



# Admissions Policy and Procedures



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## **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 extra programme 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. Everyone who wants to go to school, including those with special educational needs and students, English-speaking students have equal opportunities and conditions.

Our students collectively achieve the best results by appreciating their contribution and purposeful progress in the learning process. They experience academic, social and emotional success during their studies.

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 programmes. 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 prospective families 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
- 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

**Article 1. Scope of the policy**

1.1. This policy regulates number of procedural aspects related to the enrollment of students in the preschool education center (hereinafter referred to as the kindergarten) based on enrollment of students in school programmes, school enrollment of students from other schools and recognition of education received abroad.

1.2. Compliance with the requirements set by this policy is necessary for enrollment to a student / pupil in school and kindergarten.

**Article 2. Kindergarten Admissions**

2.1. Kindergarten provides a caring, family-oriented, yet academically inclined programme 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 preschool programme, 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.

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

2.3. Prospective families should complete the 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.

2.4. In order to be admitted to the kindergarten, a legal representative must submit the following documents:

2.4.1. Copy of the child's birth certificate or identity document / passport (in case of a foreign citizen, translated and notarized);

2.4.2. Copies of ID card / passport of the foster parents / legal representatives (in case of a foreign citizen, translated and notarized);

2.4.3. Health certificate / form N 100 or other health certificate from the country of origin;

2.4.4. Child's photo 3X4.

2.5. After submitting the application, the legal representative of the foster child pays a one-time application fee, in particular, the equivalent of 100 (one hundred) Euros in GEL, in accordance with the official exchange rate set by

the National Bank of Georgia on the day of payment. In case of non-enrollment in the kindergarten, the amount is not refundable. The application fee is not included in the cost of care services / tuition.

### **Article 3. School Programmes**

1. The school offers the following programme to students:
  - A) Georgian programme;
  - B) International Baccalaureate (IB) programmes: Primary Years, Middle Years and Diploma. The school plans to launch the Career-related Programme in September 2022.
  - C) American High School (AHS) programme.
2. The school has different mandatory criteria for enrollment in the programmes listed in paragraph 1 of this article.

### **Article 4. Getting information about the school**

1. Those wishing to enroll in the school contact the School Admissions Service, which provides comprehensive information about the school, programmes and stages of admission to the school.
2. If desired, it is possible to organize a visit to the school and meet with the relevant programme coordinator.

### **Article 5. Stages of admission to school**

The process of admitting students to school includes the following stages:

1. Filling in of the electronic application form
2. Review of the application form and interview of the student
3. Enrollment of the student after submitting the relevant documentation to the school.

### **Article 6. General rules for submitting an application for enrollment in the school**

- 6.1. If you want to enroll as a student, the parent / legal guardian must fill in the e-application form on the official website of the school - [www.europeanschool.ge](http://www.europeanschool.ge) in accordance with one of the preferred programmes.
- 6.2. If the parent / legal guardian wants to enroll the student:
  - A) For a Georgian programme, it fills in an application form called - Georgian programme;
  - B) for the International Baccalaureate programme, he / she fills in the application form entitled - International Baccalaureate Programme Application Form (IB programme application form);
  - C) For the American High School programme, it fills out an application form called the American High School application form.
- 6.3. Admission of a student to the school may also take place in case of filling in the relevant application form posted on the official website of the school.
- 6.4. The application form must indicate:
  - A) Name and surname of the student, personal number, date of birth, citizenship, gender, actual address.
  - B) Name and surname of the student's parents / legal representatives, personal number, citizenship, address, telephone number, e-mail, place of work (if any);
  - C) regarding the health condition of the student (if necessary).
  - D) A list of people who will pick up the student after the lessons
  - E) Other information requested by the school.
- 6.5. To review the application form, the parent / legal guardian must pay a one-time fee for reviewing the application in the amount of 100 Euros for each application, which is not included in the tuition fee and is not subject to return.

## **Article 7. Review of the application form and assessment of the student**

7.1. The Admissions Office reviews the submitted application forms and organizes an interview with the relevant coordinator / psychologist.

7.2. In case of enrollment in the first grade, the child's psychological readiness is checked;

7.3. Candidates who want to study in the 11th grade of the International Baccalaureate Diploma Programme (IB DP) and Career Related Programme and for the American programme must pass an English language test. Also to take the International Baccalaureate Diploma Programme they have to pass a test in Mathematics.

7.4. Based on the test results, the school reserves the right not to admit a student in the 11th grade of the International Baccalaureate Diploma Programme (IB DP) if his / her level of English language\Mathematics proficiency does not meet the standards set by the programme.

### **Enrollment of students in Georgian and international undergraduate programmes**

## **Article 8. Enrollment of a student in the first grade in Georgian or IB (PYP -primary years programme) programmes**

8.1. To enroll a student in the first grade in a Georgian or IB programme, a child must be 6 years old at the time of starting school.

8.2. The list of required documents for enrollment to grade 1:

A) a copy of the child's birth certificate or identity document / passport (in case of a foreign citizen, translated and notarized);

B) Copies of the ID card / passport of the student's parents / legal representatives.

C) Photos of the student (3X4): two printed and one in digital format emailed to school.

D) Student health certificate (Form N100), or other health certificate from the country where the student lived;

E) a copy of the document certifying the legal stay of the child in Georgia (residence permit / certificate or other) (in case of a foreign citizen (if any));

F) a copy of the document certifying the legal stay of the parent in Georgia (residence permit / certificate or other) ((in case of a foreign citizen (if any))).3. In case of complete submission of the documentation, the school director will issue an order for enrollment of the student.

8.3. A personal file is opened for each student and the information about the student enrollment is reflected in the student database (eschool.emis.ge).

8.4. A student is enrolled in the first grade within the timeframe set by the Minister of Education and Science of Georgia.

8.5. To enroll students in the first grade at different times, the permission of the relevant educational resource center is required, which is obtained by the school.

8.6. In order to register / enroll a person in the first grade within a period other than the period specified by the Minister of Education and Science of Georgia, a permit from the relevant educational resource center is required, which is obtained by the school. With the permission of the relevant educational resource center, the school issues an order for enrollment in the first grade and displays the data about the enrolled student and the enrollment order in the general education management information system and student database (eschool.emis.ge), as well as opens the student's personal file.

## **Article 9 - Enrollment of II-XII grades' students in Georgian or International Baccalaureate Primary years, Middle years, and Diploma Programmes**

9.1. For admission to the school of a student who has studied in another Georgian general educational institution, the parent fills in the relevant application form posted on the school website, which indicates all the requisites

listed in paragraph 4 of Article 6 of this policy. Also in material form is a completed application form submitted by the school.

9.2. When filling out the application form, the parent additionally indicates which school the student comes from, in which class he / she is enrolled for the time of enrollment and which foreign language his / her child wants to study.

9.3. After reviewing the application form, an interview is organized with the relevant programme coordinator. General programme information and language profile (for IB programmes) are discussed during the interview.

9.4. After the successful completion of the interview, a general education service agreement is concluded with the parent / legal representative and the school sends a enrollment request to the general educational institution where the student is enrolled.

9.5. In case of compliance of the documents in the student's personal file with the legislation of Georgia, the school director shall issue an order on the student's enrollment.

### **Article 10. Restriction of Enrollment**

10.1. Students are admitted to the school depending on free space available at the school throughout the year.

10.2. Enrollment is limited and the consent of an additional relevant educational resource center is required for student enrollment within the following time frames:

A) from September 1 to October 1 of the calendar year;

B) within 30 calendar days before the end of the academic year;

C) for 12th graders during the 2nd semester of 12th grade.

D) during one academic year, for the first-grade students of those general education institutions who have started their studies late on the date of the beginning of the academic year defined by the first paragraph of Article 71 of the Law of Georgia on General Education (hereinafter - the start date of the academic year). The enrollment restriction provided in this subparagraph does not apply to first graders who have reached the age of commencement of education at the elementary level of general education up to the date of commencement of the academic year and attend those general education institutions

10.3. Based on the parent's application for enrollment of the student in the school through enrollment, the school shall obtain the consent for enrollment at a different time from the educational resource center.

10.4. After the consent of the Educational Resource Center, the school applies to the LEPL Education Management Information System in connection with the implementation of the enrollment process in the student database (eschool.emis.ge) (if necessary).

## **American High School Programme**

### **Article 11. Enrollment of a student in an American high school programme**

11.1. The minimum age for admission to an American high school programme is 13 years.

11.2. The American high school programme continues through grades VIII through XII.

11.3. In order to admit a student, it is necessary that his / her level of English language proficiency meets the standards set by the school.

## **Recognition of education received abroad**

### **Article 12. Rules for recognition of education received abroad**

12.1. To enroll a person who has received general education abroad, the parent / legal representative of the person concerned shall first apply to the school with a request to draw up a conclusion on the adequacy of the general education received during the study abroad.

12.2. The requirement to determine the conformity of general education received by a student while studying abroad must be accompanied by:

A) a copy of a sheet of marks translated into Georgian and notarized, compiled by the school where the student studied abroad;

B) Copy of the student's birth certificate translated in Georgian and notarized;

C) A parent's ID or residence card or a translated in Georgian and notarized copy of the passport;

12.3. After the adjustment, the school prepares a conclusion on the adequacy of the education received abroad, which is submitted by the parent to the LEPL National Center for Quality Development in Education together with the application for recognition of general education received during the study abroad.

12.4. Prior to the final decision on the recognition of general education received during the study period by the National Center for Educational Quality Enhancement, the school is authorized to provide the person with the opportunity to attend the relevant class based on a request from a parent / legal representative. This application must be accompanied by a document / certificate of application for recognition of general education received during the study abroad at the LEPL - National Center for Quality Development in Education.

12.5. The student is enrolled in the relevant class of the school in accordance with the grounds specified in the general education recognition document issued during the study abroad issued by the LEPL National Center for Quality Development in Education. The enrollment order issued by the school is reflected in the Student General Education Management Information System (eschool.emis.ge). Different subjects with which no correspondence has been established must be overcome by the student in the form of an externship or an individual curriculum drawn up by the school.

12.6. If it is not clear from the document of recognition / refusal of education in which class the person has received education, he / she is enrolled in a lower class in case of age-appropriate or with the consent of a parent / legal representative. The enrollment order issued by the school is reflected in the General Education Management Information System (eschool.emis.ge).

## **Distribution of students in classes**

### **Article 13. Distribution of students in classes**

13.1. There can be no more than 20 students in one class

13.2. Students are transferred to parallel classes to create an optimal learning environment in the school at the initiative / decision of the school or based on the application of the legal representative of the student. In the case of a school initiative / decision, parents can express their views, although they do not make the final decision as to which parallel class their child will be assigned to.

13.3. The transfer of a student to a parallel class / programme change is done by the order of the school director.

13.4. The question of who will be the tutor of each class is decided by the school director.

### **Article 14. Student Adaption**

14.1. The school creates an appropriate environment for the adaption of the enrolled students. Among them, it provides monitoring with appropriate programmes on how the student has adapted to the new environment.

14.2. If necessary, a decision may be made to transfer the student to a parallel class.

14.3. To promote student's well-being: physical, psycho-emotional conditions and to adapt to the environment, and maximize the opportunities of the students, the school has Student Wellbeing Services.

14.4. There is a student support center in the school to support the teaching of students.

**Article 15. Final Provisions**

15.1. This policy is reviewed annually, collaboratively by a special committee, and approved by the order of the School Director.

15.2. Changes and additions to this rule may be made by order of the school Director.