



International School of Paris

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 International School of Paris 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 ISP mission, philosophy and community. We also strive to give them a good initial understanding of the IB 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 (except in exceptional circumstances, see 2. c.). 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 ISP students must have a legal guardian who resides in France, 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.

The final decision on all applications rests with the Head of School.

c. Required application materials

Before a student may be admitted to ISP, all of the following must be submitted:

1. **Application fee** (non-refundable).
2. **Student Application Form.** This should be completed and signed by the parent or legal guardian and accompanied by one passport-sized photograph.
3. **Parent Statement.** This should be completed and signed by the parent or legal guardian.
4. **Applicant Statement.** This should be **handwritten** and signed by the applicant (Grades 2 to 12) - in English if possible and without assistance.

5. **Two full years of school transcripts or reports.** These should cover **two complete** years (the **most recently completed academic year and the previous one**) as well as the **year in progress**, if applicable.

School reports/transcripts must be in English or French, with official translations provided when originals are written in another language.

6. Applications for Nursery -Grade 6 – **Confidential School Recommendation – Preschool-Grade 6** - completed and signed by the applicant's current teacher. In addition, the school may ask for work samples (Grades 1 to 5).
7. Applications for Grades 7-12 – both of the following **Confidential School Recommendation Forms**:
- Academic Recommendation** – completed and signed by a teacher who has reliable experience of the applicant's academic performance.
 - Personal/Social Recommendation** – completed and signed by a representative of the school who knows the applicant well in a social/pastoral capacity. For example: Counselor, Dean of Students, Vice-Principal or Principal.

Confidential School Recommendations must be submitted directly to the Admissions Office by the current school. These documents must be completed in English or French.

8. **A photocopy of the applicant's passport (and proof of residency for over 18s).** It is the parents' responsibility to ensure that their child(ren) have the appropriate visa(s) to allow them to study at ISP.
9. **Medical Form**
- Part 1 – completed by the parents (includes the **Learning Support Form**).
 - Part 2 – completed by a doctor upon examination of the applicant.

For students with specific needs, see "Applicants with specific needs" (section h.).

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).

ISP staff members wishing to enroll their children at the school must follow the usual application procedure. Further information, including details of fee arrangements for staff members, can be found in the Staff Handbook.

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 ISP vision, mission and philosophy
- who are internationally-minded
- who would benefit from the ISP curriculum
- whose qualities would enrich the ISP community and be a positive contribution to it.

Previous experience with the IB programs can also be an advantage, but is not a pre-requisite for admission.

If a student broadly corresponds to ISP's admissions criteria, but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a program of additional support. This may include, for example: Individualized Personal and Social Education, Counseling, Learning Mentoring, and/or other kinds of learning support as appropriate. Such decisions remain, however, entirely at the discretion of the Admissions Committee.

Fluency in English is not a criterion for admission (with the exception of candidates applying for grades 10, 11 or 12, in which cases a minimum level of English is required). However, we aim to limit the number of students with no prior exposure to English to a maximum of 25% of any one grade.

Attention is given to the balance within a class regarding gender, language, specific needs, etc., especially when classes are close to full. At the whole-school level, ISP aims not to exceed 33% of any one nationality.

The Admissions Committee has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.

f. Grade Placement

In general, students will be placed according to their age on September 1st of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade than requested. Only under exceptional circumstances will a student be placed in a higher grade than his/her age group. In these cases, the cut-off date may be extended to December 31st. Factors to be considered for such a placement include:

- The cut-off date in the child's country of origin (ISP aims to avoid situations in which children will be penalized on return to their home country, where possible);
- The child's successful completion of the equivalent grade elsewhere;
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

If a student is placed in a grade higher than his/her age-group, the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of grade after the student's abilities have been thoroughly observed.

Any change of grade would normally take place within the first two months after the student's entry into the school.

g. Requirements for specific grades

Certain specific requirements apply to three categories of students:

- All applicants who have not yet attended school
 - It is recommended that all candidates in this category meet with the appropriate Principal and/or the Head of School prior to registration. This can be a mandatory requirement when it is deemed necessary by the school (see 2.d.).

- Nursery
 - The applicant must be fully toilet-trained before commencing school at ISP
 - The applicant must be able to feed and dress him- or herself reasonably independently
- Grades 11 and 12
 - To successfully transfer into Grade 11 or 12, students must coordinate their choice of subjects with the **IB Coordinator and/or Secondary School Principal**, as they have an overall picture of the courses offered and the space available in each class.

h. Applicants with specific needs

ISP 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 the appropriateness of the student's presence in the school based on our capacity to address his/her needs.

Please note that levels A and B of Learning Support have an additional fee.

i. 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 on 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
- Background/experience in an IB program

- Any of the Criteria for Admission detailed in section 2. e.

A family's planned length of stay may also be taken into account in such cases, although we appreciate that this is difficult to predict accurately given the largely transient nature of our population.

The above criteria may also be applied in cases where several applicants are competing for a limited number of remaining spaces in a given grade.

- *Deferrals and Re-entries:* An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the school receives notification in due time and there are still spaces available. In such cases the Application Fee is also deferrable one academic year, although all deferrals are subject to Admissions receiving satisfactory additional school recommendations and school reports/transcripts over the course of the school year preceding the deferred entry.

Students who are enrolled in the school and then leave can re-enter the school at a later date without incurring a new Entry Fee, provided that the re-entry occurs within 5 years of the departure from the school. The school reserves the right to request new submissions of any of the usual application documents, and the Application Fee if the re-entry occurs more than one academic year after the departure, before agreeing to a re-entry.

j. Registration

An accepted applicant's place in the school is guaranteed only after a completed Registration Contract (signed by the parents) and Registration Deposit have been received by the school, and after the Registration 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 (see section l.). 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.

k. Re-registration process

Every January the Admissions Department gathers preliminary information about parents' intentions for the following year through an electronic survey and, where appropriate, follow-up telephone calls. This information is used as an initial basis for enrolment planning for the following year, but the answers provided during the survey are not binding on the part of the parents.

Formal re-registration takes place in late March, once the fees and calendar have been approved, and have been published. At this time, a Registration Contract and fee schedule are sent to all families. Parents intending to re-register their children at ISP for the following academic year must sign and return the Registration Contract, along with the Registration Deposit, by the given deadline (usually around the end of the month). Failure to do so may result in the place being given to another candidate. In certain cases, where there is a financial, academic or behavioral issue with a student, parents may not be invited to re-register their child(ren) until the situation has been resolved, and in some cases will be refused re-registration. The Principals and/or Finance department are responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.

As soon as the completed Registration Contract and Deposit are received by the Admissions Office, and the Contract is signed by the Head of School, the student(s) are re-registered for the following academic year. The Registration Contract and Deposit, are then passed on to the Finance department who invoice for the remainder of the coming year's fees.

l. Fees

i. General

The application, entry and tuition fees are set out in the Fee Schedule each year. Tuition fees are payable once a year before July 1st, although parents paying the tuition fees themselves may make special arrangements with the Finance department to pay the tuition in installments.

ii. Financial Assistance

▪ Financial aid:

Currently the school has limited financial aid, which is decided upon each year during budget time. The school distributes aid packages from 10 to 50% of the total annual tuition cost. The decision on who receives this assistance is made by a committee comprised of the Head of School, one of the Admissions Coordinators, the Finance Director and the Director of External Affairs, in cooperation with the relevant school Principal where appropriate. The decision is based on demonstrated financial need as evidenced by an application and documented proof of revenue.

The deadline for application for financial aid from current families is the end of February. For new students, a full financial aid application must be submitted at the same time as the application for admission.

m. Follow-up procedures

i. *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 ISP 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 French) during this period.

ii. *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. The Admissions Office will also inform the PTA President and appropriate PTA class representative(s).

▪ Secondary School students

New students who arrive during the year will be given an orientation by the



Secondary School Principal, the relevant curriculum coordinator (MYP or Diploma), 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.