



Admissions and Placement of Students

INTRODUCTION

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 applications are accepted throughout the year. Parents are advised to initiate the formal admissions process at the earliest opportunity by submitting an online enquiry at www.isbasel.ch/apply.

When the admissions process is completed and a place has been offered, a mutually agreeable start date, whenever possible on a Monday, will be agreed upon. In some cases, the preferred start date may be at the start of a semester or academic year.

Terms and Conditions

1. Admission to ISB shall be based on data submitted as required by the professional staff to determine:
 - a. the potential of the applicant to benefit from the educational services available;
 - b. the ability of the school to meet the educational needs of the applicant; and,
 - c. Admission shall not be denied because of nationality, race, creed or gender.
2. Grade placement is determined based on multiple factors including but not limited to the student's age, current grade level placement, and previous school in accredited schools. The decision of the school in grade placement will be communicated to parents prior to acceptance and is considered final.
3. ISB reserves the right to deny admission or disenroll a student when:
 - a. the student's learning needs cannot be met effectively by the school's programs and services;
 - b. the student's behavior substantially disrupts the learning environment and/or is harmful to self or others;
 - c. educationally significant information is withheld from the school;
 - d. necessary supports and services are refused by the parents; and,
 - e. school fees are not paid in accordance with ISB Financial Regulations.

A decision to disenroll a student from the school follows discussion with the parents/guardians and a thorough review of the documented educational interventions implemented.

FINANCIAL POLICY

1. By enrolling your child at 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:

Bank Cler AG:	4002 Basel, BC 8440
Account:	697009.290000-3
IBAN:	CH79 0844 0697 0092 9000 0
SWIFT CODE:	BCLRCHBB
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
 - i. 70% of the tuition costs are due before the first day of classes
 - ii. 30% of the tuition costs are due before 31 March
 - b) Option 100%
 - i. 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; and,
- availability of places for siblings.

Entrance Age

For EC1 - 3, a student is typically accepted when he/she is of age by 31 August. Please refer to our online Grade Placement Tables.

For Grade 1 - 12, grade placement is determined based on multiple factors including but not limited to a student's age, current grade level placement, and previous school experience in accredited schools. The school reserves the right to deny an application if the candidate has reached or will reach a maximum age (typically the 20th birthday) before completing diploma requirements. The decision of the school in grade placement will be communicated to parents prior to acceptance and is considered final.

English Language Proficiency

English competency will be evaluated in the admissions process and thereafter, to inform their appropriate placement. There are different expectations based on the programme (Primary Years Programme, Middle Years Programme, Diploma Programme) to which they are applying. All students will be interviewed by an English as an Additional Language (EAL) specialist and for students applying to Grade 6 onwards, an online (or face to face, if possible) placement test will be administered.

[English Proficiency Requirements and Placement Testing](#)

Learning Support

ISB offers Learning Support to students with a range of learning profiles. Submission of requested documentation is required. Types of documentation that may be requested include, but are not limited to: psycho-educational evaluations, therapy evaluations and progress reports, Individualized Education Plans (IEPs), 504 Accommodation Plans, Behavior Plans and documented history of behavioral issues, medical information that impacts a student's learning, and other relevant information related to learning and school performance.

The school reviews all records in order to make a decision about the type of support and programming essential for meeting the Learning Support needs of a student. A continuum of service delivery options is available at all grades for students with mild, moderate, and intensive learning profiles.

Please note: students with intensive learning needs might require additional supports to access the full school curriculum. This support might come in the form of a 1:1 teacher assistant, therapies, psycho-educational evaluation, and/or ISB's Intensive Needs Program. Parents/Guardians are responsible for these additional costs.

Conditional Acceptances

When previous reports and admissions documentation indicate school related concerns, the sending school may be contacted in order to seek clarification and further information. Most often, the additional information gathered is used to determine appropriate supports and services for the student if enrolled at ISB. In some situations, a student may be enrolled conditionally where the school and parents/guardians sign an agreement outlining specific conditions for initial and continuing enrollment.

When a student requires extensive support (i.e. therapies, resources, time, equipment, behavior plan, etc.), additional resources may be required for enrollment in ISB. Funding for these resources is at the cost of the parents/guardians.

In exceptional cases, the school may not have, or be able to obtain, the necessary resources to meet a student's specific needs, preserve the academic learning environment, and/or ensure the safety of all students. This may result in the school denying or discontinuing enrollment.

The Director reserves the right to deny or withdraw enrollment.

ADMISSIONS PROCEDURE

At ISB, applications are accepted and processed throughout the year. Applications will not be accepted more than 2 years 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, Programme Coordinator or other staff member.

Interviews and Assessments where required

Further assessment may be deemed necessary after initial review of a student's application. Assessment may include, but not limited to, the following areas:

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

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 process.