



# **International School of Paris** Educating *for* complexity

## Admissions Policy

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## 1. Title

ISP Admissions Policy

## 2. Purpose

- Define for prospective families, as well as all ISP community stakeholders, the ISP Admissions Policy
- Outline the admissions process and procedures, including: purpose, document procurement, evaluation and information retention
- Ensure a clear and cohesive link between the inclusivity of the school's Admissions Policy and its Guiding Statements and High Quality Learning Definition
- Support a mutual-choice, mission-driven admissions process, designed to recruit and retain students eligible for admission
- Define an on-going review and evaluation of the admissions policy in the context of the school's evolution and application of its Guiding Statements and High Quality Learning Definition

## 3. Scope

This policy applies to all active members of the ISP community – all students, staff and parents, as well as all prospective and future members of the ISP community.

## 4. Definitions

ISP Mission - As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

ISP Vision - Educating for Complexity

ISP High Quality Learning Definition - High-quality learning is a social and experiential practice. It sparks students' curiosity and stimulates their natural creativity. It inspires them to strive for excellence, and to take ownership of their own inquiry and research. It shapes the learner and the learning community, nurturing growth and new understandings.

Admissions Committee – Comprised of senior leadership in the appropriate campus of enrollment (e.g., Primary, Middle or High), Director of Advancement and/or Admissions Coordinator(s), Head of School and pedagogical and learning specialists, as required or requested. The final decision on all applications rests with the Head of School.

## 5. Policy Statement

ISP is an inclusive, English language International Baccalaureate World School which seeks to actively recruit and retain students for whom an International Baccalaureate education will address and provide growth for their unique learning profile.

The school places a heavy emphasis on the importance of global citizenship and the role of student wellbeing in embracing change and developing new tools and resources needed to live productively and sustainably. This is especially pertinent in community relations, both on an intra-campus level as well as in coordination with our local host city and country in Paris, France.

The school's Admissions Policy is driven by its Guiding Statements for inquiry, innovation and learning, which aligns with its programme design for learning for complexity and challenge within a diverse and highly connected global world.

It is the mission of the Admissions Department to support recruitment, enrollment and retention in a professional and forthright manner, and to ensure that prospective and returning families understand the ISP Mission, Vision, Guiding Statements and High Quality Learning Definition as it applies to our global learning community.

- We strive to give each family a thorough initial understanding of the International Baccalaureate programmes and to respond to individual enquiries for additional information.
- Visits to the school campuses are scheduled on an individual appointment basis and are highly encouraged. These visits are available during school hours and in-session days, and should be arranged as early as possible through our Admissions department.
- All prospective families are encouraged to familiarise themselves with the school through the school website, [www.isparis.edu](http://www.isparis.edu) and the official IBO website, [www.ibo.org](http://www.ibo.org).
- Prospective families are generally encouraged to apply as early as possible at the start of the admissions season in order to mitigate the possibility of classes filling up. All application materials, as well as the admissions policy, can be accessed from the school website at <https://www.isparis.edu/admissions/howtoapply>.

ISP actively encourages applicants from a variety of educational, linguistic, cultural and learning backgrounds. The school provides dedicated student support services that address the multiplicity of student learner profiles, including extension learning, some diagnosed learning needs and English language assistance and immersion. Some learning support resources incur an additional fee and may be limited in scope or number of students. In the event that external support services are recommended by the school pedagogical and support services departments, these may require outside specialists and may incur additional expenses.

While inclusive and celebratory of differentiation throughout its programmes, the school has chosen to offer a dynamic and intense academic preparation through the IB PYP, MYP and DP curriculum. Such programmes demand a high level of enthusiasm, motivation and perseverance from students. Depending on certain factors, but especially in later grades where a student may be changing from a different education model or language of instruction, the school reserves the right to refuse admission should it be determined that a student's needs will not be adequately supported throughout their time at ISP.

ISP is determined to offer a programme of study which specifically emphasises language learning, experiential and service learning, and inquiry-driven research and imagination. ISP prepares its students for an international IB education and not specifically for re-entry into any particular national educational system.

The school is designed to serve the needs of a highly mobile, international community, but also offers an alternative education model to local families in the Ile-de-France area. To

maintain a diverse and balanced student body, the school engages to ensure that not more than 33% of the school may belong to any one stated nationality group.

Admission to ISP is through an application process and the submission of application documentation implies acceptance of the general terms and conditions of the school mission, vision and admissions policy.

When otherwise demand may outweigh space availability, resulting in some successful candidates being placed in a waiting pool, the school may take into consideration various factors, such as a family's length of stay in Paris, or the student's background/experience in an IB programme, their linguistic profile or their learning support needs in attributing the places that may become available in the future. All other things being equal, siblings of students already enrolled at ISP are given a priority in space attribution.

There is no general admissions test or required interview for applicants. However, in order to ensure that ISP can meet a student's learning needs, additional information may be requested, and an interview or language test may be a part of the admissions review process. When an in-person interview is not possible, a Zoom/virtual meeting, phone call or VoIP (voice over internet protocol) option may be proposed. For students seeking entry to Grades 10 – 12, an interview is quite often proposed as a manner to ensure clear communication regarding school and family expectations, and the specificities of the IB preparation for higher education.

Owing to the expansive model of student differentiation in place at ISP, which is able to take into account a wide variety of learning styles, strengths and needs, grade placement is based on the student age as of the school cut-off date of **1 September** (please see Grade Placement table in Appendix). In the exceptional case that a student's age, development, or previous school experience or performance supports compatibility with a grade outside of that determined by the school cut-off date, this decision is evaluated through the Admissions Committee and promptly communicated to the family. Students whose age at high school would exceed 19 years old would not normally be enrolled in the school. Students who are candidates for the Early Years section of the PYP programme (Nursery, Pre-Kindergarten and Kindergarten) will not be accorded exceptions based on age or prior school experience.

All Early Years candidates must be fully and reliably toilet trained before school begins, and able to feed and dress themselves reasonably independently. Fluency in English is not a criterion for entry, with the exception of candidates applying for Grades 10, 11, or 12, in which cases a certain level of English is required. In Early Learners to Grade 9, the number of students with no prior exposure to English may be limited to a maximum of 25% of any one grade.

Re-enrolment at ISP is an annual process, and families must inform the school during the re-registration period of their intention to re-enrol their child(ren) for the upcoming academic year. Re-enrolment requires submission of a registration contract and a non-refundable reservation deposit. Re-enrolment is contingent upon : (i) the school being able to continue to adequately address a student's needs; (ii) student behaviour in accordance with the school values and guidelines found in the appropriate Primary or

Secondary School Handbooks (consultable on our website at [www.isparis.edu](http://www.isparis.edu)); and (iii) all financial accounts current and in good standing. Should a family not inform the school of their intention to re-enrol a student by the deadline for the re-registration period, the school reserves the right to offer the space to a prospective family seeking enrolment.

ISP believes in a virtuous cycle of transparency, support and constructive collaboration amongst its staff, students and parents. The admissions process is an opportunity to share accurate and meaningful information with our transition specialists in order to support student academic, social and emotional well-being. On the rare occasion where key information is knowingly withheld or obscured, the school reserves the right to refuse admission or withdraw a place already offered. In the event that student or parent behaviour directly violates the values of the community as stated in our Primary or Secondary School Handbooks (consultable on our website at [www.isparis.edu](http://www.isparis.edu)), the school reserves the right to request the withdrawal of the individual(s) or family(ies) concerned.

ISP will review on a bi-annual basis its Admissions Policy to ensure alignment and coherency with the school's Guiding Statements and High Quality Learning Definition, and reserves the right to modify the policy, as appropriate. The latest version of the Admissions Policy may be consulted at all times on the school website or through internal electronic archives.

ISP adheres to French and European Union best practice legislation and General Data Protection Regulation (GDPR) as it regards the protection of personal information. Through written request, a family or student may request removal of personal details from the school database or revoke photo permissions previously accorded during the registration process. All members, prospective or current, are encouraged to read our Privacy Policy on our website, <https://www.isparis.edu/contact-us/general-data-protection-regulations-gdpr> and to contact the school with any questions or concerns about how ISP processes and protects personal data.

## 6. Procedures

Before a student may be admitted to ISP, they must complete and submit a full set of application documents for review. The application process and submission of materials is available through the ISP online application portal located on our website, <https://www.isparis.edu/admissions/howtoapply>. The application requirements will vary slightly depending on the age of the child. Families should direct any questions or concerns as regards the application materials, status of application evaluation or process to our Admissions Department.

The application documentation must be accompanied by the Application Fee, as defined on the Fee Schedule (available for consultation on our website, [www.isparis.edu](http://www.isparis.edu)) for the current or upcoming academic year. In the event a student's application is denied, the application fee will **not** be refunded.

In addition to the non-refundable application fee, application materials include an application form, applicant questionnaire, parent questionnaire, medical questionnaire, school reports and Confidential School Recommendation(s), as well as a photocopy of the student's passport (used only for verification of date of birth and legal name).

Enrolment is conducted on a rolling admissions basis, beginning in January of the upcoming academic year, and continuing throughout the academic year, subject to space availability. Applications will be reviewed by the Admissions Committee on an on-going basis and in order of completion, and formal notification of the Committee decision (acceptance, waiting pool, denial) communicated within approximately 10-15 business days, beginning in mid-February of the upcoming academic year.

## 7. Appendices or Related Policies and Documentation

Appendix 1 : [ISP Guiding Statements](#)

Appendix 2 : [ISP High Quality Learning Definition](#)

Appendix 3: [ISP Grade Placement Table and Equivalencies](#)