

## **Admissions Policy and Procedures**

### **Guiding Philosophy**

At International School Carinthia, our students are the heart of our school; therefore, our admissions policy and procedures guide us in recruiting, introducing and admitting new students and families to ISC. Our faculty and staff strive daily to live up to our mission, and we expect the students and families who join the ISC community to do the same. The IB program is rigorous and requires students and teachers to be committed to an inquiry-based learning and teaching style.

ISC is open to all students regardless of nationality, religion, ethnicity or cultural background. The goal of the admissions team is to ensure that prospective students and parents understand our mission and programs and to select students and families who can and want to participate fully in our school community. Throughout the admissions process, the admissions team aspires to warmly welcome families to learn about our school, communicate clearly about our programs, help families understand the admissions process, and provide timely feedback throughout the process.

### **Admissions Criteria**

When a student applies to ISC, the following conditions will be assessed to determine placement in our program:

- Why is the student/family motivated to join the ISC community?
- Does the student have the language and academic ability to participate successfully in the ISC program?
- Does the student exhibit the behaviors necessary to succeed in the ISC program?
- How will the student's addition to a particular class affect group dynamics and the continuity of our program?
- Can ISC fully support the student if he/she requires learning or social/emotional support?
- Are spaces available in the class?

If there are more applicants for a particular class than spaces available, ISC must consider the following priorities when making admissions decisions:

- Is the applicant an international student? Can the Austrian school system meet the students' learning needs?
- Does the applicant have siblings or family members already or previously in the school?
- Does the applicant exhibit the language, academic and social/emotional behaviors necessary to succeed in the ISC program? Does the applicant require learning, social and/or emotional support beyond what ISC can provide?
- What date did the applicant apply?
- Is the applicant committed to staying for the entire academic year?

### **Language Plans**

During the admissions process, ISC will identify students' mother-tongue languages and assess

their ability in languages of instruction to determine their language phase in each language of instruction. An [ISC Language Plan](#) will be developed for each student to encourage and monitor the input, interaction and motivation in all target languages. These language plans will be monitored each semester by homeroom teachers in the PYP and administrators in the MYP. If the Admissions Committee determines that a student will be unable to attain the level of proficiency in English required to successfully complete the ISC academic program in DP 2 based on the student's age/grade level at time of admission, the student will be denied admission to ISC accordingly.

### **Admissions Process**

ISC accepts applications throughout the school year. ISC sets registration deadlines that applicants must observe to be considered for admissions, or they will be automatically placed on a waiting list if there are more applicants than spaces for a particular grade level. Families who are interested in applying to ISC will take the following pathway through the admissions process:

**Make contact with ISC via phone (+43 (0)4274 5247110), e-mail ([admissions@isc.ac.at](mailto:admissions@isc.ac.at)) or via an open house event.** Local families will be asked to attend an open house event to learn about ISC's programs. International families may schedule an appointment when they are visiting the area or may be asked to schedule a phone or video-conferencing appointment at a mutually convenient time.

### **Registration Deadlines**

- ISC accepts applications on a year-round basis. It is never too early to apply!
- PYP 1 applications are processed from November to January.
- PYP 2-5 and MYP applications are processed from January to March.

**If a family is interested in applying for a place at ISC, the student(s) and parent(s) must submit the following via the admissions website:**

- A completed ISC Student Application Form consisting of the following:
  - Application
  - Applicant Statement
  - Parent Statement
- Two full years of school transcripts or reports in English, German or Italian. If transcripts or reports are in another language, they must be translated into English. Pre-school or Kindergarten students may be exempt from this requirement
- Confidential School Recommendation Form completed, signed and submitted by the applicant's teacher
- A photocopy of the applicant's passport and visa
- €400 Application Fee

Admissions applications will not be considered completed until all items of the application have been submitted. If necessary, families may be asked to provide further supporting documents to help facilitate the admissions decision-making process.

**The Admissions Committee will review applications in a timely manner and provide feedback as follows based on the admissions timeline for the current or future school year.**

- Students who meet admissions criteria will be invited for an interview and admissions test at ISC. A visitation day may also be required as part of the process. International families may schedule an online interview and make arrangements to take the admissions test abroad at a supervised testing site. Test and interview preparation materials will be provided in advance of the testing and interview date.
- The Admissions Committee will review the interview and test results and submit an admissions opinion to the Director.
- The Director will make the final decision on all Admissions applications, and the decision will be communicated to families via e-mail through the ISC administration office as follows:
  - *Accepted* students will be offered a conditional place in the grade level applied for for one semester. During the first semester, the ISC team will monitor English language acquisition, academic development, and social and emotional issues. ISC reserves the right to revoke admission at any time during the first semester if the team determines that the student requires more support than the ISC program can provide.
  - *Waitlisted* students will be offered a conditional place in the grade level when openings arise based on the admissions criteria stated above.
  - *Declined* students will not be offered a place in the grade level applied for.
- For students applying for an open place in the school after the school year has begun, the Admissions Committee commits to making a decision within two weeks of receiving a completed application and a scheduled visitation day as possible based on the child's location.

**Upon acceptance, families must sign the ISC Registration Contract and submit the registration fee within two weeks to officially place their student at ISC based on the admissions offer.** Upon receipt of the ISC Registration Contract and tuition payment details, the family will receive a welcome letter from the Director and an orientation package to help prepare students to successfully join the school.

**ISC will offer orientation programs to new students joining the school to welcome them to the ISC community and help them successfully start their academic career here.**

These programs will vary depending on the student's start date and grade level.

### **Admissions Policies**

**Class Sizes:** ISC is committed to offering a holistic, student-centered learning experience for all students. At the beginning of each school year, class sizes will be limited to 22 per class. If international students are admitted during the school year, ISC will expand class sizes to 25 students maximum.

**Admissions Committee:** The Admissions Committee will consist of a team of teachers, staff and the Director to facilitate transparency and balanced oversight of the admissions process. The Director ultimately signs off on all admissions decisions.

**Grade Placement:** Generally, students will be placed in a class based on their age on 1st September of their year of entry as per Austrian law. Students who do not meet this criteria but have successfully completed the equivalent grade elsewhere will be placed in a higher grade level. Students who come from a country with different age-level criteria may be placed in a higher grade level if testing, academic performance, and the application process dictate. Students will only be accepted to a lower or higher grade level than his or her age-group if it will benefit the student. **PYP 1 applicants who turn 6 after 1st September will be required to visit the school doctor and school psychologist for evaluation as part of the admissions process.**

**Applicants with Specific Learning Needs:** ISC may be able to offer learning support to students with specific academic, social, emotional or behavioral needs. During the admissions process, it is important that all documentation related to specific learning needs is submitted to determine the Individualized Educational Plan (IEP) that would be required to support the student upon admission. If the Admissions Committee determines that students with specific learning needs may be supported, a *conditional acceptance* will be offered. Likewise, if the Admissions Committee determines that the needs are too great or the resources too limited, an applicant may be declined accordingly. In cases where students are admitted and a learning support need is identified, students and parents will be asked to seek testing and participate in the development of an Individualized Educational Plan (IEP) as outlined in the *ISC PYP Handbook*.

**Reenrollment:** In January, ISC families will receive a letter asking whether they plan to reenroll their student(s) at ISC for the following year and asked to respond by the end of February if they choose to withdraw their student. In cases where academic, behavioral and/or financial issues are outstanding, a student may not be reenrolled until the issue is resolved. In these instances, the Director reserves the right to deny reenrollment.

**Waitlisted Students:** After admissions decisions have been issued and places accepted or denied by accepted applicants, ISC will offer available places to waitlisted students in each class for the following school year. During the school year, when open places become available, waitlisted students will be offered admission according to ISC admissions criteria.