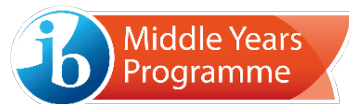




International School of Estonia

Admissions Policy



updated November 2022

ISE Vision, Mission, and Values



INTERNATIONAL
SCHOOL OF
ESTONIA

OUR VISION	To be a globally minded community of diverse learners, empowered as agents of positive change.
OUR MISSION	<ul style="list-style-type: none">● Support a safe, caring, respectful environment that values creativity, diversity, and inclusivity.● Develop self-aware learners with the tools for fulfillment in their world and beyond.● Provide best practice learning that empowers individuals to set and reach high standards.● Encourage students to think globally and act locally.
OUR VALUES	<ul style="list-style-type: none">● Agency● Belonging● Excellence● Contribution

ISE definitions guiding teaching and learning in the context of global citizenship



INTERNATIONAL
SCHOOL OF
ESTONIA

OUR DEFINITIONS	HIGH QUALITY TEACHING & LEARNING AT ISE High quality teaching and learning is learner centred, explores real-world ideas, enables individual fulfilment and builds competencies for life.
	GLOBAL CITIZENSHIP AT ISE Through active local and global participation as agents of positive change, we help to create a sustainable, just and equitable future.

The above guiding statements support our admissions practices. ISE is a diverse and challenging learning environment for students aged 3-19. Admission is open to all students, however there may be a situation where the school may not be able to meet the physical, educational, and social-emotional needs of a student. The ISE Admissions Committee determines admission and continued enrollment in ISE.

All new students enter a probationary period during the first 4 weeks of school to determine whether ISE can meet the needs of these students. If the school is not able to meet the needs of the applicant, ISE reserves the right to ask parents to withdraw and seek alternative schooling for their children.

IB Learner Profile

The core of International Baccalaureate programs is the **IB Learner Profile**, and the International School of Estonia celebrates the promotion of these student attributes:

- Inquirer - Acquires skills for purposeful, constructive research
- Thinker - Applies thinking skills critically and creatively to solve complex problems
- Communicator - Receives and expresses ideas in more than one language including the language of mathematical symbols
- Risk-taker - Approaches unfamiliar situations with confidence
- Principled - Displays integrity, honesty and a sense of fairness and justice
- Caring - Develops a sense of personal commitment to action and service
- Open-minded - Respects the views, values and traditions of other individuals and cultures and is accustomed to seeking and considering a range of points of view
- Balanced - Understands physical, mental, and personal well-being
- Reflective - Analyzes own strengths and weaknesses

ISE, in support of the **IB Learner Profile** and our IB curriculum, also champions the aims and goals of the **International Baccalaureate Mission**:

“The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.”

Admissions Committee

The Admissions Committee shall meet to agree upon the enrolment of students who have applied to ISE. The Admissions Committee is composed of the Director, PYP, MYP, DP Principals, Admissions Coordinator, Student Support Services Coordinator, Dean of Students and when deemed necessary the EAL Teacher.

When making their recommendations, the Admissions Committee takes into account the following:

- The potential of the applicant to benefit from ISE’s educational program, which follows the International Baccalaureate - PYP, MYP, DP Curricula and/or the ISE CIS/NEASC accredited high school diploma.
- The ability of the School to meet the physical, educational, and social-emotional needs of the applicant.
- The ability of the applicant to meet the academic, attendance, and behavioral expectations of the School.
- Fulfillment of the School’s financial and medical obligations.

Admission Applications

Admission Applications through the [OpenApply](#) programme facilitate student admission. These forms require that the child's parent or legal guardian accept the school's General Terms and Conditions of Enrolment. There is a 600 Euro non-refundable fee upon admission. There is no general admissions test. However, to ensure that ISE can meet a student's learning needs, comprehensive information *must* also be provided along with the Admission application.

This information is to include:

- Confidential Teacher Reference Form that is available
- Progress Reports for the last two school years
- Completion of Health and Data Form
- Evidence for any educational support needed or required
- For students with special educational needs, please see the Special Educational Needs Admissions (SEN) section at the end of this document.
- All documents required **must be presented in English**.

ISE (with parental permission) may contact the previous school of applicants with specific questions as to the child's performance. Should any further questions arise from this process, ISE reserves the right to request additional documentation. This may require additional testing by a certified and approved practitioner.

Age Verification

Verification of age (passport or certified birth certificate) is required for all students entering ISE.

Placement Criteria

The criteria for each program level at ISE is defined below. Under extraordinary circumstances there might be exceptions at the Director's discretion.

Primary Years Programme (PYP)

Preschool Ages 3 to 4

Students must be 3 to 4 years old on or before September 1st. Conditional acceptance. Parents must fill out a questionnaire included with the Admissions Application.

Reception

Students must be 5 years old on or before September 1st.

Grades 1-5

Students are placed in the grade compatible with their age or successful completion of the preceding grade. A student who meets the Grade 1 age requirement but has had no previous schooling may be placed in Reception.

Middle Years Programme (MYP)

MYP 1-5 (grades 6-10)

Students are placed in the grade compatible with their age and/or successful completion of the preceding grade. Grade placement is determined by evaluating a combination of the following: previous school records, teacher/counselor recommendations and information from parents. The School understands that in certain, special circumstances, teacher/counselor recommendations may not be available. In these instances, a meeting with the section Principal Coordinator/Director is required prior to the admission recommendation being made.

Diploma Programme (DP)

Grades 11 and 12

The IB Diploma Programme (DP) provides a challenging, internationally focused, broad, and balanced educational experience for students aged 16 to 19. External admission requests to join the IBDP at ISE requires at least one year of experience in the IB's Middle Years Program and proficiency in English. In the absence of either, students must first complete MYP 5 (grade 10) at ISE. External admission requests for the IB Diploma Programme after the first quarter must wait until the following academic school year.

Applications for transfer to IB DP2 from another IB school may be considered, as long as the student's DP1 courses match those offered by ISE.

Students with special needs are eligible to apply to the IB Diploma Programme at ISE. These students will have access to inclusive learning arrangements as indicated in their Individualized Learning Plan (ILP) and in accordance with IB regulations. More information is available in the ISE Inclusion Policy.

External admissions requests for grade 11 and 12 where the student does not meet the IB Diploma Programme requirements listed above will be considered for the ISE Diploma.

In special cases, the final decision for acceptance to the IB Diploma Programme and grade placement will be determined by the admissions team and the Director based on student records, interviews and/or subject placement tests, as appropriate.

English Language Proficiency

Primary Years Programme (PYP)

Grades 1-5

Speakers of English as a second or subsequent language will undergo an English as an Additional Language evaluation (WIDA testing) after the admission has been confirmed. Depending on the assessment results, a student will be placed in the School's EAL programme.

Middle Years Programme (MYP)

MYP 1-5 (grades 6-10)

Upon admission, assessment of the student's English language proficiency will be completed, and programs prescribed as necessary. All speakers of English as a second or subsequent language applying for MYP 1-5 (grades 6-10) will be assessed for their English proficiency through WIDA testing. Depending on the assessment results, a student may be required to enroll in the school's EAL programme and/or placed in a different grade than the one for which they applied.

In some instances, dependent on the WIDA results, students applying to MYP years 3-4 (grade 8 and 9) may be required to enroll in the Intensive English Support programme. Intensive English classes will be taught by a suitably qualified and experienced tutor whose services are financed by the parents.

Students enrolling for the MYP year 5 (grade 10) with a score of WIDA proficiency Level 3 Developing or lower, a condition of enrollment is that the student first attains WIDA proficiency Level 4 Expanding before progressing into MYP 5. To do this they will enter MYP 4 for up to one year. These students may also be required to enroll in the Intensive English Support programme. This is to best prepare for the final year of the MYP and a success in the Diploma Programme.

Diploma Programme (DP)

Grades 11-12

At this level of the IB programme, English is a prerequisite in order for satisfactory completion of the IB programme. All speakers of English as a second or subsequent language

wishing to enroll in the Diploma Program will need to pass a WIDA proficiency test with a score of at least 5.5 and participate in an interview with the Diploma Programme Principal Coordinator. Based on the WIDA test results and interview, students may also be requested to write an essay in English to confirm the student's level of English proficiency.

Special Educational Needs Admissions (SEN)

Estonian Basic School's and Upper Secondary Schools Act regulates how schools should categorize the levels of support given to students. Based on subchapter 4, "Identifying and Implementing Support Needed by Student", educational support is divided into three levels indicated below.

1. General support
2. Enhanced support
3. Special support

These levels are further explained in the ISE Inclusion Policy. At the International School of Estonia, we are able to support students who need general support. Enhanced support can also be provided, under the condition that the student is able to meet the academic requirements of the educational programmes offered at ISE and focus on the same learning outcomes when provided with appropriate inclusive access arrangements and/or reasonable adjustments. The school's ability to support students who need enhanced support is decided case by case.

If a student needs modification of curriculum due to their learning difficulties or their needs cannot be met within the context of a regular sized class, they will not be admitted to ISE. If already enrolled, they will be redirected to a more suitable educational institution.

Should a student need an educational aide to offer them individual support during studies in the class, the services must be financed by the parents.

To ensure that ISE can meet a student's learning needs, comprehensive information must also be provided along with the Admissions application. If a student is applying for the DP Programme, all psychoeducational assessment reports must be updated so by the examination session, reports are no more than 3 years old.

Additional information to include with the admissions application for SEN students:

- Identified learning exceptionalities
- Information on previously received support services
- Previous Individual Learning Plan(s) (IEP/ILP/504) or appropriate educational plan) and/or any relevant psychoeducational assessment reports

Please note the Admissions Committee will consider applications throughout the year, however during the summer Admissions of SEN students may be delayed until August or until the Committee has a chance to meet when school begins.

