

ISR POLICIES

2. Admission and Placement

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i. History of Amendments

Version	Amendments	Section

Table of Contents

Purpose	3
Scope	3
Reference Documents	3
General Guidelines	3
2.1. General Guidelines	3
2.2. Responsive and Fair Educational Opportunities	4
2.3. Admission Preferences	5
2.4. Foreign Students Admissions	5
2.5. Late Admissions	6
2.6. Levels of Instruction	7
2.7. Student Grade and Classroom Placement	7
2.8. Campus Transfer	8
2.9. Temporary Leave	8
2.10. Withdrawals	9

I. Purpose

II. Scope

III. Reference Documents

IV. General Guidelines

2.1. General Guidelines

- As a collaborative network of Nord Anglia Education ambassadors, we are committed to attracting, enrolling, and retaining every student who will thrive in our international community by:
 - Establishing and nurturing trusting relationships,
 - Setting the standard for offering the highest level of customer service throughout the school,
 - Recognizing and equally meeting the needs of past, present, and future families, as well as the Nord Anglia Education family of schools and referral partners worldwide.
 - ISR admission policies are aligned to Nord Anglia Education admission policies and procedures.
- Applications for admission are accepted throughout the year and any student could be admitted during the school year, subject to availability.
- Families seeking admission for their children should ask for information through the Admissions Office.
- All students are eligible for admission and will be accepted only if the Admission Committee knows it can meet their particular needs.
- ISR reserves the rights of admission to any family.
- All applicants must take standard academic examinations that according to the entering grade may consist in Mathematics, English and Spanish, to determine whether they can be admitted. These will correspond to the student's current grade.

- Psychometric tests are applied to all preschool students, and Elementary or Middle School students that show areas of concern during the application process; applicants may require a second opportunity in special cases.
- ISR does not prepare applicants for admission tests.
- The Admissions Department is in charge of following-up the application process, and will deliver final results to applicant parents.
- The decision of accepting a family's application process relies on a blind committee composed of ISR community members. Campus Directors and General Director have the final word in admitting individual students.
- Students might be accepted on probation under certain circumstances, such as not being fluent in English or Spanish, in these cases they will be required to enroll to English Immersion or SWAS program.
- A place at ISR is not assured even if the student approves Admission tests.

2.2. Responsive and Fair Educational Opportunities

- ISR believes in the principle of equality of educational opportunity, so that every child regardless of race, creed, color, gender, national origin, cultural or economic background, be given maximum opportunity for educational development. Therefore, ISR works for an educational environment that places great emphasis in the achievement of ethical/moral behavior; that seeks to stimulate and encourage each child's intellectual curiosity and discipline; and that fosters in each child a sense of self-worth and responsibility for his/her own work.
- Non-native speakers of English or Spanish who are not fluent in these languages may be admitted if the school can meet their needs. Their admission is at the discretion of the Admission Committee. They may be asked to participate in the "School within a School Program"- SWAS or English Immersion.
- No student will, on the basis of gender, be excluded from participating in educational programs or activities. Boys and girls will have equal access to courses of study, career guidance, and preparation for qualifying examinations for further study, athletics, and extracurricular activities.
- ISR will observe all applicable regulations of the *Secretaría de Educación SE* (Mexican Ministry of Education) that may pertain to fair educational opportunities for all students.

- ISR nurtures an inclusive community where all types of families are welcome. Siblings from different parents will be accepted if the Admissions Committee determines that the educational and social environment in which the children will develop is not in jeopardy.

2.3. Admission Preferences

To ensure transparency in the admission process, acceptance of students should take into consideration the following order:

- Brothers and sisters of current students,
- Campus Transfers,
- Alumni children,
- Students from Nord Anglia Education schools,
- Returning students,
- Any staff member children paying tuition in full,
- Promotions:
 - o Referral Program
 - o Feeder Schools
 - o Group Incentive
 - o Corporate Alliances
- Students' relatives,
- Other families,
- Current teaching staff children with scholarship,
- New teaching staff children with scholarships.

All students should comply with the [Admission Process](#) and turn in all [Admissions Required Documents](#).

2.4. International Students Admissions

- International students who wish to enroll in ISR must follow the admissions process, submit all required documents, take admission exams according to the grade level, and complete the paperwork needed to transfer credits from foreign studies.
- International students must accommodate the placement of the grade level approved to enroll.

- International students whose native language is different from Spanish do not require approving academic tests. Psychometric exams are required, and must enroll in the “School within a School” SWAS program for at least one school year.
- International students whose native language is Spanish, are not fluent in English and fail academic exams, may be admitted by signing a Commitment Letter (Carta de Condicionamiento por Materia).
- Each international family is responsible of making their children studies revalidation upon the Mexican Ministry of Education – Secretaría de Educación SE

2.5. Late Admissions

Students can enroll any time of the year upon place availability on the grade level required. They must fulfill the admission process, provide the required documents and take the exams according to the corresponding grade.

- Tuition fee is paid in full starting in the month in which the student begins academic activities.
- Annual fees will be paid according to the date of enrollment.
- The Admissions Department is in charge of the admission process and of notifying enrollments to key school departments.

2.6. Levels of Instruction

ISR provides education for children from ages 18 months through age 16 (pre-nursery through grade 9). ISR is divided into three sections: Preschool (PN, N, PI, PII, and Kindergarten) Elementary (1-6) and Middle School (7-9).

Enrollment in all grades is linked to the following table:

AGE-GRADE CORRESPONDENCE FOR ENROLLMENT ON AUGUST	
Chronological Age	Grade Correspondence
1 year 6 months	Pre-Nursery
2 years 3 months	Nursery
3 years 3 months	Preschool I
4 years 3 months	Preschool II

5 years 4 months	Preprimary
6 years 5 months	1
7 years 6 months	2
8 years 6 months	3
9 years 6 months	4
10 years 6 months	5
11 years 6 months	6
12 years 6 months	7
13 years 6 months	8
14 years 6 months	9

- In case a student wishes to enroll Preschool or any Elementary or Middle School grade and does not meet the required age, he/she will be accepted in that grade, as long as he/she has complied all admission requirements, passed all admission tests, and provides valid transcripts of previous level taken at another school. If not, he/she will be accepted in the suggested grade according to the table.

2.7. Student Grade and Classroom Placement

- Classroom placement can only be done upon completion of the enrollment process and making the corresponding payments.
- Several criteria must be considered for student placement, such as age, gender, academic level, conduct, and kindred.
- Other criteria considered for assigning students to teachers and classes should be based on the welfare of all in mind: student, teacher, and parents.
- Grade level Principals authorize placement of new students in a classroom.
- Once the student is placed in a group, no changes will be allowed unless the Principal authorizes it in writing.
- Preferably, class size will not exceed 12 students for Nursery grades, 24 students for the Preschool levels, 24 students for grades 1-3, and 25 students for upper Elementary and Middle School.

2.8. Campus Transfer

Student movement from one Campus to another is considered as a Transfer between Campuses.

- Campus transfer between campuses must be authorized by Campus Directors.
- Campus transfers are based on space availability and are automatic for students with academic and conduct average equal or greater than 2.5.
- Admissions department is in charge of campus transfer processes following the procedures.
- General Director or Campus Directors could suggest a Campus transfer for a student or a family in support of the learning environment for the entire community.

2.9. Temporary Leave

Students temporary leave of absences requests are accepted at ISR under the following guidelines:

- To have an international experience no longer than one academic year.
- [Transfer to a NAE sister school](#) or an accredited bilingual international school.
- All students will take a diagnostic test upon return prior to re-entry.
- Students with academic or behavior special situations will need a written authorization from the Principal.
- Space upon return is subject to availability.

2.10. Withdrawals

- Students may withdraw any time of the year by following procedure of the Admissions and Finance departments. The Admissions Department will inform about the student withdrawal to the different school departments.
- New enrollment fee is once in a lifetime fee, and will not be charged again to those students who were withdrawn and came back to continue their education at ISR, regardless of the amount of time that has passed.

- New Enrollment Fee, Enrollments, Re-enrollments, Tuition, Scholarship, Parents Association Fee, Resources Fee, Snacks, Sports, Day Care, or any other refund, require written authorization from the General Director.

2.10.1. Withdrawals due to Absenteeism

- After nine days of absence without justification and not finding the student's parents, Campus Director will give written authorization to the Admissions Department to process the automatic student withdrawal.