

Admissions policy

International School of Moscow

June 2019

Policy Number: _____

Policy Name: Admissions policy

Description: Admissions policy

Version No.	Amendments	Issue Date	Issued By
10.0	Rebranding, streamlining all supporting guidelines	June 28, 2019	Head of Administration



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Introduction

The ISM admissions policy sets out a clear procedure to manage entry to the school in a consistent, transparent and fair manner.

Aims

The objectives of this policy are to:

- Achieve consistency and efficiency in processing applications and completing the admissions procedure to the school
- Ensure an English immersion environment for children
- Offer all the children in the class the level of support they need, to make academic progress and achieve their potential
- Give parents as much information as possible about the school and the education that we provide
- Make each child's start in school both happy and successful
- Begin a lasting partnership with parents and children

Compliance

This Policy is adopted in accordance with:

- Federal Law of December 29, 2012 No. 273-03 "On Education in the Russian Federation"
- The Charter of the School
- Decree of the Government of the Russian Federation of August 15, 2013 No. 706 of Moscow "On Approving the Rules for the Provision of Paid Educational Services"

General Policy for Entry

Children may be admitted to ISM at any time, subject to assessment and the availability of places (quotas apply). The assessment is set at the English National Curriculum level for the applicant's year group.

The school provides for Guided Learning¹, to enable pupils learning English as an additional language (EAL) to be taught in an inclusive setting, and to ensure that all learners, including the highest attaining students, get close attention from the teacher on a systematic basis. This means that the school admits children wherever possible to their age-appropriate year group, to an agreed maximum of students per class.

A Gifted and Talented programme is in process for children, who have one or more abilities developed to a level significantly ahead of their year group (or with the potential to develop these abilities). This is in line with the DfES gifted and talented policy². The school reserves the right to admit an additional two native English speakers/High achievers to the class, where the assessment demonstrates their ability to work independently and positively add value to the class.

This decision will be made by the Head of Campus (or Principal) in consultation with the Admissions team. All rejections to be approved by the Principal. In unforeseen circumstances, exceptions may be considered at the discretion of the Principal.

¹ <http://nationalstrategies.standards.dcsf.gov.uk/node/156796>

² <http://www.standards.dfes.gov.uk/giftedandtalented/govpolicy/aims/>

Rosinka Primary limit rule

Last 2 places in a class in Rosinka campus for Y1-Y6 year groups are to be approved by the Landlord.

Entry for EAL (ENGLISH AS AN ADDITIONAL LANGUAGE) Students

Classroom Diversity

We aim to preserve the international spirit and cultural diversity of our school. With this in mind we assess the child's dominant/home language and make a decision whether the candidate falls into the local or international quota.

Candidates that hold a Russian passport, an international passport without a valid Russian visa (for countries which require Russian visa for entry) or passport of a post-Soviet country will be classed under local quota.

The quota depends on the age, for Years 1 to 11 local quota is limited to no more than 9 students per class but can go slightly over for exceptional candidates and siblings of existing students. For smaller sized classes the local quota will be smaller, commensurate with the class size and the needs/ ability of the existing students.

An exception to international passport holders without a valid Russian visa are candidates from dual-nationality families where Russian is not the prevailing home language and the candidate speaks fluent English or other home language. An exception for post-Soviet countries passport-holders are candidates who speak poor Russian and are expected to employ English or other language in social interactions over Russian.

In order to ensure an English-speaking learning environment, there are clear guidelines established by the Principal, governing the maximum % of children that should be from the same non-English speaking background in any one class (national quota) and should not exceed 25% of the class in the school.

Subsequent applications will be added to the waiting list, subject to spaces on waiting list being available and meeting the EAL criteria as listed below.

This policy will continue to be reviewed on an annual basis to preserve the diversity in the school.

Foundation Stage

No previous English language skills are required in Pre Nursery and Nursery, however a maximum of 50% of places will be offered to non-English speaking children in these classes.

In Reception class a maximum of 30% of places will be offered to EAL children, provided they enroll in Term One, to allow adequate time to acquire English.

Primary School Years 1 – Year 6

Children are expected to have age-appropriate English language skills in speaking and understanding, as well as reading and writing. A maximum of 20% of places in any class is offered to children requiring EAL support.

Secondary School

A maximum of 20% of places may be offered for EAL children. However, expectations of English will rise for each year group in line with preparations for examinations.

6th form

No EAL limit applies to 6th form enrolment. Expectations of English proficiency level - fluent.

ADMISSIONS PROCEDURE

General enquiries

All enquiries will be responded to verbally and in writing, signposting prospective parents to the school website where appropriate. Admissions process is outlined in Appendix 1.

Prospective parents are encouraged to make an appointment to see the Admissions Team and to visit the school (with or without their child). This will provide prospective parents with the opportunity to observe the students at work, meet the Head of Campus or Principal and experience the ethos and atmosphere of the school. Where possible, no child should be assessed until this meeting has taken place.

If parents wish to proceed with the entry, they will be asked to:

- Complete the online Application Form (Appendix 2).
- Provide photocopy of the parent passport(s) (and Russian visa if applicable)
- Provide photocopy of the child passport and birth certificate
- Copies of reports issued during the current and/or preceding academic year
- Child Protection form signed by the preceding school Principal
- Teacher recommendation form being completed by the present school.

An application fee is payable on or before the day of the assessment. The School reserves the right to cancel the application and withhold assessment result in case application fee is not paid.

ASSESSMENT PROCEDURE

Once the application form has been received, the Admissions Officer will organize an interview with the family by the Head of Campus (or with age appropriate Phase Leader) and in-class or test assessment if applicable.

English Language Assessments

Any primary or secondary aged student (that is from a non-native speaking background) may be invited to complete an initial English Language test to ascertain their current levels of English in speaking, listening, reading and writing. Part of the assessment may also assess their potential using Non Verbal Reasoning Tests.

Assessment of a candidate is based on the information collected from the previous school, teacher's reference, interview with the Head of Campus (or age-appropriate Phase Leader). A Cognitive Abilities Test (CAT4) may be used to assess academic potential of a candidate starting from 8 years old. At the discretion of Head of Campus/Principal other age-specific or subject test may be assigned.

Based on the evidence provided with supporting documents and Admissions Decision Form (Appendix 4) the Head of Campus / Principal will make a final decision.

If the school is unable to offer a place at any stage of the admissions procedure , this information will be shared with the family in a considerate and supportive manner offering brief feedback on the main areas to address. Rejection cases are subject to Principal's approval.

Distance assessments

In some circumstances (e.g. a family is living overseas or elsewhere) an offer of a place can be made based on distance assessment.

Distant assessment requires the following:

- Videoconference interview with parents and the candidate(s)
- Copies of reports issued during the current and/or preceding academic year
- Child Protection form signed by the preceding school Principal
- Teacher recommendation form being completed by the present school.

The Principal may request further additional information on an individual basis. (Detailed report from present teachers, present school to evaluate the test assessment by the candidate(s), etc.)

School holiday assessments

Inevitably, applications will occur over the summer break. Academic assessments will only be offered as an outcome of a meeting with the Admissions Team (this may be via video conference). Assessments will be conducted by a designated member of staff, who has received the appropriate training, or by Distance assessment procedure.

SIBLING APPLICATIONS: EYFS

It is likely that the number of sibling applications will be greater than places available for children in this area of the school. In order to ensure applications are organized in a fair and consistent manner the following procedures should be observed.

No offers of places in class in EYFS should be completed prior to sibling applications and assessments being completed. However, it is possible to offer Waiting list place for successful applicants 7 months prior to requested enrolment date.

All families should be notified that sibling applications are being offered for the following academic year. A deadline to receive applications should be identified.

Assessments should be completed within an agreed time frame. Places will be offered according to:

1. Results/feedback of the assessment identifying readiness of the child.
2. Date of family joining the school.

ADMISSIONS CRITERIA

EYFS Admission

The Foundation stage at ISM accepts children between the ages of two and a half and four years, providing that:

- They can be separated with confidence from the main carer
- Demonstrate appropriate levels of independence including being toilet trained
- Respond or answer to their name making eye contact
- Follow simple instructions in English or non- verbally (come with me, hold my hand, take a seat, do you need the toilet, wash your hands, would you like a drink, etc)
- Show no evidence of disruptive behaviour
- Demonstrate development in line with those currently attending the school (in the case of Reception classes)

Children can be accepted into the school at any time during the school year and will be placed in the class appropriate to their age.

Primary Admission

Language and numeracy skills might be tested through pre-entry assessment according to the appropriate levels identified in the English National Curriculum.

Secondary Admission

For entry into Secondary School, a assessment may include CAT4 test and key elements of the curriculum. (Creative writing, reading and structural awareness in English and Maths)

6th form

6th form entry is selective based on (i)GCSE results. No EAL limit applies to 6th form enrolment.

Special Educational Needs (SEN)

If based on evidence collected and assessment results the school is not able to support a candidate with special educational needs a place can't be offered.

ENROLMENT PROCEDURE

The Admissions team will write to the parents to advise them of the results of the assessment, and place the child on the class register or on the waiting list as appropriate.

If an offer of a place is being made, parents are sent an electronic/hard copy of the Parents' Handbook, together with the Conditions and Declarations form to be signed acknowledging acceptance of a place at the school for their child.

In the Conditions and Declarations form parents will be required to give any relevant medical information (e.g. allergies). This will in turn be shared with all academic staff, Nurses and Catering department. A register should be maintained for reference in the School Information Management System (SF or iSAMS as appropriate).

Payment of the Development Contribution contract is required within the given timescale to secure the place for the agreed start date. (Normally 10 working days)

Once a child has been admitted and before the child's first day in school parents are asked to keep in close contact with the Admissions Team. Where possible, the Admissions Team (or a Phase Leader of the appropriate stage of School) will meet the family on the first day of enrolment, to oversee a smooth transition into the classroom.

Waiting list policy

In the event we receive more applications for a particular year group than there are available places they will be offered a place on the waiting list. Places on the waiting list will be limited to 5 per class in total (this limit does not apply to siblings of existing students).

ISM admissions criteria will be applied as set out below for all prospective pupils who have successfully met the pre-entry assessment requirements. (Pre-entry assessment is required before a child's name will be accepted on the waiting list).

Applications will be considered in order of receipt. However, taking into account the admissions criteria below, a child's place may be moved down the waiting list if a subsequent application is received from a child meeting higher ranked criteria. Parents are invited to contact the Admissions team from time to time to check their child's place on the waiting list.

Waiting list priorities are (quotas apply):

- Siblings (brothers and sisters) of current pupils at the school.
- Children already part of the Nord Anglia Education Group, intercampus transfers and returning students
- Children of staff
- Native speakers (British passport holders or other passport holders, with English as first language)
- Other passport holders, with age-appropriate English language skills

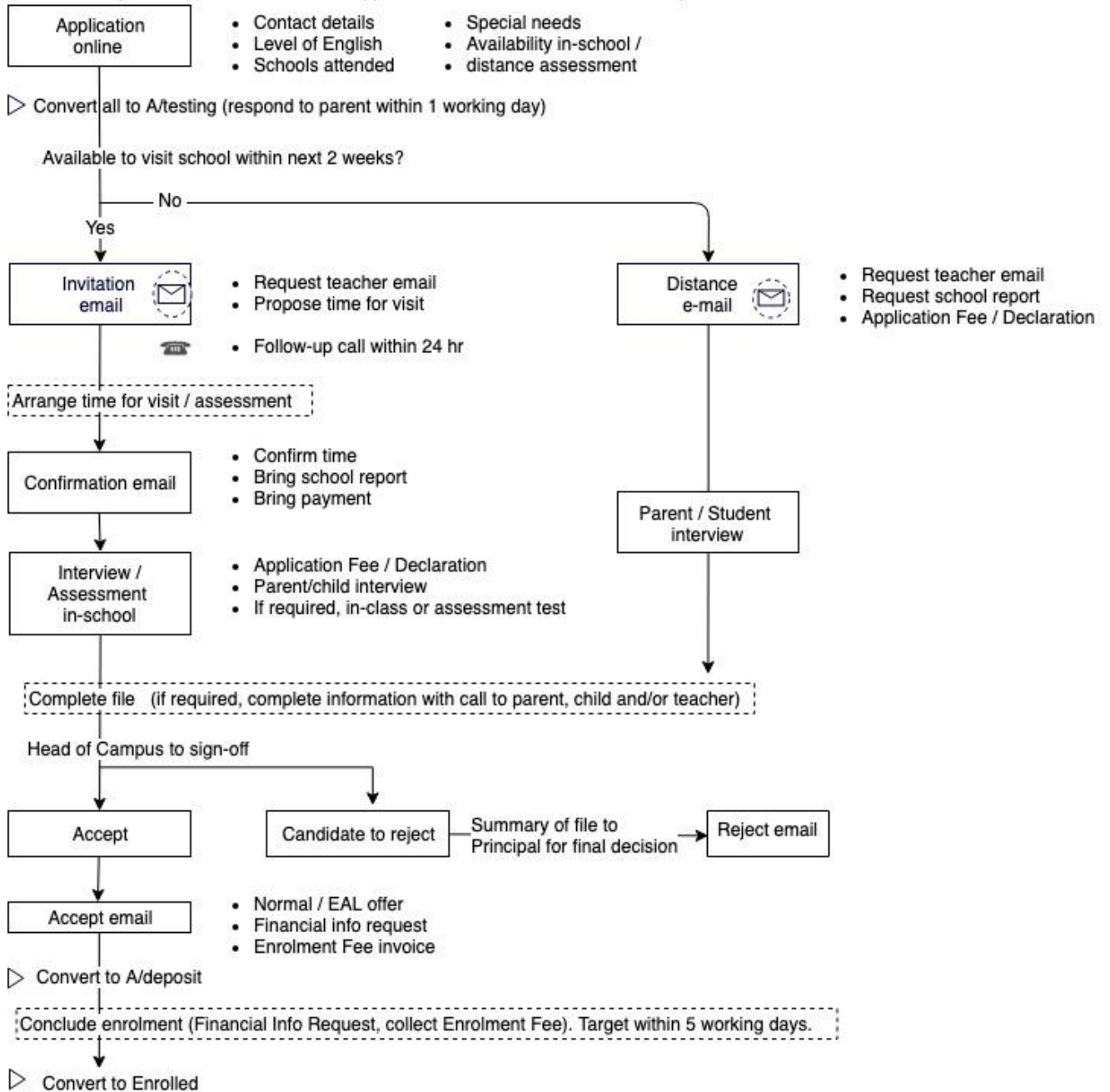
If a place becomes available within any class the place will be offered to the student at the top of the waiting list (requested enrolment date taken into account). The school reserves the right to reassess a child that has been on the waiting list for more than 6 months if there are grounds to believe that the student has developed EAL needs.

Once a firm offer of a place is given, parents can defer the starting date by up to 60 days from the date the place is offered. If the student is not ready to enrol after a maximum of 60 days from when a place is offered, the family has the option:

- paying tuition fees until the child is enrolled
- to re-join the waiting list but lose the previous place position
- get money refund and lose the waiting list place

Appendix 1

Admissions process (max 2 weeks from application to communication of decision)



Appendix 2

Online Application Form

Contact Information

Parent 1

Parent 1 Last Name *

Parent 1 First Name *

Parent 1 E-Mail *

Parent 1 Phone Number *

Parent 1 Alternative Phone Number

Parent 1 Employer *

Parent 1 Job Title *

Home Address *

0/255 characters

Parent 2

Parent 2 Last Name *

Parent 2 First Name *

Parent 2 E-Mail *

Parent 2 Phone Number *

Parent 2 Alternative Phone Number

Parent 2 Employer

Parent 2 Job Title

Will your child or children require the school bus? *

- No
- Return Trip
- Mornings only
- Afternoons only

Please indicate who is responsible for the payment of school fees: *

	Parent	Company	Shared
Tuition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lunch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uniform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus (if needed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EAL English Support (if needed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Invoices payable by the family should be addressed to: *

How often will payments be made? *

- Termly
- Yearly

Are there any additional invoicing requirements?

How often will the company make payments? *

Termly

Yearly

Name of Company *

Company Contact Person

Company Contact Person Email Address

Does the company have any additional invoicing requirements?

Student Details

Student Last Name *

Student First Name *

First Nationality *

Second Nationality

Please provide details of the child's previous school:

Name of School *

Location (city, country) *

Language of instruction *

Period of attendance *

e.g. Aug 2016 - Jul 2018

Please attach a copy of your child's most recent school report

No file chosen

Please attach a copy of the student's passport:

No file chosen

Please attach a copy of the student's second passport:

No file chosen

Please attach a copy of the student's Russian visa or residence permit if applicable:

(can be provided at a later stage)

No file chosen

Child's Spoken languages

Native Language *

Second Language

Third Language

English Language Proficiency *

Please tell us about any abilities or interests that your child has that you would like us to know about (e.g. music, ..)

Have there been any concerns or has the child been diagnosed with any of the following? *

	Yes	No
Learning difficulties	<input type="radio"/>	<input type="radio"/>
Physical disabilities	<input type="radio"/>	<input type="radio"/>
Behavioural problems	<input type="radio"/>	<input type="radio"/>

If you have answered Yes, please provide details

Would you like to enrol another child? *

- Yes
- No

Appendix 3

Teacher's recommendation



NORD ANGLIA EDUCATION

Teacher Recommendation Form

All information that you provide is confidential and will not become part of the student's permanent file. This information will not be available to the student, parents/guardians or anyone outside our Admissions Department.

Student Details

Name Martynova, Anna

Age 9

Nationality Russian

Your Details

Name Mrs Ezhova

Email Address maria.ezhova@internationalschool.ru

Position *

School *

Curriculum followed by school *

Main language of instruction in school *

About the Student

1. How long have you been teaching the student? *

- Less than 3 months 3-6 months 6-12 months More than 1 year

2. Please rate the student's level of English: *

- Beginner Intermediate Advanced Fluent Mother Tongue

3. Please indicate below which best describes the student's characteristics and ability:

	Exceeds Age Expectations	Age Appropriate	Below Age Expectation	Area of Concern
English: Reading *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English: Writing *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English: Speaking *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Academic Achievement *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effort & Motivation *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contribution to Class and School *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Interactions with Peers *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Has the student been absent from school in the last year for any significant time? *

- Yes No

5. Has the student been diagnosed with, or shown signs of?

	Yes	No
Learning Difficulty *	<input type="radio"/>	<input type="radio"/>
Physical Disability *	<input type="radio"/>	<input type="radio"/>
Behavioural Problems *	<input type="radio"/>	<input type="radio"/>

6. Are there any additional comments you feel are important regarding this student?

7. Teacher's recommendation: *

- Highly Recommend Recommend Recommend with Reservation
 Do not Recommend

Dear [Mr./Mrs. Teacher's Surname],

[Student's Name] has applied for admission to The International School of Moscow. We would very much value your input to help us accommodate [him/her] in our school.

Please click this link to complete the online recommendation form for the above named candidate. It should normally take you less than 5 minutes to complete. All information that you provide is confidential and will not become part of the student's permanent file. This information will not be available to the student, parents/guardians or anyone outside our Admissions Department.

If I can be of further assistance, please don't hesitate to contact me.

Thank you for taking the time to complete this form.

Yours sincerely,

[Admissions officer name]

Admissions Officer

The International School of Moscow

Appendix 4

Admissions Decision Form



**THE INTERNATIONAL SCHOOL
OF MOSCOW**
A NORD ANGLIA EDUCATION SCHOOL

Date of Offer / Rejection

Admissions Decision Form

Applicant: D.O.B: Class:

Child's Nationality:

Parents' Nationalities:

Home Language(s):

Status (Int, LQ, GL):

Previous School:

	Low	Medium	High	Fluent
Verbal English Level:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written English Level:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expected Performance at ISM:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	No	Yes	Comments
Suspected SEN:	<input type="checkbox"/>	<input type="checkbox"/>	

TRF	School Reports	CAT4 Test	EAL Test	Work Sample
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Decision

Accept	W/List	Reject	EAL	+1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Signed:

Date:

