

Admissions and Placement of Students

INTRODUCTION:

Welcome and thank you for considering the International School of the Basel Region AG.

At International School Basel (ISB) we recognise that the choice of school is one of the most important aspects of an international move and we endeavour to provide timely confirmation of the application outcome.

Admissions are accepted and welcomed throughout the year, contingent on space being available and students meeting the entry requirements for the School. Parents are advised to initiate the formal admission process at the earliest opportunity by contacting the ISB Admissions Office at admissions@isbasel.ch.

As soon as the admissions process is completed and a place has been offered, a mutually agreeable start date will be chosen. Depending on the Year of entry, it may be preferred that students enter the School at the start of a semester or the start of an academic year.

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

ADMISSIONS POLICY:

By completing the Application for Admission Form, parents agree to the stated terms and conditions of the ISB Admissions Policy and Financial Regulations. The Pre-Application must be completed online.

Terms and Conditions

1. Admission to the School will be determined by the Director, with the advice of the academic staff, based on information obtained with respect to:
 - a) the potential of the applicant to benefit from the educational programme available;
 - b) the capacity of the School to meet the educational needs of the student;
 - c) the availability of places.
2. Initial Year placement is determined on the basis of age. The decision of the School in Year placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to:
 - a) promotion from one Year to another;
 - b) retention in a particular Year;
 - c) continued enrolment at ISB will be based on academic, personal, behavioural and social/emotional aspects of a student's school record.
3. ISB reserves the right to deny admission or disenrol a student if:
 - a) the student's best interests and needs cannot be met effectively by the School's programmes and services;
 - b) the student's behaviour is deemed to jeopardize the welfare of the school community;
 - c) educationally significant information is withheld from the School;
 - d) School fees are not paid in accordance with ISB Financial Regulations.

A decision to withdraw a student from the School would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.

4. Admission may be postponed if a Year level is full. In this case, the applicant is placed on a waiting list. Qualified applicants are then accepted in order of the date of application, subject to the above conditions.

FINANCIAL POLICY

1. By enrolling your child in ISB, Parents/Guardians agree to comply with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations. The Financial Regulations supersede all former financial agreements between the Parents/Guardians and ISB.
2. The Registration Fee of CHF 500 must be paid when a formal application is submitted for a student who is not sponsored by one of the ISB shareholding companies who are invoiced directly. This one-time fee is non-refundable. The Registration Fee can be transferred as follows:

Coop Bank: 4002 Basel, BC 8440

Account: 697009.290000-3

SWIFT CODE: COOPCHBB / IBAN CH79 0844 0697 0092 9000 0

Payable to: International School of the Basel Region AG

Please indicate your family name and the names of each child in order to identify the payment.

3. Tuition payment options for non-company-sponsored students:
 - a) Option 70/30% available to full time students Only
 - 70% of the tuition costs are due before the first day of classes
 - 30% of the tuition costs are due before 31 March
 - b) Option 100%
 - 100% of the tuition costs are due before the first day of classes

Please refer to the full Financial Regulations.

ADMISSIONS REQUIREMENTS

Entrance Criteria

Applications for admission are considered in view of the following points:

- Availability of places
- Completion of all application documents. All documentation needs to be in English. Any documentation not written in English will require a translation (original documentation should be attached to the translation)
- Outcomes of additional assessment, if appropriate
- Level of English/Learning Support needs
- Availability of places for siblings

Entrance Age

A student may be accepted if he or she is of age by 31 August. Please refer to our online Year Placement Tables.

Year placement is determined on the basis of age. The decision of the School in Year placement will be communicated to parents prior to acceptance and is considered final.

Level of English

Up to Year PYP5, new students are not required to have prior knowledge of English. PYP6 - 8 new students are recommended to have prior skills in English.

Middle School must be able to demonstrate a working knowledge of English.

Senior School students must offer evidence of English proficiency spoken and written.

At certain Year Levels, it may be possible to offer a restricted curriculum to students who are undergoing an intensive programme of support outside of ISB in order to enhance their acquisition of English. As the level of competence in English improves, a full curriculum will be offered accordingly.

Learning Support

ISB offers Learning Support to students with mild learning difficulties. In order to be accepted by ISB, a student must be able to learn and progress academically, emotionally and socially in the mainstream classes on offer.

If prior reports or assessment indicate learning difficulties, a Learning Support teacher may interview and/or formally assess the student and advise whether ISB is the correct placement for the student and whether the School can adequately support the student's needs.

A probationary period may be offered before a student can be formally admitted to ISB. Please note: if any additional support is required other than what is offered by ISB, it is the financial responsibility of the parents.

In exceptional cases, the School may not be in a position to meet the needs of a student who requires specific learning support which is beyond the scope of the School. This may result in the School not being able to admit or to continue the education of a student where that student fails to thrive and the educational progress of that student is at risk.

Students diagnosed with conditions such as dyslexia, dyspraxia, Asperger's Syndrome, autism, or other, perhaps undiagnosed, conditions, may need intensive assistance at various times in their school lives to fully achieve their academic potential. These students may benefit from placement in The Centre for Supportive Education. Please contact Head of Admissions to seek further information.

Behavioural and Academic Issues

If previous reports or the Confidential Student Questionnaire (CSQ) indicate behavioural / academic issues the previous school will be contacted in order to seek clarification and further information. Additionally if behavioural / academic difficulties are not apparent at the time of admission, a probationary period may be offered before a student can be formally admitted to ISB.

The Director reserves the right to advise parents/guardians that a student must be withdrawn from ISB.

Physical Disabilities

ISB is not equipped to deal with students with severe physical disabilities.

ADMISSIONS PROCEDURE

At ISB, applications are accepted and processed throughout the year. Applications will not be accepted more than 18 months in advance of the expected date of entry.

The formal admissions process begins once the Admissions Office has received all the necessary documentation for each applicant. Applications must be submitted online.

School Tour

Whenever possible, a visit to ISB should be scheduled as part of the application process. Based on the documentation received, a school visit for assessment and testing may be required in order to complete the application process.

The Admissions Office should be contacted (admissions@isbasel.ch), preferably at least two weeks ahead of time, to schedule a visit so that a tour of the School, interviews, and any necessary assessments can be arranged.

In Senior School, time will be allocated so that the applicant can review individual programme options and subject choices in greater detail with the Principal or other staff member.

Interviews and Assessments where required

Depending on information received from the application documentation or gathered during interview, further assessment may be deemed necessary. Assessment may include, but is not limited to, the following areas:

- English as an Additional Language (EAL)
- English
- Mathematics
- Learning Support (LS)

As part of the admissions process, applicants may also be required to spend time in the appropriate school section to undergo continuous assessment.

Assessment will be scheduled as part of the school visit if it is known prior to the visit that additional testing is necessary. Applicants may be asked to schedule a second visit if assessment cannot be completed during the initial visit.

Please email the Admissions Office, if you have any questions regarding the admissions procedure on admissions@isbasel.ch.