

ADMISSIONS REGULATIONS

Admissions Principles

The International School of Luxembourg exists primarily to meet the needs of international, expatriate children who require an English-speaking education and/or for whom, due to lack of local language acquisition, other schools may not be a viable option. The school recognises the benefits of maintaining a proportion of students from the permanent, local community and seeks to enrol these students whenever possible. A child's ability to profit from the school's academic programme is the prime criterion when making admissions decisions. A child's social, emotional and educational needs are at the centre of every decision made. Families of all races, nationalities, sexual orientations and religions are encouraged to apply. The principles of clarity, consistency and transparency are upheld in all admissions procedures. In all matters regarding admission, the Director's decision is final.

Admissions: Acceptance, Placement and Enrolment Decisions

All admissions decisions are made on the basis of input from committees comprised of school administration, faculty and/or professional staff.

The following factors are considered when making admissions decisions:

Considerations for Acceptance

- Evidence of the applicant's ability to follow the course of study at the International School of Luxembourg, including where applicable, the International Baccalaureate Diploma or Courses programmes for students entering Grade 11.
- Evidence of the applicant's ability to contribute positively to the school's community
- Evidence of the parent(s)/guardian(s)' ability to contribute positively to the school's community
- Evidence of the parent(s)/guardian(s)' ability to provide the support that the school believes necessary for the applicant to succeed*

**Students must live with a parent or recognised guardian in order to attend ISL*

Considerations for Grade and Programme Placement

- The applicant's age*
- The applicant's physical, social and emotional development
- The programme in which the applicant is currently enrolled or that he/she last completed
- The applicant's proficiency in English
- The applicant's expected need for Learning Support

**To enrol in the Pre-School Programme applicants must turn 3 years old by August 31 of the entry year*

Considerations for Offers of Enrolment

- The availability of space in a particular grade or programme

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Admissions Process and Procedures

Admissions Timeline

An admissions timeline will be posted for families online. The timeline will offer guidelines as to when to tour, apply, and interview as well as when a family can expect to receive an admissions decision.

Tours

Tours of the school are offered year round by appointment.

Applications

Interested families are encouraged to fill out the ISL Online Enquiry form and Online Application form at their earliest convenience within one year of their intended entry date. Information regarding the required documents, interview and testing is sent to the applicant family by email immediately following their submission.

The following are requirements for a completed application:

1. Completion of the Online Enquiry
2. Completion of the Online Application
3. Completion and submission of the age-specific Required Application Documents*
 - Administrator's Recommendation Form to be mailed directly from applicant's school
 - Teacher Recommendation Form(s) to be mailed directly from applicant's school
 - Copies of Most Recent School Reports (three years when possible)
 - Parent completed Health History Form
 - Hand-written Writing Sample (for applicants age 6+)
 - Parent Questionnaire (for applicants for PS- Grade 6)
4. Submission of a copy of the applicant's identification page of passport and birth certificate
5. Submission of a copy of both parent(s)/legal guardian(s)' identification page of passport
6. Proof of payment of a non-refundable Application Fee
7. An Applicant Interview and Family Meeting with the Head of Admissions**
8. ISL Testing for applicants to Grades 6-12 **

**All Required Application Documents must be accompanied by an English translation if not originally written in English. The school reserves the right to contact previous schools for verification of information.*

***Interview and testing appointments are offered following the completion and receipt of all application materials. Additional input may be sought from counsellors and / or specialist staff as and when needed.*

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Admissions Decisions

Admissions decisions include decisions regarding Acceptance, Grade and Programme Placement and Offers of Enrolment. All admissions decisions are made once the entire application process (application fee payment, documents, interviews and placement testing) has been completed. These categories of decisions are possible:

- Acceptance and Placement with Offer to Enrol*
- Acceptance and Placement with Conditional Offer to Enrol*
- Acceptance and Placement with Provisional Offer to Enrol*
- Acceptance and Placement with Offer to be Placed in Waiting Pool*
- Refusal of Admission

**Families who are offered enrolment for the following school year are asked to commit to the place within two weeks from the date of the offer. Proof of enrolment fee payment and signed enrolment contract must be received within these two weeks in order to reserve the place.*

Families who are offered enrolment within the current school year are asked to commit to the place within one week from the date of offer. Proof of enrolment fee payment and signed enrolment contract must be received within that one week. Families who are offered enrolment in less than one week are asked to commit to the place prior to attendance. Proof of enrolment fee payment and signed enrolment contract must then be received prior to attendance.

Families who receive an offer to be placed in the Waiting Pool make no payment until such time where an offer to enrol is made.

Acceptance and Placement with Offer to Enrol

This Offer to Enrol is made when an applicant's completed application provides evidence that all criteria for admissions have been met and there is space available.

Acceptance and Placement with Conditional Offer to Enrol

Occasionally, applicant families may be granted a Conditional Offer of Enrolment. This offer is made when the school determines that the likelihood of the student's academic and social success at ISL would greatly improve if an individualized set of conditions were to be met. Families are asked to commit to this specified set of conditions at the time of enrolment. Future enrolment is dependent upon the parents' and student's ability to meet and maintain these conditions over a pre-determined period of time. Throughout this pre-determined time span, the student's level of success is reviewed periodically with the family. A final review will determine whether or not the student is offered unconditional enrolment for the following school year.

Acceptance and Placement with Provisional Offer to Enrol

On rare occasion, applicant families may be granted a Provisional Offer of Enrolment. This offer of enrolment is made when extenuating circumstances prevent an applicant from participating in the required interview and testing prior to the family's move to Luxembourg. When an applicant's completed application materials provide evidence that he/she will meet the admissions criteria for acceptance, the family may be offered the opportunity to

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reserve a space until their time of arrival in Luxembourg. Under these circumstances, the family is asked to pay all non-refundable enrolment fees and to commit to the ISL tuition fee payment schedule in order to reserve the space. The official offer of enrolment becomes contingent upon the results of the deferred interview and testing. Reimbursement of enrolment and tuition fees are only made if the school determines it is unable to grant an official acceptance following the applicant interview and testing.

Offer to Be Placed In a Waiting Pool

On occasion, due to space constraints, it is necessary to accept an applicant and ask that the family wait for a space to become available. The accepted applicant is placed in a waiting pool along with other accepted applicants hoping to enrol.

Once a space becomes available in a grade for which there is a waiting pool, all applicants in the pool are considered for offers of enrolment. A combination of factors and applicant categories are considered when making decisions regarding the waiting pool. For example:

- Applicants moving to Luxembourg and the surrounding area who have not studied in a local language
- Applicants with siblings who are enrolled in the International School of Luxembourg
- Applicants moving from an English speaking school in Luxembourg
- Applicants moving from a school in Luxembourg or the surrounding area where English is not the language of instruction
- Date of application completion and/or submission

Should an applicant be accepted and placed in a waiting pool for a Grade in a particular school year, he or she will remain eligible for an Offer to Enrol throughout the duration of that same school year. Applicants wishing to remain in the waiting pool for longer may be asked to submit updated materials for review or to re-apply in full. Should a family agree to be placed in the waiting pool, no further payment is required until such time that an Offer of Enrolment is made.

Refusal of Admission

Admission to the school may be refused for reasons which include but may not be confined to the following:

- Insufficient evidence of the applicant's ability to follow the International School of Luxembourg's programme of studies
- The inability of the International School of Luxembourg to provide a suitable programme or facilities for the applicant
- Dismissal under less than honourable circumstances from a previous school, or evidence of a poor disciplinary record at a previous school
- A criminal record
- Insufficient evidence of the parent(s)/guardian(s)' ability to contribute positively to the school's community
- Insufficient evidence of the family's ability to provide the support that the school believes necessary for the applicant to succeed*

**Students must live with a parent or recognised guardian in order to attend ISL*

Re-enrolment

Online Re-enrolment Procedure instructions and the updated Tuition Fee Schedule will be sent to families in the month of February. Families who wish to re-enrol are asked to follow

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the Online Re-enrolment Procedures and to submit the designated Re-enrolment tuition deposit by the stated March deadline. Families who do not meet the deadline requirements for Re-enrolment are not guaranteed a place for the following year.

Families will be offered the opportunity to re-enrol their son/daughter for the following year unless:

- After consultation with a student's parents and teachers the School feels that the student can no longer benefit from the programme the school can offer
- The student has been on academic probation and insufficient progress has been made
- Sufficient evidence of a poor disciplinary record in the previous year exists
- Fees from a previous year have not been paid in full
- The student's parent(s) and/or guardian(s) have been unable to support the school sufficiently in its philosophy and community expectations in the previous year

The School reserves the right, after consultation with a student's parents and teachers, to require that a student repeat a year in the same grade if it is felt that the student is not ready to advance into the next grade. The decision of the Director is final in this matter.

Admission Fees

Application Fee

A non-refundable application fee must accompany the application for admission. The fee covers the processing of the application for admission for the span of up to one school calendar year. Families who decline an offer for admission or wish to defer the student's entry date into the next school calendar year, may need to submit a new application fee and apply in full for future admission.

Enrolment Fees

A non-refundable Registration and Capital Fee is required per student upon enrolment. The Registration and Capital Fee must be paid: within two weeks of received acceptance notification for enrolment for the upcoming school year; within one week for enrolment offered within the current school year; and prior to attendance for enrolment offered in less than one week in order to reserve enrolment for the student. Families who have withdrawn and re-enrol after two years will be responsible for paying Registration and Capital Fees again.

Re-enrolment Fees

The School requires a non-refundable tuition deposit to re-enrol a student for each succeeding school year. This deposit must be paid before the student can be officially re-enrolled and it is credited toward future tuition fees due. The Director may impose a deadline for reception of the tuition deposit and may give the place to a new applicant or charge a late fee if the deadline is not met.

Outstanding Tuition Fees

If all or any portion of the previous year's tuition fees are not paid in full, the School has the right to withhold all Offers of Re-enrolment for the following school year.

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Entry Date Policies

All offers of enrolment and terms of financial commitments are based on an agreed upon entry date.

Offers of Enrolment for Future Entry Dates

Offers of enrolment will be made to accepted students with future entry as early in the school calendar year as possible. When there is limited space, families who have applied for an entry date that is greater than two months in the future may be accepted and placed in a waiting pool. Any space that is still available two months prior to a family's entry date will be offered to the accepted student.

Requests for Change of Entry Date

All requests for a change of entry date will be reviewed on an individual basis. Depending on space availability and the suggested new date of entry, the offer of enrolment may be rescinded and tuition fees may be due in accordance with the original enrolment agreement.

Academic, Means Tested, Scholarships

In recognition of Luxembourg's generosity to The International School of Luxembourg, and subject to an available space, the School may offer a full academic, means tested, scholarship to a student living in the wider Luxembourg community. Offered scholarships are open to students who are aged fourteen by August 31 of the entry school year. Once awarded, scholarship grants will run for four years (Grades 9-12). Details regarding scholarship availability and the application process will be available to all interested families through the Upper School Office as of February each year in preparation for the school year to follow.