International Baccalaureate Programme.
- For the American School of Advanced Studies Programme, the "ASAS Application Form" must be completed.

Alternatively, the student may be admitted by completing the relevant application form available on the school's official website.

The application form must include:

- The student's full name, personal identification number, date of birth, citizenship, gender, and current address.
- The full names, personal identification numbers, citizenship, addresses, telephone numbers, email addresses, and workplaces (if applicable) of the student's parents or legal representatives.
- Details regarding the student's health condition (if necessary).
- A list of individuals authorized to pick up the student after lessons.
- Any other information requested by the school.
- Upon applying, parents or legal guardians must pay a non-refundable one-time application review fee. This fee is 150 Euros equivalent in GEL for the Georgian Programme and 250 Euros equivalent in GEL for the IB and ASAS programs. The fee amount is determined based on the official exchange rate set by the National Bank of Georgia on the payment date. This fee is not included in the tuition fee.

Article 7: Review of the Application Form and Assessment of the Student

The Admissions Office reviews submitted application forms and arranges an interview with the relevant coordinator or psychologist.

- For enrollment in the first grade, the child's psychological readiness is assessed.
- Candidates seeking admission to Grade 11 in the International Baccalaureate Diploma Programme (IB DP), Career-related Programme (IB CP), or the American Programme must pass an English language proficiency test. Additionally, IB DP candidates must pass a Mathematics test.
- Based on the test results, the school reserves the right to deny admission to Grade 11 in the IB DP if the student's English language or Mathematics proficiency does not meet programme standards.

Article 8: Appeals Procedures

Definition and Purpose: The appeals process ensures transparency and fairness in all admission decisions.

- **Submission Process:** Appeals must be formally submitted in writing via email or in-person to the Admissions Committee, accompanied by supporting documents, if any. Appeals should clearly state the reasons for reconsideration.
- **Acknowledgment:** An acknowledgment receipt is provided within two business days.
- **Review Procedure:** The Admissions Committee, comprising the principal, programme coordinator, and an impartial third party, will evaluate the appeal. This involves reviewing the student's application, test results, and interview notes.
- **Decision Timeline:** The committee's decision will be sent via email within 10 business days, including detailed reasons for the outcome. Admissions decisions are communicated in clear, respectful language, with simplified explanations provided for younger applicants.

Article 9: Waiting List Management

Purpose: Efficient management of the waiting list ensures fairness and equal opportunity for all applicants.

- **Priority Criteria:** Placement is prioritized by the date of application submission, siblings currently enrolled, and alignment with the school's programmes.
- **Annual Updates:** Families must reconfirm their interest annually to remain on the waiting list.
- **Notification:** Applicants on the waiting list are informed quarterly about their status and notified immediately when a space becomes available.
- **Validity Period:** A waiting list placement remains valid for one academic year unless otherwise specified.

Article 10: Transfer Student Assessment Criteria

Assessment Components:

- **Academic Review:** Examination of prior academic performance, including grades and standardized test scores.

- **Curriculum Compatibility:** Evaluation of how the student's previous curriculum aligns with the requested programme.
- **Language Proficiency:** For IB and ASAS programmes, students must demonstrate proficiency in English and other required subjects.
- **Interviews and Recommendations:** Interviews with the coordinator and recommendations from past teachers are reviewed.
- **Holistic Review:** Additional considerations include extracurricular involvement, personal interests, and behavioral history.

Decision Communication: A decision on transfer applications will be communicated within 10 business days, with a detailed explanation provided.

Article 11: Learning Support Capacity Limits

Capacity Evaluation:

- The school conducts an annual review of resources, including specialized staff and facilities, to determine support capacity.
- Parents are notified during the application process if resource limitations exist.

Special Provisions:

- Individualized Learning Plans (ILPs) and accommodation are provided within capacity limits.
- If necessary, referrals to external specialists are made in consultation with parents.

Article 12: Integration Support Services

Orientation Programme:

- New students attend a comprehensive orientation to familiarize themselves with school rules, routines, and facilities.

Counseling Services:

- Dedicated counselors are available to assist students with academic, emotional, or social challenges during their transition.

- All staff involved in the admissions process are trained in safeguarding procedures to ensure the safety and dignity of every child.
- The school offers multilingual orientation sessions and access to counselors trained in cultural adjustment to support transitioning students.

Article 13: Parent Partnership Approach

Collaborative Framework:

- The school organizes regular workshops for parents on supporting student well-being and academic success.
- Parent-teacher conferences are held each term to review student progress.
- A dedicated feedback system enables parents to share concerns and suggestions with the administration.

Community Engagement:

- Parents are invited to participate in school events, fostering a sense of belonging and collaboration.
- The school partners with community organizations to identify and support children in accessing education, particularly those facing financial or logistical barriers.

Article 14: Developmentally Appropriate Admissions Tools and Procedures

Developmentally Appropriate Tools:

- Admissions tools include observational assessments, play-based activities, and structured interviews to ensure they align with the developmental stages of applicants.

Flexible Admissions Procedures:

- Admissions processes consider individual developmental differences and family circumstances, offering phased starts or partial days for younger students.

Holistic Assessments:

- Evaluations consider academic readiness, emotional maturity, and language abilities in both home and instructional languages.

Article 15: Learning Support for Early Years Transitions

Transition Support:

- Transition plans address home-to-school shifts, language development, and adaptation to formal learning environments.

Personalized Support Plans:

- Individualized plans include check-ins with parents, adaptive timelines, and counselor involvement to aid transitions.

Article 16: Documentation of Decision-Making Processes

Record-Keeping Standards:

- Detailed records of each application, including assessments, interview notes, and final decisions, are securely stored.
- Documentation ensures accountability and aids in future reviews or audits.

Transparency:

- Parents can request a summary of their child's assessment outcomes.

Article 17: Data Collection Methods

Secure Processes:

- Data is collected through encrypted forms and stored in compliance with the General Data Protection Regulation (GDPR) and the Law of Georgia on Personal Data Protection, ensuring adherence to all applicable data protection laws.

Usage Guidelines:

- Data is used solely for admissions and enrollment decisions. Parents are informed of data usage policies during the application process.

Article 18: Student Wellbeing During Transition

Support Initiatives:

- Psycho-emotional support is offered to students through group workshops and one-on-one counseling sessions.
- Teachers and staff are trained to identify signs of adjustment difficulties and respond proactively.

Article 19: Supporting All Students to Benefit from Programmes

Ongoing Review and Support:

- Regular progress reviews identify emerging needs, ensuring all students can thrive within the school's programmes.

Inclusive Learning Environment:

- Differentiated instruction and small class sizes foster personalized attention and peer collaboration.

Proactive Intervention:

- Support includes targeted interventions, counseling, and external referrals when necessary.

Article 20: Final Provisions

This policy is reviewed annually by a special committee and approved by the school director's order. The admissions policy undergoes an annual review to ensure alignment with best practices and international child rights standards.

The school director's order may implement amendments or additions to this policy.