



**International School  
Hilversum**  
Alberdingk Thijm

## **Admissions Policy**

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## 1. ISH Guiding Statements

### Mission

Learning through Diversity

### Vision

*Integrity - Compassion – Ethics*

We are a school that celebrates learning through diversity; striving to develop academically skilled, resilient and reflective individuals. Students are encouraged to discover a personal vision and a strong set of values through student-driven action that recognises the need to act in a principled way and with empathy.

We offer a supportive and safe environment that provides the whole school community with the opportunity to embrace challenges and contribute positively. We are optimistic and inspired to become responsible content creators and in this we are thinkers and makers, not just followers. Integrity, compassion and ethical choices are the drivers of our decision making.

### Values

**We believe in time prioritised** to allow for deeper thinking

**We model healthy relationships** in our welcoming, inclusive community

**We build** physical and virtual environments that encourage sustainable choices

**We take principled action** as a result of our learning

**We have high academic expectations** to facilitate exceptional outcomes

**We develop critical thinking** and learning through routines

**We question, explore and transfer knowledge** through language and process learning

**We encourage a risk-taking mindset** that embraces all learning as opportunities for development

## 2. Introduction

This policy describes the conditions for the admissions procedure to the whole school and it is designed to provide clarity to families seeking admission to our school. In keeping with GDPR guidance, we treat all enquiries and applications with discretion, and we will not share any personal information with a third party without the express permission of the applicant's parents/legal guardians.

## 3. Philosophy

The International School Hilversum (ISH) is an International Baccalaureate (IB) World School, providing quality international education in English for children from Kindergarten to Grade 12. Our Mission statement '*Learning through Diversity*' sits at the core of our thinking and strategic planning. Our vision states that *integrity, compassion and ethical choices* are the drivers of all our decision making. We welcome students from all over the world, regardless of gender, race or religion.

Our International Stream is open to expats (including Dutch expats). For the Bilingual (Internationaal Tweektalig) VWO Stream, we welcome Dutch native speaking students from the local community with a VWO advice.

As a long-standing accredited IB World School, we embrace the ideals as described in the [IB Learner Profile](#). It is an expectation of the school, that both the applicant and his or her parents/legal guardians embrace the principles of the [IB Mission Statement](#) and those of the ISH (see Chapter 1 of this policy). The applicant should acquaint him or herself with the IB Learner Profile and be prepared to be held accountable to the principles of that document.

## 4. Admissions

The conditions of entry to the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP) are governed by the availability of space at the appropriate grade level, the school's ability to meet each student's needs and the student's ability to fulfil the programme requirements. The school is also bound by the conditions laid down by and the agreements made with the Dutch Ministry of Education.

### *4.1. Admissions to the Primary Years Programme and International Stream in the Secondary School*

Access to international education is permitted for:

- Students with a non-Dutch passport where one or both of the parents/legal guardians are temporarily employed in The Netherlands;
- Students of Dutch nationality who have been educated (in English) outside the Netherlands for a period of two years or more;
- Students whose parents/legal guardians are intending to move abroad within the coming two years and who can therefore demonstrate a particular need for international education;
- In addition, where spaces are limited, we will give priority to students who have no viable alternative upon arrival in the country. Hence students arriving from abroad are prioritised over students who are already at school or have access to Dutch education.

All PYP students are re-assessed for a second time as to their eligibility to continue into Secondary international education.

When carrying out the admissions process, we try to be fair to all parties. However, as an international school, we must give priority to certain categories of students. As a guideline we set ourselves the following list of priorities:

1. Students, from our own PYP Grade 5, that qualify according to one of the criteria listed above;
2. International students that need to find a school in the Netherlands and are unable to access the national system;
3. Qualifying siblings of students currently in the school and children of staff;
4. Students transferring from another international school in the Netherlands who have moved into the region and/or have other extenuating circumstances (only in consultation with the student's current school);
5. All other qualifying applicants.

Parents/legal guardians must be aware that the application procedure is often a complex affair, where applications are held up for any number of reasons and other applications move in front of them. For this reason, we cannot guarantee that we will be able to deal with all applications in strict chronological order. Although we do try to be as fair as we can, the ISH does reserve the right to make its own choices on applications and may choose to fast track certain applications at its own discretion.

#### *4.2. Admissions to Bilingual VWO*

The Bilingual VWO (Internationaal Tweetalig) stream accommodates local Dutch students who leave Dutch primary education with a VWO advice. In addition, the student is a native Dutch speaker, has a Dutch passport and is from the local community.

The Bilingual Stream is taught in English for a large proportion of the time and Latin is taught as an extra challenge. The MYP has an emphasis on both collaboration and self-management skills. The challenge for young students in this type of education is demanding and does not suit all learners. Where the school deems it necessary, students who apply for the Bilingual Stream may be invited for an interview with the school prior to acceptance.

To join the Bilingual Stream any time other than the first year of Secondary School, the student must meet the criteria above and currently be studying at a compatible level (including Latin). For a Bilingual Stream student to enter the Diploma Programme, the successful completion of VWO 4 is a minimum requirement. The chosen higher-level subjects will need a minimum of a 7.5 grade on a scale of 1 to 10. In these cases, an intake interview is an essential part of the admissions process. For students already attending the ISH, a successful completion of Grade 10 is required, that meets the requirements stated in the school's Promotional Guidelines Policy.

## 5. Academic Expectations

Admission to the school is open to students who can profit from a challenging, international (university preparatory) education offered in the English language. The ISH aims to guide its students towards the IB Diploma. Therefore, the academic programme is demanding, with a strong language component. Almost all students enter colleges, universities or other higher educational training programmes after graduation. Students applying for the Diploma Programme will have to indicate through previous achievement their ability to cope with rigorous academic work. The ISH offers the full Diploma Programme only.

## 6. Inclusion

As a school that celebrates diversity, we offer admission to students with certain learning challenges or physical disabilities. The nature and severity of each individual case will be measured against our available facilities and resources.

Upon registration, the student's parents/legal guardians must report any (diagnosed) need for learning support. This is in the best interest of the student and enables the school to provide learning support within the scope of the school's resources. Failure to report an already diagnosed need for learning support on the registration form may result in de-registration from the school. Parents/legal guardians can be asked to make documents and reports available to the school at the time of registration so that supportive measures can be implemented where required.

## 7. Age Requirements

Amongst other things, students are placed according to their age. Exceptions to this rule are rarely made and only upon careful evaluation of the applicant by the admissions team.

Age Guidelines	International School Hilversum			NL	UK (Eng)
	Bilingual VWO (Internationaal Tweektalig)	IB Programme	International Stream		
Turns 5	-	PYP	Kg1	Groep 1	-
Turns 6	-		Kg2	Groep 2	Year 1
Turns 7	-		Grade 1	Groep 3	Year 2
Turns 8	-		Grade 2	Groep 4	Year 3
Turns 9	-		Grade 3	Groep 5	Year 4
Turns 10	-		Grade 4	Groep 6	Year 5
Turns 11	-		Grade 5	Groep 7	Year 6
Turns 12	-	MYP	Grade 6	Groep 8	Year 7
Turns 13	IT7		Grade 7	VWO 1	Year 8
Turns 14	IT8		Grade 8	VWO 2	Year 9
Turns 15	IT9		Grade 9	VWO 3	Year 10
Turns 16	IT10		Grade 10	VWO 4	Year 11
Turns 17	IT11	DP1	Grade 11	VWO 5	Year 12
Turns 18	IT12	DP2	Grade 12	VWO 6	Year 13

In the Primary School, students must be between the ages of 4 and 11. When starting Grade 1, children must be 6 by October 1st of the year of admission.

## 8. Language Requirements (Secondary Only)

As part of the admissions process through “Open Apply”, all parents/legal guardians applying to the Secondary School must complete a Language Portrait. Representing the individual, the Language Portrait is a vital part of the admissions and placement process and will be completed prior to the student entering the school. Parents/legal guardians complete the portrait to ensure that the student is placed appropriately according to their language background.

### 8.1. International Stream Specific

In keeping with the philosophy of international education, the ISH does offer places to international students with a limited command of English, but who can demonstrate a need for international education. This may be the case when, for example, parents/legal guardians come to The Netherlands to work and the student has little or no alternative because of the language barrier or their personal situation. To be allowed to complete the programme, the student in this case must acquire sufficient language skills within a reasonable period of time and demonstrate academic ability, suitable to the level required by the school. In Grades 6-10 the needs of students in the International Stream with a limited command of English are therefore accommodated in special English as an Additional Language (EAL) classes in addition to their regular classroom work. It is the aim of the EAL teacher to bring students to a workable standard as quickly as possible. As part of the induction process, students may be tested diagnostically in order to best support their learning needs. This process is not intended to determine the academic ability of the student.

The school recognises that classrooms have become a microcosm of global communities, and that this diversity is often reflected in the Multilingualism of our students. Language Acquisition is therefore offered for Dutch, Spanish and French. In the Diploma Programme, school supported mother-tongue self-taught options will be considered.

## 9. Enrolment Procedure

### 9.1. Primary Years Programme Specific

The enrolment procedure for parents/legal guardians of Primary students is as follows:

1. All applications are made online through “[Open Apply](#)”. The Primary School Administrator has a meeting with parents/legal guardians and the potential student.
2. Initial enrolment is by means of an [interest only form](#) on “Open Apply” and does not guarantee a place at ISH;
3. Parents/legal guardians need to upload a copy of transcripts and report cards from the previous two years, together with a valid copy of the applicant’s passport or ID card. For students under 4, who do not yet have report cards, parents/legal guardians can override the system report request in Open Apply by uploading a blank document. As part of the process, parents/guardians are asked to upload any inclusion support plan that is running at the student’s current school, so that we have the option of assessing how we may take this over. Additionally, the current school of the student is asked to complete a questionnaire, which must be completed before placement can be confirmed. Other relevant documents concerning special needs should also be uploaded at this stage;
4. There is an administration fee, which will be charged upon definite entry to the school;

5. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.
6. Parents/legal guardians will be requested to fill out an introduction form, which allows the applicable Classroom Teacher to gain more information about the student upon entry to the school.

### *9.2. International Stream Secondary Specific*

Enrolment is possible at any time during the school year provided space is available. In order to place students as accurately as possible entrance tests will be administered where necessary. Grade placement depends on an evaluation of the student's transcript of previous academic results, a reference from the student's current school, his/her ability to function in English, and the results of any entrance tests (if applicable). The applicant must provide two concurrent years of school records for the period immediately prior to the time of the application.

The enrolment procedure for parents/legal guardians of International Stream students is as follows:

1. All applications are made online through "[Open Apply](#)". A visit to the school can be arranged by setting an appointment with the Admissions Officer;
2. Initial enrolment is by means of an [interest only form](#) on "Open Apply" and does not guarantee a place at ISH;
3. Parents/legal guardians need to upload a copy of transcripts and report cards from the previous two years, together with a valid copy of the applicant's passport or ID card. Additionally, the current school of the student will be asked to complete a reference, which must be completed before placement can be confirmed;
4. Where necessary, the school will arrange for the student to sit an entrance test and be interviewed;
5. There is an initial, non-refundable administration fee, which must be paid before any admissions interview can take place;
6. Upon acceptance of an offer, a deposit of €500 is charged to confirm enrolment and secure the student's place at the school. This deposit is payable prior to the official start date.
7. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.
8. New Admissions will be considered for students starting in September, January and April. We regret that we cannot normally consider admissions at other times in the year except by prior agreement with the Principal.

The International Stream does not work with waiting lists. If entry is denied for any reason, the application procedure is stopped. Families may re-apply at a later time, if the situation changes. No administration fee is charged for re-applicants.

### *9.3. Bilingual VWO Specific*

Bilingual VWO students generally join the school in the first year of Secondary (i.e. Grade 7, typically aged 12). The application procedure follows the regular application pattern of all



schools in the region, including the completion of registration by a certain time (usually in March).

The enrolment procedure for parents/legal guardians of IT students is as follows:

1. All applications are made online through “[Open Apply](#)”. Beforehand, Bilingual Stream Students have the opportunity to visit the school during the Open Day and/or an additional “Open Les Middag”;
2. Initial enrolment is by means of an [Application Form](#) on “Open Apply” and does not guarantee a place at ISH;
3. Parents/legal guardians need to upload the official advice from the primary school (VWO only), together with a valid copy of the applicant’s Dutch passport or ID card;
4. Where the school deems it necessary, students who apply for the Bilingual Stream may be invited for an interview with the school prior to acceptance;
5. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.

## 10. School Fees

The school’s fees are available on the school’s [website](#).

For student’s starting or leaving during the academic year, the following payment conditions become applicable:

Of the School Fees to be paid:		
Month:	Starting Month:	Leaving Month:
August	100%	50%
September	100%	50%
October	90%	50%
November	80%	50%
December	70%	50%
January	60%	60%
February	50%	70%
March	40%	80%
April	30%	90%
May	20%	100%
June	10%	100%
July	10%	100%

## 11. Student Induction

### 11.1. *Start of the Academic Year*

At the start of each academic year, the school organises an induction week, focused on onboarding all new students in a swift manner. This includes a tour of the schoolgrounds, further introductions to programme specific information and getting to know their classmates and Mentor.

### 11.2. *Mid-year Arrivals*

We will normally only have Mid-Year arrivals in January or April (See 9.2).

For teachers to be able to provide an appropriate welcome to students, they require some additional information about new students. Therefore, the school follows the following steps to ensure a warm welcome to the new student:

1. **Briefing between admissions team and Mentor:** short introduction about the student, the Mentor will find an appropriate buddy in the class, the class will be informed about the new student. Where possible, this briefing should take place at least a week before the start date of the new student;
2. The new student's first day of school will be an **intake morning**, during which the following may occur:
  - a. WIDA Testing (if required). The student will be asked to take the WIDA test with the EAL Coordinator;
  - b. The new student will be asked to write an introduction letter about themselves;
  - c. The new student will receive their books and laptop and will be introduced to IT systems within the school, including Managebac;
  - d. The new student will receive their timetable;
  - e. Finally, the new student will meet their class buddy.
3. **Informing teachers and mentor.** The introduction letter written by the new student is shared with the teachers along with WIDA results and whether or not the student is an EAL student (if applicable). Additional information from the admissions process (e.g. information obtained during the interview) will also be shared with the teachers.
4. **Follow-up with student and parents/guardians:** approximately 2 to 3 weeks after the first day of school, the admissions team will do a follow-up with both the new student and their parents/guardians.

## 12. Policy Review

Towards the end of each academic year, all policies are updated (where appropriate). A formal whole policy review takes place every five years as part of the 5-year strategic plan cycle.

The IB Mission Statement; the UN Convention of the Rights of the Child; the CIS Code of Ethics and the 'Stichting Alberdingk Thijm Scholen' (ATS) Mission and Vision are consulted for the writing and review of all policies.

## Appendix: Admissions Status (through Open Apply) for International Stream Primary and Secondary School

Submit an [enquiry form](#) (“Enrolment Interest Only”). The following needs to be uploaded:

- A copy of child’s passport;
- A copy of two previous years’ school report.

### Pending

At this stage enquiries will be reviewed. If the applicant is eligible, the ISH Admissions team will explore possibilities for admission.

- For primary an interest fee (non-refundable) per applicant is charged if and when a definite place is available;
- For secondary, an Interest fee (non-refundable) per applicant (does not guarantee a place at ISH) is required before an interview takes place;
- An Intake interview is arranged.

### Application Stage\*

- Parents submit Registration Form.

At this stage, when a place becomes available, an acceptance letter will be uploaded and sent to applicants.

*\*In the PYP, children are moved to the application stage once there is a definite place. The acceptance letter is sent after definite enrolment.*

### Admitting Stage

The following are required:

- A Financial Obligation Form;
- A Photograph/Video Footage Form;
- A signed Laptop Lease Contract;
- Final current school report.
- Deposit of €500 is charged to confirm enrolment and secure the student’s place

### Enroled Stage

- Emergency Contact Form (completed once a final or local address is available)

### Declined Stage

- Applicant not accepted to ISH;
- No communication from you after a given deadline;
- Request from you not to proceed with registration;
- Applicant re-applying for a subsequent academic year (to Pending);
- Applicant has accepted an offer elsewhere.

### Entrance tests

If applicable, will take place mainly during the first week of school or at a time that can be mutually agreed between the school and the applicant.