



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)

School: Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6, 779 00 Olomouc

Policy Leader:
Mgr. Barbora Vraštilová

Date & Signature: 30/08/2022

Checked and Authorised:
Michaela Fusková MSc.

Date & Signature: 30/08/2022

Scope: This policy applies to the Whole school community.

Effective from:
September 2022

Effective to:
August 2024

Date Due for review: August 2024.

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 pupils

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 reasons 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:

SCHOOL (Y1-Y11)	PRESCHOOL (N-YR)
<u>Admission Pack no. 1</u> <ul style="list-style-type: none"> • Completed, dated and signed application form that is filled online and printed out • A copy of birth certificate or a copy of the passport page with date of birth <u>Admission Pack no. 2</u> <ul style="list-style-type: none"> • Completed, dated and signed pupil's health record (including physical examination from a local paediatrician) • 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) <u>Admission Pack no. 3</u> <ul style="list-style-type: none"> • Completed, dated and signed Parental Statement of Understanding • Completed online personal data form 	<u>Admission Pack no. 1</u> <ul style="list-style-type: none"> • Completed, dated and signed application form • Completed, dated and signed Personal file for Children in Preschool (including physical examination from a local paediatrician) • 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 <u>Admission Pack no. 2</u> <ul style="list-style-type: none"> • 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) <u>Admission Pack no. 3</u> <ul style="list-style-type: none"> • Completed, dated and signed Parental Statement of Understanding • Completed online personal data form

Admissions Procedure into Primary or Lower & Upper Secondary:

1. Parents / legal guardians contact the school via online form or via email or telephone to book a meeting with a member of the school's management team.
2. A member of the school's management team 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 complete the online Application Form. This is to be printed, signed and returned to the school office.
6. Parents / legal guardians submit a copy of passport or a copy of birth certificate.
7. School prepares a decision on admission and a draft educational contract.
8. School sends to parents / legal guardians the admission pack no. 2, decision on admission and draft of educational contract.
9. School & parents / legal guardians sign the educational contract and provide completed documentation from pack no. 2.
10. School issues an invoice for payment of the admission fee & deposit.
11. Parents / legal guardians pay the admission fee and a deposit.
12. School sends to parents / legal guardians the admission pack no. 3.
13. Parents / legal guardians submit all other necessary admission documents.
14. Pupils may start schooling only after submission of the pupil's health record 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. School sends to parents / legal guardians the admission pack no. 1.
4. If possible children have a trial half day in the respective classroom.
5. Parents / legal guardians submit completed, dated and signed Application Form and Payment and Tuition Fees agreement.
6. Parents / legal guardians submit a copy of passport or a copy of birth certificate.
7. Parents / legal guardians submit completed Starting Nursery Questionnaire.
8. School prepares a 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. School & parents / legal guardians sign the educational contract and provide completed documentation from pack no. 2.
11. School issues an invoice for payment of the admission fee & deposit.
12. Parents / legal guardians pay the admission fee and a deposit.
13. School sends to parents / legal guardians the admission pack no. 3.
14. Parents / legal guardians submit all other necessary admission documents.
15. Pupils may start schooling only after submitting a 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 pupils in the particular class, the pupil 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 the Head of Preschool. Pupils must be five of age on or before September 1st of the year of entry to be admitted into Primary 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.

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

Academic Structure at International School Olomouc

Academic Programme at International School Olomouc (Czech vs. England / International)					
Czech System		Age at Entry	International School Olomouc		National Curriculum in England
Czech National Curriculum	Grades		Grades	IPC Curriculum organisation	
Dětská skupina	n/a	1+	Lions	n/a	n/a
MŠ	MŠ	2/3	Nursery	EYIC	FS1
	MŠ	4	Reception		FS2
	Předškolní	5	Y1	Milepost 1	KS1
I. stupeň ZŠ (první období)	1. třída	6	Y2	Milepost 2	KS2
	2. třída	7	Y3		
	3. třída	8	Y4		
I. stupeň ZŠ (druhé období)	4. třída	9	Y5	Milepost 3	
	5. třída	10	Y6		
II. stupeň ZŠ	6. třída	11	Y7	Cambridge Secondary 1 KS3	
	7. třída	12	Y8		
	8. třída	13	Y9		
	9. třída	14	Y10	IGCSE	
SŠ	1. ročník SŠ	15	Y11	IGCSE	



Health Records and Immunization

In order to ensure the health of your child and the other pupils at school, we require the completed Pupil's Health Record (Primary/Lower & Upper Secondary 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. These 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 pupils 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. Any pupils that require additional English support are enrolled into our ESL programme at an additional cost as per the current Tuition fees policy. This support is usually needed for two to three terms depending on the level of English at the beginning of the year.

Re-enrolment

Enrolment happens on a year on year basis but families do not have to reapply each year. When transferring from preschool to 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...)

Exclusions from Preschool, Primary or Secondary

The Head of School / Head of Preschool may decide about permanent exclusion of a child from preschool, primary school or secondary school (except for Y1) 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 preschool's or 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

In case of an exclusion, there is a two months' written notice.

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.

Tuition and Other Fees

Tuition fees can be found in the current Tuition Fees List. A condition of admission is a signed Education Services Agreement with enclosed terms and conditions that the parent / legal guardian receives at application stage.

Departure

The terms and conditions of leaving International School Olomouc are set out in the contractual documentation between the School and the parent / legal guardian.