



# Admission Policy





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## **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **School's Mission Statement**

Our mission is to provide students with the skills and knowledge to become global citizens and lifelong learners. We do this by creating a positive, supportive environment where students from different cultural backgrounds grow together, academically, socially, and emotionally.



## **Rationale**

The admission policy at the American School of Wrocław embodies the culture of learning and inclusion present within the school. The policy was developed to ensure proper transition of students to the school and to provide appropriate support and guidance to the students.

## **Admission Policy and the Learner Profiles**

### **Knowledgeable**

The admission process assesses a student's prior knowledge and understanding to ensure that the school can provide necessary support and guidance. It also helps the school to place the students at appropriate levels and grades.

### **Principled**

The students are expected to be honest and avoid the use of unfair means during the admission tests. This ensures that the students who join ASW know about the strict adherence to academic integrity and honesty at the school.

### **Reflective**

The results of the admission tests help teachers, support staff, school counsellor and segment coordinators to take appropriate action to support students in their learning journeys.

## **Admission Policy**

### **Admission Process**

The school's admission policy ensures that every child has access to education. The admission tests are conducted to provide the school with the requisite information that would enable the school to provide the most enriching learning experience to the students. For admission, students can apply online through the school's website or collect the admission form from the school's office.

### **Age**

Student's age on 1st July of the relevant academic year must be as per the table provided below. Any relaxation in age, if found necessary and justified, may be considered at the sole discretion of the Principal.



IB Programme/Grade	Age (in Years)
MYP 1/Grade 6	10 to 12
MYP 2/Grade 7	11 to 13
MYP 3/Grade 8	12 to 14
MYP 4/ Grade 9	13 to 16
MYP 5/Grade 10	14 to 17
DP 1/Grade 11	15 to 18
DP 2/Grade 12	17 to 19

### **Fees**

The details of tuition fees and other costs can be acquired from the school's office. All fees and costs are revised annually and the details of these are available a few months prior to the start of the new school year.

### **Withdrawal Process**

Parents who wish to withdraw their children from the school must email the Principal and the segment coordinators in this regard about three months prior to the date of withdrawal. This provides the school with enough time to prepare the documents required for this transition. Parents of students who are graduating or leaving the school for other reasons must also clear all the dues and return the school's properties like laptops, library books, stationery and gears provided by the school to the students.

### **Re-admissions**

Parents who wish to re-admit their children to the school must go through the entire admission process unless decided otherwise by the Principal.

## **Alignment with Other Policies**

### **Assessment Policy**

Students who wish to join ASW must take tests in English, Maths and Language Acquisition to help the school place them in appropriate grades and levels, and provide them with the support



that they need. It also helps the teachers to understand the prior knowledge of the students and guide them accordingly.

### **SEL and Inclusion Policy**

During the admission process, the students and their parents must provide the school with detailed information regarding any kind of support that they would want for their children. The admission tests also help the school understand the nature of support that the students would require. This ensures that every child at ASW is provided with an optimal learning environment that helps them flourish.

### **Language Policy**

#### **DP**

During the admission process, students take tests in Language Acquisition if they have prior knowledge of the language chosen and have studied that for two to four consecutive years. Based on this test, they can take up DP Polish B SL/HL. If they have no prior knowledge of the languages offered as Language Acquisition, then they must pick DP Polish Ab Initio.

#### **MYP**

During the admission process, students take tests in Language Acquisition if they have prior knowledge of the language chosen and have studied it in the past. Based on this test, they can pick MYP Language Acquisition Polish or Spanish. If they have no prior knowledge of the languages offered as Language Acquisition, then they must start with carousel courses and update the school regarding their choice within two months of starting the carousel courses.

### **Communication of the Policy**

The contents of all the policies and the norms mentioned in the Admission Policy are regularly communicated to the stakeholders through sessions with parents, students, teachers and the management. The policies are also available on the school's website so that all the stakeholders can access them with ease.



## Policy Review Timeline

All policies framed at ASW are reviewed annually.

Policies	Review Timeline
Policy Drafted	October 2022
Policy Reviewed	November 2022
Next Policy Review	August 2023



## Bibliography

1. International Baccalaureate. *Programme Standards and Practices*. International Baccalaureate Organization , 2014.