



European School

# Admissions Policy and Procedures

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## **1. Mission and Structure of the Admissions Department**

It is the mission of the Admissions department to recruit, inform and admit new, qualified students to the European School in a professional and forthright manner, while maintaining the integrity of the school, the students and their families.

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 Coordinators, who report to the Head of School and are assisted by the part-time Admissions Assistant.

Admissions decisions are made by the Admissions Committee (see 2.b below).

## **2. Admissions Policy and Procedures**

### **a. General**

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents 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.

### **b. Admissions Committee and decision-making process**

The Admissions Committee is comprised of the Head of School, one Admissions Coordinator and the Primary or Secondary Principal. When appropriate, additional members of staff will also be consulted. In exceptional periods (such as school holidays), a final decision on an application may be made by two members of the Committee, rather than the three usually required.

Application files are reviewed by each member in turn and comments/recommendations are circulated on paper or by email. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. From the time an application is completed, the Admissions Committee aims to return a decision within ten days, pending any further follow-up that may be required.

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.

### **c. 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. Parents' photos on CD
8. 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
9. 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)
10. 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
11. 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).

### **d. 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.



#### **e. Criteria for admission**

Each candidate's application materials are carefully studied in order to assess suitability for admission.

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 are internationally-minded
- Who would benefit from the European School curriculums
- Whose qualities would enrich the European School community and be a positive contribution to it.

#### **f. 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.

#### **g. 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.
- *Waiting lists:* 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 to confirm this. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered the place 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

#### **h. Registration**

An accepted applicant's place in the school is guaranteed only after a completed Registration Contract. After the contract has been signed by the Head of School. The Finance department, then sends an invoice to the family for the remainder of the tuition fees. At this point, responsibility for maintaining and updating the student's records (changes of contact details, etc.) passes to the appropriate Primary or Secondary School administrative assistant.

#### **i. Fees**

The application, entry and tuition fees are set out in the Fee Schedule each year. Tuition fees are payable twice a year before January 25<sup>th</sup> and May 25<sup>th</sup>, although parents paying the tuition fees themselves may make special arrangements with the Finance department to pay the tuition in installments.

#### **j. Follow-up procedures**

*For new students at the start of the school year*

- General



Just 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 also 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.