



International
School
Olomouc

Admission Policy

Pravidla a postupy při přijímání nových dětí a žáků



Admission Policy

(Pravidla a postupy při přijímání nových dětí a žáků)

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| School: <i>Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6, 779 00 Olomouc</i> | |
| Policy Leader: Mgr. Barbora Vraštilová | Date & Signature: 30/04/2020  |
| Checked and Authorised: Petr Pospíšil, M.A. (Dunelm) | Date & Signature: 30/04/2020  |
| Scope: This policy applies to the Whole school community. | |
| Effective from: May 2020 | Effective to: June 2022 |

Date Due for review: January 2022.

Reviewed every two years.

Distribution list:

1. Proprietors
2. Head of School/ Head of Preschool / Deputies
3. Parents / Legal guardians

Admissions

Admission and Placement of Students

The School accepts children without discrimination on the basis of sex, religion, race, or nationality. Admission and continued enrolment will be determined based on information obtained with respect to the:

- Potential of the applicant to benefit from the educational services available;
- Capacity of the School to meet the educational and social needs of the applicant.

The School reserves the right to deny admission or continued enrolment to any applicant if, in its opinion, there were reason to believe that admission or continued enrolment would not be in the best interest of the applicant, child enrolled or the School. Admission to the school and grade placement will be determined by the respective Head of School.

Admission documents and procedure

Applicants are required to submit:

| JUNIOR/SENIOR SCHOOL (Y1–Y9) | PRESCHOOL (N–YR) |
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| <p><u>Admission Pack no. 1</u></p> <ul style="list-style-type: none"> • Completed, dated and signed application form • A copy of birth certificate or a copy of the passport page with date of birth • Completed, dated and signed Fees Registration Form <p><u>Admission Pack no. 2</u></p> <ul style="list-style-type: none"> • Completed, dated and signed health forms (including physical examination from a local paediatrician) • Completed Language Background Survey • Official school records for the last two years (translated into English or in Czech) • A proof of local address with the right to stay in the Czech Republic document (foreign nationals only) • Copy of health insurance card or confirmation about health insurance (foreign nationals only) <p><u>Admission Pack no. 3</u></p> <ul style="list-style-type: none"> • Completed, dated and signed Acceptable User Agreement • Completed, dated and signed Parent Handbook Acknowledgement | <p><u>Admission Pack no. 1</u></p> <ul style="list-style-type: none"> • Completed, dated and signed application form • A copy of birth certificate or a copy of the passport page with date of birth • Completed, dated and signed Fees Registration Form • Completed Starting Nursery Questionnaire <p><u>Admission Pack no. 2</u></p> <ul style="list-style-type: none"> • Completed, dated and signed Personal file for Children in Preschool (including physical examination from a local paediatrician) • A proof of local address with the right to stay in the Czech Republic document (foreign nationals only) • Copy of health insurance card or confirmation about health insurance (foreign nationals only) <p><u>Admission Pack no. 3</u></p> <ul style="list-style-type: none"> • Completed, dated and signed Acceptable User Agreement • Completed, dated and signed Parent Handbook Acknowledgement |

Admissions Procedure into Primary or Lower Secondary:

1. Parents / legal guardians contact the school via online form or via email or telephone to book a meeting with the Head of School/Deputy Head of School.
2. Head of School or Deputy Head of School conducts initial meeting and shows prospective parents / legal guardians around the school.
3. School sends to parents / legal guardians the admission pack no. 1.
4. If possible children have a trial half day or day in the respective classroom.
5. Parents / legal guardians submit completed, dated and signed Application Form.
6. Parents / legal guardians submit a copy of passport or a copy of birth certificate.
7. Parents / legal guardians submit completed, dated and signed Fees Registration Form.
8. School prepares decision on admission and a draft educational contract.
9. School sends to parents / legal guardians the admission pack no. 2, decision on admission and draft of educational contract.
10. Parents / legal guardians accept the offer of a place by sending an email to info@ischool.cz.
11. School & parents / legal guardians sign the educational contract.
12. School issues an invoice for payment of the admission fee & deposit.
13. Parents / legal guardians pay the admission fee and a deposit.
14. School sends to parents / legal guardians the admission pack no. 3.
15. Parents / legal guardians submit all other necessary admission documents.
16. Student may start schooling only after submission of the health form including the physical examination check conducted by a local doctor.

Admissions Procedure into Preschool:

1. Parents / legal guardians contact the school via online form or via email or telephone to book a meeting with the Head of Preschool / Preschool Head teacher.
2. Head of Preschool or Preschool Head teacher conducts initial meeting and shows prospective parents / legal guardians around the school.
3. Head of Preschool & parents / legal guardians fill in, date and sign the Protokol o podání žádosti o přijetí dítěte do mateřské školy and Žádost o přijetí dítěte do mateřské školy.
4. School sends to parents / legal guardians the admission pack no. 1.
5. If possible children have a trial half day in the respective classroom.
6. Parents / legal guardians submit completed, dated and signed Application Form.
7. Parents / legal guardians submit a copy of passport or a copy of birth certificate.
8. Parents / legal guardians submit completed, dated and signed Fees Registration Form.
9. Parents / legal guardians submit completed Starting Nursery Questionnaire.
10. School prepares decision on admission and a draft educational contract.
11. School sends to parents / legal guardians the admission pack no. 2, decision on admission and draft of educational contract.
12. Parents / legal guardians accept the offer of a place by sending an email to info@ischool.cz.
13. School & parents / legal guardians sign the educational contract.
14. School issues an invoice for payment of the admission fee & deposit.

15. Parents / legal guardians pay the admission fee and a deposit.
16. School sends to parents / legal guardians the admission pack no. 3.
17. Parents / legal guardians submit all other necessary admission documents.
18. Student may start schooling only after submission personal file for children in preschool including the physical examination check conducted by a local doctor.

If a child cannot be enrolled due to a large number of students in the particular class, the student will be placed on the waiting list.

Entrance Age Guidelines

Children who are 2 of age on or before September 1st of the year of entry can be admitted into Preschool. Children who are turning 2 during the first term of the year of entry can be admitted into Preschool after the approval of Head of Preschool. Students must be five of age on or before September 1st of the year of entry to be admitted into Junior School.

However, the school reserves the right to place a child in a class that is considered more appropriate for his/her level of maturity or language ability. This will be done only after consultations with the child's parents / legal guardians.

Students who are younger than the required age will be considered on an individual basis. The placement of individual students may be reviewed after a six-week trial period.

Health Records and Immunization

In order to ensure the health of your child and the other students at school, we require the completed Student Health Form (Junior/Senior School) and Personal File for Children in Preschool be forwarded to the school's office. The physical examination reports should be written in English or submitted in Czech. The physical examination has to be completed by a local paediatrician. This completed health forms must be submitted prior to admission. Admission is provisional until all required information is obtained. Those not complying will be notified in writing and may be suspended.

GENERAL INFORMATION REQUIRED

- All pertinent telephone numbers to use in case of illness or injury
- A medical health history on your child
- A medical release and signature for permission to treat, which gives us permission to request emergency medical assistance

All students are required to submit these records, completed in English or Czech, preferably before entering school. Families in transit will have a grace period of a maximum of 8 weeks. Admission is provisional until all required records are completed. Those not complying will be notified in writing and may be suspended if completed forms are not received by the school's office.

Children with Special Educational Needs

International School Olomouc accepts children with special educational needs or disabilities including children who are gifted and talented. All children will be assessed to ensure that their needs can be met before a place is offered. Support provided beyond the school standard SEND programme may be provided at an additional cost.

Children for whom English as a Second Language support is required (ESL)

International School Olomouc accepts children and pupils for whom English is a second language. If needed, additional English language support is provided. This support is included in the standard fee and may last for one, two or three terms depending on the level of support needed.

Re-enrolment

Enrolment happens on a year on year basis but families do not have to re-apply each year. When transferring from preschool to primary, parents / legal guardians need to submit application for re-admission into primary. The School reserves the right to decline re-enrolment if the specific needs of a child cannot be met in the next school year. Breaches of school regulations may lead to a refusal of re-enrolment (delays in payment of fees, serious misbehaviour, etc...)

Debts unpaid for one term will normally lead to the loss of admission rights for the following term.

Departure

Parents / legal guardians should give two months' notice in writing of their child's departure from school to the respective Head of School stating the last date of school. If a family is not returning back in the new academic year parents / legal guardians must notify the Head in writing about such situation as well. For more details regarding re-enrolment and departure, please, see the Contract.

Exclusions from Preschool, Primary or Secondary

According to School act number 561/2004, the Head of School / Head of Preschool may exclude a child in case of serious breaches of school regulations as well as wider legal framework. The Head of School / Head of Preschool may decide about permanent exclusion only after parent / legal guardians had been notified in writing about such possible exclusion and only if one of the following applies:

a/ the child is not attending the school for the period longer than two weeks and the parent did not excuse the child according to the procedures outlined in the parent handbook

b/ the parent/legal guardian seriously and repeatedly breaches the school's regulations

c/ interruption of attendance is recommended by a doctor or an outside agency

d/ in case the parent/legal guardian has not paid the school fees or lunch fees in the due date and did not seek to agree on a different date with the Head of School / Head of Preschool

The school proprietors reserve the right to exclude a child permanently without delay only in exceptional circumstances and after consultation with the Head of School / Head of Preschool in order to prevent serious misconduct that may result in harming the school community or in case of breaches of legal regulations.

TUTION FEES AND OTHER FEES

Tuition and Other Fees

Tuition fee is set for the entire academic year and it is broken down into three instalments payable at the beginning of each term following the issue of an invoice. The invoice shall include the tuition fee per term and the due dates of payment.

In exceptional circumstances *Special Payment Plans* may be granted. Based on demonstrated need, a *Special Payment Plan* may be granted upon written request to the School's Office (i.e. monthly or yearly payments). One of the proprietors must approve and sign all Special Payment Plans.

Unless you have applied for and been granted in writing a Special Payment Plan all outstanding payments after **30 days following the due date stated in the bill will be subject to a fine in the amount of 1 500 CZK and will be surcharged each calendar day at the rate of 0.06% of the amount owed**. These conditions also apply to other payments such as school meals, after school club and other activities. If there is an unpaid balance, you will receive periodic statements reflecting the current balance owed, accumulated surcharges, and any payments made to date.

During the spring term the school issues a deposit invoice in the amount of 10 000 CZK to all registered students. This deposit is to reserve a place in the next academic year. If the student does not start classes in next academic year we do not provide refund of this fee and the funds are used to cover administrative expenses. All deposits are deducted fully from the next year's school fees bill. For new students, an initial *administration fee* (5 000 CZK) is also due.

Tuition and Other Refunds

Once the child commences an academic term the tuition is not refundable and the school fees for the whole term are due for payment. Any refunds of the tuition fees can be made under special circumstances (e.g. death of the pupil, etc...). Only the proprietors can authorise such refunds.

Making Payments

All payments are in CZK and net of any bank fees. The School Office must approve any other form of payment. Bank details are to be found on the bill.

When transferring funds, be sure you instruct your bank to provide your child's name and your invoice reference number, and to indicate which fee is being paid. If you have any questions, please contact the School Office.

Financial Assistance

The goal of International School Olomouc is to enable the school to enrol students who might not otherwise have access to a high quality international education because of limited financial resources. For further information please contact the School's Office.