

## ADMISSIONS POLICY

### MISSION STATEMENT & MOTTO

At International Primary School Hilversum, we inspire all students to flourish as internationally-minded global citizens. Through an inquiry-based approach, we provide each student with a safe, supportive and nurturing environment that promotes self-management, agency and academic excellence in learning.

### WE LEARN, WE EXPERIENCE, WE INSPIRE

Our motto was developed by students and is representative of what students at IPS Hilversum feel our school stands for and values.

### DIVERSITY, EQUITY & INCLUSION

The school accepts students without discrimination of gender, religion, race or nationality.

### DUTCH INTERNATIONAL PRIMARY SCHOOL (DIPS)

As a Dutch International Primary School (DIPS), IPS Hilversum is permitted to:

- Enroll students aged from 4 to 12 years old
- Accept students of non-Dutch nationality temporarily resident in the region
- Accept students of Dutch nationality, if written proof is provided that their future education and location is expected to be in a country other than the Netherlands, and they will attend another international or English-speaking educational establishment within one to two years (any extension to this period must be discussed with the principal)
- Accept students of Dutch nationality who are returning to the Netherlands having already attended international education or received education in English for a number of years

As a Dutch International Primary School (DIPS), IPS Hilversum is not permitted to:

- Enroll students who were born in the Netherlands

### ADMISSIONS PROCESS

Admission to the school is determined by the school principal with the advice of the school leadership team, based on the information obtained with respect to:

- The potential of the applicant to benefit from the educational services available
- The capacity of the school to meet the educational needs of the applicant
- The availability of places

We accept applications any time throughout the academic year, up to one year in advance (beginning September 1). Placement is made with the intention of moving up a year at the end of the academic year a student joins.

Our admissions process is managed through OpenApply, our online admissions portal. Our Admissions team will liaise with families to support them through this process and ensure that all application requirements are met. The documents needed are outlined below:

- Photo identification page(s) from your child's current passport
- School reports of the last two years
- Confidential recommendation completed by the current teacher (and submitted to us by them, not you) or by the parents in the case of an Early Years child who has not yet attended school
- Proof of temporary residence, preferably a confirmation letter from the employer

There is no specific policy regarding siblings and placement. All applications are considered separately.

Applications for admission for the current school year will be considered in order of priority and date of application, as places become available.

### **APPLICATION FEE**

The application fee for the enrolment of a student is €350 and is non-refundable.

### **ENGLISH LANGUAGE**

Depending on the age group, students requiring additional support for developing their English skills may be tested using WIDA (an assessment screening tool) and may be placed into an English as an Additional Language (EAL) programme in order to support age-group proficiency in the four language skill areas: listening, speaking, reading and writing.

### **LEARNING SUPPORT**

Details of your child's requirements may need to be clarified and discussed with a Student Support Team Coordinator prior to admission. Internal assessment may be required before admission to the school. If assessment indicates additional support is needed, the school will evaluate whether the necessary support can be offered and how it will be provided. These decisions will be influenced by the degree and balance of existing extra support throughout the school, sector or a specific year group.

### **GROUP (CLASS) PLACEMENT**

Class placement is based on the student age as of the school cut-off date, which is October 31. In the exceptional case that a student's age, development, or previous school experience or performance supports compatibility with a grade outside of that determined by the school cut-off date, this decision is evaluated by the school leadership team.

Applicants who meet all admissions criteria are admitted for that year group, class size permitting. There is a six-week trial period to confirm that IPS Hilversum is the right school for the applicant. If, after that period we feel we cannot meet the academic, social/emotional or physical needs of your child, we reserve the right to transfer to an establishment that we (the school) believe can better accommodate these needs, or ask that the parents do so. This may be within the Dutch system.

All Early Years students must be fully toilet-trained before they begin school. They must be able to feed and dress themselves reasonably independently.

There is no general admissions test or required interview for applications. However, in order to ensure that IPS Hilversum can meet a student's learning needs, additional information may be requested and an interview or language assessment may be part of the admissions review process.

### **VISITING THE SCHOOL**

It is possible to visit the school in person and meet with a member of our team to discuss any questions regarding the admissions process. For families not yet in the Netherlands, we aim to support this part of the process virtually using Google Meet.

### **RESPONSE TIME**

IPS Hilversum aims to answer emails regarding the admission process within 24 hours and during school holidays within 72 hours.

*This Admissions Policy was created in May 2022.*

*It was updated alongside the General Terms and Conditions 2023-2024 in February 2024.*

*It will be reviewed and updated annually with the General Terms and Conditions.*