

Rudjer Boskovic School Admissions Policy

Policy Review: June 2023

School Mission Statement

Rudjer Boskovic School inspires learners to become honorable, principled, knowledgeable and caring individuals, capable and willing to make considerable contributions to their local and worldwide communities.

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GENERAL INFORMATION

Since it was founded, Rudjer Boskovic School has recognized the value and advantages of both the national and international curricula and has strived to integrate them into a unique curriculum which will engage the students and raise their level of independence through fostering critical thinking, intercultural understanding and mutual respect.

Our school aims to prepare students to be lifelong learners in any learning environment and to encourage them to become internationally minded.

The school's admissions team (the General Manager, the Head of Primary/Secondary School, the PYP/MYP/DP Coordinator, School Psychologist, Admissions Officer) has the mission to find, inform and enroll students from our country and from abroad. They strive to inform the families about the IB philosophy and all three programs our school offers (PYP, MYP and DP), so that all the prospective candidates can understand the teaching and learning within our educational institution and the opportunities it offers for their children's future education.

We are a private (non-sectarian, non-denominational) open to students of all nationalities.

When creating this document, particular attention was to the following International Baccalaureate requirements as published in Program Standards and Practices (2020):

- Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's program(s). (0301-01-0100)
- Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community (0301-06-0200)

ADMISSIONS PROCEDURE

Correspondance is done between our Admissions and Communication Officer and the prospective students' families over phone and over email. The family of a prospective student arranges a meeting with the school's admissions team.

The school admissions team conducts an interview with the family and the student to inform them about the school's program and the teaching and learning process. Prospective students have individual meetings with the school psychologist.

The school's admissions team carries out an evaluation of the documentation received from the educational institution the student previously attended

Students can visit the school and spend one school day in class. They are met at the beginning of a school day by our Admissions and Communication Officer and start the first period with the year group they are applying to. Admissions and Communication Officer introduces the prospective student to their peers and explains the day's structure including classes, extracurricular activities, breaks and lunch. Parents pick up their child at the end of the day or at a desired time scheduled with the Admissions and Communication Officer beforehand.

During the visit, the prospective student is tested in key academic areas, so that the school staff can gauge the level of academic knowledge and the development of skills. For lower primary grades, the student is also assessed by the school psychologist in order to get an overview of the student's overall development (emotional, social, intellectual and graphomotor). For upper primary and secondary school grades, the prospective student is tested in English and for the Diploma Program, the student is tested in Mathematics and Science. Subject teachers give their feedback to the coordinator after the visit about the student's adjustment and participation.

After the visit, the family receives feedback about the conducted assessments and the prospective student's visit. In accordance with the results of the assessment, the school admissions team reaches a decision about signing the Basic Contract on Terms and Conditions Enrollment and Education with the prospective student's family. If all conditions are met and both parties agree to the terms, a contract for the corresponding school year is signed.

Documents required for admission:

Grade 1: a birth certificate, a medical certificate for entry into an educational institution issued by a pediatrician (issued a few days before the child starts school), a copy of the child's immunization record

Grade 2: a birth certificate, a certificate of completed preschool program, a certificate of school readiness assessment issued by a doctor, a copy of the child's immunization record

All other grades: a birth certificate, school reports or transcripts from the previously attended school, a copy of the student's immunization record.

Documents completed on admission

Based on the information received from the admissions team, the school secretary prepares the Contract on Terms and Conditions of Enrollment and Education with accompanying annexes and school policies. Besides the contract, the family of a newly-enrolled student completes and signs the following documents: Information Sheet (in either Serbian or English), Parental Consent Form for the Use of Photographs, Consent Form for Educational Visits and Off-Site Activities, Information about Personal Data Protection and Consent Form for Data Collection and Processing (by signing this document, the information provided by the family becomes verified documented information kept in the school's records). When signing the contract, the parents, or legal guardians of the student, submit the documents required for admission. The School Secretary forwards the documents to the Technical Secretary in charge of the section of the school where the new student has enrolled. The Technical Secretary then forwards the documents to the new student's homeroom teacher who is responsible for keeping and updating the student records. In case the parents do not submit the required documents when signing the contract, the homeroom teacher's responsibility is to contact them and ask them for the missing documents. The copy of the student's immunization record is forwarded to the school health services department.

After the contract is signed, the School Secretary informs the school management and the Head Accountant about the new admission, so that the payment of the school fee and transportation services can be made (transportation is paid only in case the parents decide to use this school service).

The School Secretary forwards the completed Information Sheet for the new students to the administrator for the GoSchool platform. The administrator creates an account for the new student (ID) and enters the student information in the platform database. After this is completed, the GoSchool administrator informs via email the Heads of School, Program Coordinators, Technical Secretaries, all logistics managers, IT support, the School Librarian, Creative School Activities Coordinator, health services department and the accounting department about the new student.

The GoSchool administrator forwards the original copy of the Information Sheet to the Technical Secretary in charge of the section of the school where the new student has enrolled and the Technical Secretary then forwards the documents to the new

student's homeroom teacher. The homeroom teacher keeps this document in the student records.

The homeroom teacher, in cooperation with the school counsellors, is responsible for familiarizing the student with the daily school routines.

Responsibilities of an admissions office

General Manager and the head of school: conduct the first meeting with the family and the student; collect the documentation received from the educational institution the student previously attended; notify the family of the application process outcome.

Program coordinator: informs the family about the school's program and the teaching and learning process; coordinates the testing of the prospective student in key academic areas; collects subject teachers' feedback after the prospective student's visit.

School psychologists: in PYP, school psychologist tests emotional, social, intellectual and motor maturity for enrolling in school. In MYP and DP, school psychologists interview prospective students about their previous educational experiences, relationships with peers and expectations of the school

Admissions and Communication Officer: coordinates the correspondence between the family of a prospective student, organizes a visit to a school day

School secretary: coordinates development and signing up of the contract between the school and the student's family.

Accountants: coordinates the payment of the school fee and transportation services.

Administrators and technical secretaries: support the admission of new students by keeping record of the student's information (with respect to data confidentiality) and by signing them up on the school online learning platforms.

Special admission rules and conditions

Admission to the first two grades of the PYP (Grade 1 and Grade 2A) is done in the school year preceding the start of school attendance. The parents of children in need of learning support should address the school admissions team about the school support for the particular needs of their child.

Apart from the Diploma Program, where English is the only language of instruction, all teaching and learning in our school is done in two languages of instruction. The

assessment of language proficiency is an essential part of the admissions procedure. Based on the language proficiency assessment, the school plans individual support for language learning in order to enable the student to learn in two languages and take part in all school activities.

When it comes to the admission of students with special educational needs (which is defined in the school's SEN Policy), the school assesses and creates an individual learning support plan based on the difficulties identified in assessment and recommendations of relevant experts. If the findings of the assessment carried out during the admissions procedure indicate that the school can offer adequate support to a student with special educational needs, and that the student has the potential to make progress and develop in our school environment, the student is admitted and an individual learning support plan for them is created by the school Expert Team for Inclusive Education.

Students who are professional sports players

Apart from special educational needs, our students sometimes have special schedule requirements. With a special notice, a student can formally receive a status of a professional sports player and therefore have an adapted school calendar. This is done with cooperation with the family and the homeroom teacher. Professional sports players still need to fulfill necessary MYP requirements, having each criterion tested at least once. Late submissions are taken without consequences for the professional sports player.

AGE OF STUDENTS AT ADMISSION

Primary Years Program

A child starts attending a certain grade based on the age they will be on 1 September of that school year. The admission of a child to a certain teaching group is based primarily on their chronological age.

Children enrolled in Grade 1 need to be between the ages of 5 years and 6 years and 6 months on 1 September. Children enrolled in Grade 2 need to be between the ages of 6 years and 7 years and six months on 1 September.

It is important to note that during the admissions procedure the school team takes into account the reports from the previous schools, or other relevant institutions the child attended, social-emotional development, observations of the child during visits to the school and other important information about the child. After considering all

information, the admissions team makes the final decision about admitting the child in the appropriate grade.

Middle Years Program

The students in the MYP are between the ages of 10 and 16. The students enrolling in *MYP Transition Year* (Grade 6) are between the ages of 10 and 11. This is a six-year program:

four years in Primary School: Grade 6 (MYPT), Grade 7 (MYP1), Grade 8 (MYP2), Grade 9 (MYP3).

two years in High School: the first year of High School (MYP4) and the second year of High School (MYP5).

The decision about admission to High School is based on previous academic achievement – average grades, achievement on end-of-year tests, achievement on the final exam, English language proficiency and conduct. Expected English language proficiency level is B1/B2 CEFR level. If a student previously attended an international school, either in Serbia or abroad, they need to submit school transcripts, evidence of good conduct, and evidence of the English language level.

Diploma Program

Diploma Program students are between the ages of 16 and 19. This is a two-year program in the final two years of high school.

In order to be admitted to the Diploma Program in the third year of High school, the students are required to have:

- excellent academic achievement (an average grade of 4.5 or higher) if they attended a school authorized by the Serbian Ministry of Education, Science and Technological Development, or Cambridge IGCSE and ICE certificate with distinction (Grade A or better in five subjects and grade C or better in two subjects), or an equivalent achievement if a student attended a different education system,
- good conduct,
- evidence of English language proficiency at B2/C1 CEFR level and a test of mathematical knowledge.

If a student previously attended an international school, they need to submit school transcripts, evidence of good conduct, and evidence of English language proficiency at B2/C1 CEFR level or higher.

STUDENT INFORMATION FROM PREVIOUSLY ATTENDED SCHOOLS

The school requires the student to submit of all the documents and important information before admission. This includes submitting a school report card, term and end-of-year reports, school transcripts (for international schools), standardized test results, and all reports from school psychologists, counsellors and other learning support staff if applicable.

If a student is admitted during the school year, and they attended a school authorized by the Serbian Ministry of Education, Science and Technological Development, the school is required to request a transcript of grades from the previous school within 7 days of admission. If a student attended an international school, the parents are required to submit reports from the previous school.

The school reserves the right to contact the previously attended school before the prospective student is admitted.

DECISION ABOUT ADMISSION

After the admissions procedure described above is completed, the contract signed and the school fee payment made, the prospective candidate becomes a student in Rudjer Boskovic School.

However, in certain circumstances, the school reserves the right to refuse or delay admission.

The school reserves the right to refuse admission or continuation of education if there are justifiable reasons to believe that this is not in the best interest of the student or the school. The school can refuse admission or continuation of education if the parents or the students do not adhere to the rules stated in the Basic Contract on Terms and Conditions of Enrollment and Education. It is important to note that the school fee is paid in the amount equivalent to the period in which the student attended our school.

The school also reserves the right to refuse admission if all available places in a grade have been filled. In that case, the prospective candidate is put on the waiting list.

ADDITIONAL INFORMATION

Late admissions

A student can be admitted at any time during the school year if there are available places in the age appropriate grade. The late admission is done in accordance with the provisions of the Law on the Education System Foundations of the Republic of Serbia.

Termination of the contract

The school may terminate the contract unilaterally if a student violates the terms of the school contract signed by the family, if there is no cooperation between the school and the family regarding the resolution of contentious issues, if the parents refuse cooperation or if there is a recurrence of situations which endanger the student, the family or the school.

If the family wishes to terminate the contract for personal reasons, they may do so with prior notice, without submitting a request, provided they fulfill the due obligations stated in the contract. The contract provides the option of termination by mutual consent at any time during the school year.

POLICY REVIEW PROCESS

Rudjer Boskovic School's Language, Assessment, Academic Honesty and Special Educational Needs Policies are reviewed once per a school year. The Programme Coordinators, in cooperation with a school psychologist, selection of teachers and the Heads of the Primary and High School form the Policy Review Committee who will:

- Review current IB standards and practices as well as policy guidelines;
- Review the current policy to assess alignment with IB standards, practices and guidelines;
- Revise the current policy as needed;
- Share revised policy with all faculty;
- Review questions/comments/suggestions from faculty;
- Prepare the final policy draft;
- Submit the final policy draft to management for approval;
- Share the approved policy with faculty, students, parents and greater school community.

Policy Review Procedures and Dates

Policy adopted: November 2020

First review: April 2021

Second review: June 2022

Third review: June 2023

REFERENCES:

Rudjer Boskovic School: ISO Standards UP.06 – Instructions for student admissions.

Službeni glasnik, RS. (2023). Bylaw on Secondary Schools Admission

Službeni glasnik, RS. (2023). Law on the Education System Foundations

International Baccalaureate Organization (2020). Program Standards and Practices.