

# Admissions Policy 2024



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## ADMISSIONS POLICY

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## ADMISSIONS POLICY

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The Amsterdam International Community School is a Dutch International Primary and Secondary School offering international education in English. The AICS caters for the needs of students of all nationalities who are temporarily living in the Netherlands and are requiring high-quality, accessible, community-based international learning.

In addition to the IB programmes on offer, the AICS also provides special education in both our primary and secondary school Student Support Center.

The AICS is a member of the group of Dutch International Primary and Secondary Schools (DIPS and DISS). As a Dutch subsidised international school the AICS is not a private international school. The DIPS and DISS cater for the needs of students with foreign nationalities who will only be spending a few years in the Netherlands, as well as for those Dutch students who need to be educated in an international school to ensure continuity of education. The Dutch authorities contribute to the costs of these international schools, each of which must be closely connected to a standard Dutch school board. Special regulations apply for students with a Dutch nationality only (please see below).

All applications are processed in order of receipt following payment of the non-refundable Registration fee. Children will be placed as soon as possible, once the application procedure is complete and a space becomes available. For some classes at some locations there may be waiting lists.

If a limited number of places are available, the following students will have priority in the given order:

1. Siblings of current students
2. Children of new and existing staff at the school
3. Children that are returning to the school within 2 years

If you have been offered a place and had an intake appointment or accepted a place but decide to withdraw or defer your application, you will need to pay the Registration fee to go back onto the waiting list. If you have been offered a place and decline immediately without proceeding further with the admission process, you may decline once without having to pay the Registration fee again.

We will contact the current or previous school for information on your child's academic progress. If the child is currently at another Dutch International Primary or Secondary

School, the school will be contacted.

## Students with Dutch Nationality only

The Dutch government has a number of criteria applying to students with a Dutch nationality only:

Students with a Dutch nationality only can apply to the AICS

- if they are returning from abroad and have attended school abroad for two of the last 3 years (this is to be proved by school reports from the school abroad).
- if the family is planning to relocate abroad within 2 years (this is to be proved by a written statement of intent from the employer).

This criteria will be checked again if the student is going to move from primary (Group 7) to secondary (MYP 1) at the AICS.

## The Diploma Programme

The Diploma Programme is open to all Dutch students who have a HAVO 5 diploma or a promotional report from VWO 4 to VWO 5. The school may advise to reconsider following the programme if students do not have Maths in their package. In addition, all students need to be fluent in spoken and written English. Students with Dutch nationality only must take Dutch as a Group 1 Language (at native/near native level).

## General Application Procedures

The admissions procedure runs through OpenApply, please visit the relevant section of the website. OpenApply is an online system the school uses in order to process applications, allowing 24-hour access. The first step in the procedure is the Registration of Interest (RoI) in the school.

The school has two campuses. The application procedure for both locations is the same. You will be able to select options regarding the location of your choice when completing the Registration of Interest.

In order to apply, please follow the procedure in OpenApply. Applications will be processed in order of entry, even though we cannot guarantee placement.

If you are applying for a space for a child who has not yet reached the age of 4, spaces will be allocated 4-6 months prior to the start of the academic year in which the child will be enrolled.

## Confidentiality

The school is required to give the following information to the Dutch Government:

- Name and address
- Date of Birth
- Nationality

### General Data Protection Regulation

In accordance with the European Data Protection Regulation, the school only collects data that is directly relevant to the needs of the student.

Parents/guardians and students have a choice in which materials are published and for which purpose.

## Enrolment criteria

### Class allocation

Children are placed in an age-based class. In order to determine the year level in which your child would be placed please complete a Registration of Interest in OpenApply. In exceptional circumstances, an alternate grade level placement may be approved by the Head of Campus. In addition we have the following guidelines for placement of students in the Primary School

To enter Group 1	a student should be four by 1 November of that school year
To enter Group 2	a student should be five by 1 October of that school year
To enter Group 3	a student should be six by 1 October of that school year
To enter Group 4	a student should be seven by 1 October of that school year
To enter Group 5	a student should be eight by 1 October of that school year
To enter Group 6	a student should be nine by 1 October of that school year
To enter Group 7	a student should be ten by 1 October of that school year

Within the Student Support Center in the primary school there are two age-level related groups at each AICS Campus, an Early Years group of students between the age of 4-8, and an Upper years group of students between the age of 8-11.

## Primary Years Programme

### Primary School Intakes

In the Primary School, all new students will be invited for an intake.

All Group 1 to 3 students have play intakes with teachers in the classrooms. Teachers observe and share observations with the Deputy Head of Campus. If there is a support question, the Support Intake Procedure is followed. Online intakes are not possible for students in Groups 1-3.

All applicants in Groups 4-7 meet with Deputy Heads of Campus for a mini-interview. All parents/guardians will receive an invitation to meet online for a follow up interview where feedback from the intake will be shared and additional questions can be addressed.

Online intakes may be held for students applying to Groups 4-7 if the family is abroad. A follow up conversation with parents/guardians may be scheduled by the Deputy Head of Campus.

If there is a concern observed in an in-person or online intake it may be that the student is invited for in-person intake, an in-class observation or the Support Intake Procedure is initiated.

Students may enroll at any time of the school year for all Primary School year levels.

#### Student Support Center

As part of the intake process a member of the Student Support Center team may observe a child in their current school and/or consult with any specialists supporting the child. This is done to get to know the child better and to understand what type of support is required. Following this, a play intake at the AICS may be arranged. This is an opportunity for the child to play and engage with the students and teaching teams. The aim is to create a safe, secure and stimulating experience for the child so that we are able to better assess their support needs.

#### Secondary School

At the AICS, in line with its philosophy, each student is guided to achieve to the best of their ability. The AICS takes account of both achievement grades and approaches to learning. Students successfully complete a year of study by meeting the requirements of the IB Middle Years Programme and IB Diploma/Careers Programme Assessment Criteria as stated in our School Guide. In addition to the academic requirements, all students must demonstrate commitment to the Service as Action and Creativity Activity Service Programmes. An intake interview may be required.

#### Middle Years Programme

Students may enroll at any time of the school year for the Middle Years programme, subject to availability. Students will be placed based on their age, in alignment with their current educational path and ability to access the IB Middle Years curriculum. Previous school

records may affect options for subject choices in arts, design and language. Please see the Application Procedure for more details.

For Middle Years Programme students, language placement test(s) may be emailed to the current school to be taken under exam conditions.

In addition to the focus on the academic subjects, we also expect students to actively develop their approaches to learning skills throughout the course of study.

### Diploma Programme and Career-related Programme

The Diploma Programme and Career-related Programme are rigorous academic programmes requiring academic ability combined with commitment and resilience to succeed. As a Dutch International School, students may not enroll opting for some courses only. All students must enroll for the full Diploma or Career-related Programme. Support and teaching staff endeavour to guide students to succeed in the Programme. The development of Approaches to Learning skills (including self-management, thinking skills, study skills) are crucial to success in the Diploma Programme and the Career-related Programme.

#### Diploma Programme – First year

Acceptance into the Diploma Programme is dependent on academic achievement proven from past school reports. Students in possession of a Dutch HAVO diploma, a passing report from 4 VWO to 5 VWO, a comprehensive (I)GCSE package with good results are examples of proven academic achievement. Each application, irrespective of the country of origin, will be considered individually. For students coming from the fifth year of the Middle Years Programme the same criteria apply as they would for students from the AICS (please refer to the School Guide for details).

While students are expected to submit subject choices as part of the application procedure, the school may set limitations to this package depending on previous school reports and placement tests as well as the availability of places in the subject.

For Diploma Programme students, a Maths and English test will be emailed to the current school to be taken under exam conditions. This will be taken into consideration along with the school reports, to help make the final decision.

For the first year of the Diploma Programme, we highly recommend students start as close to the beginning of the school year as possible. Late starts for the Diploma Programme, after the 1 October, will be assessed on an individual basis. If accepted, students need to take responsibility for catching up with work they have missed in their classes, the Creativity Activity and Service requirements as well as the Extended Essay. In some cases, repeating



the first year of the Diploma Programme may be necessary, these applicants will be notified during the admissions process.

### Diploma Programme – Second Year

Placements in the second year of the Diploma Programme may only take place in exceptional cases if the student has met the requirements for promotion to the second year of the Diploma Programme at their previous school. In addition, the school, students and parents/guardians need to be able to facilitate a smooth transition. DP 1 documents (internal assessments, extended essays etc.) that require transfer to AICS for IB submission (including the previous school authenticity statements) need to be indicated.

We cannot accommodate subjects not offered at AICS. All requests must be discussed with the Diploma Programme coordinator.

### Career-related Programme – First Year

Acceptance into the Career-related Programme is dependent on academic achievement proven from past school reports. Each application, irrespective of the country of origin, will be considered individually. For students coming from the fifth year of the Middle Years Programme students are expected to have a promotional report (please see the School Guide for additional information).

Students will be expected to follow the Pearson BTEC level 3 Diploma in Business which is one of the main components of the programme. Students will also be expected to follow and appropriate level of Maths in order to gain access to Dutch Professional Universities.

For the first year of the Career-related Programme, we highly recommend students start as close to the beginning of the school year as possible. Late starts for the Career-related Programme, after the 1 October, will be assessed on an individual basis. If accepted, students need to take responsibility for catching up with work they have missed in their classes, the Personal and Professions skills, Reflective Project, Service Learning and language development components. Completing Assessments related to the BTEC part of the programme will need to be reviewed per case. In some cases, repeating the first year of the Career-related Programme or part of the year, may be necessary. In some cases, repeating the first year of the Career-related Programme may be necessary, these applicants will be notified during the admissions process.

## Transition

In order to facilitate a smooth transition into the school, we may request additional information from parents/guardians, permission to contact previous schools and/or other

professionals if and when relevant.

## Language Requirements

The language of instruction at the school is English. Students admitted to the school are not required to be fluent in English. The school supports the development of the English language throughout all year levels.

In addition, all of our students are required to study Dutch at an appropriate developmental level in the Primary Year Programme and Middle Years Programme.

## Middle Years Programme

Students entering the Middle Years Programme in the Secondary School with a very limited understanding of English will be enrolled in the English Language Immersion Programme until it is determined that the student can access the curriculum (please refer to our Language Policy). Students with English as a second language will be enrolled in Language Acquisition classes until attaining phase 6 (near native level), at which point the student will transfer to Language and Literature.

## Diploma Programme

In the Diploma Programme, students who may be fluent in English but with limited proficiency will be expected to attend English B Language Acquisition classes if possible. Students must be fluent in English in order to access the curriculum.

### Middle Years Programme year 5, Career-related Programme and Diploma Programme

While the school endeavours to provide English language support, proficiency in English may affect the academic achievement of the student. In some cases this may result in the student having to repeat the academic year. The recommended level of English for the Career-related programme according to the Common European Framework of Reference is B2 (upper intermediate level of English).

## Promotion Criteria

Following our principles of age based education we work on the premise that all our students can complete each academic year successfully. There are exceptions to this. Parents/guardians with students needing to repeat an academic year will be informed in a timely manner. For Secondary students we have promotion criteria in order to ensure that students can meet the academic requirements. These are updated periodically. Please refer to the School Guide on our website for the most updated version.

## Promotion Criteria for the IB Middle Years Programme

### GUIDELINES

The promotion requirements for MYP 1 - 5 students are

- a. Completion of the Student Assessment Portfolio with all the Summative Assessment Tasks, regardless of levels of achievement.
- b. Students should have successfully met all the learning outcomes for Service and completed the Personal Project (MYP 5).
- c. A minimum of grade 4 (out of 7) in every subject and the personal project (MYP 5). Students could also be promoted if they have achieved up to two grades 3 in two subjects in two different subject areas.

### MYP 5 ACHIEVEMENT REQUIREMENTS FOR CP/DP SUBJECTS

Students making subject choices for DP subjects will be guided by the Career Counsellor, mentors and teachers. Some subjects have particular requirements; these are available in the section *Promotion criteria for MYP 5 to DP 1* in the School Guide.

## Promotion Criteria for the Career-related Programme

- The student has a passing BTEC continuous assessment report
- The student has been awarded a grade 3 or more in at least two of the Diploma Programme courses registered for the Career-related Programme
- The student has completed the requirements for Language Development, Personal and Professional Skills, Reflective Project and Service Learning

## Promotion Criteria for the IB Diploma programme

To qualify for promotion from DP 1 to DP 2 the students must reach an overall score of 24 points for their 6 chosen subjects and a minimum of D in Theory of Knowledge. That means that for the chosen subjects the average mark must be 4. Students must have a minimum of 12 points for their Higher Level subjects and a minimum of 9 points for their Standard Level subjects. A grade 1 for a Higher or Standard Level subject is a failing condition, as is more than one grade 2. For students taking seven subjects the student may not score more than three grades 3, or more than two grades 2.

At the end of the academic year, the student must have met the necessary CAS

requirements. For the Extended Essay, the students should have met the necessary deadlines and show sufficient progress. Should one of these two conditions not be met, then the student will not be eligible to follow lessons in DP2 until the outstanding CAS and Extended Essay work has been sufficiently completed before the start of the new academic year.

## Students with Diverse Learning needs

The school strives to be an inclusive, welcoming environment for all students. The school accommodates students with diverse learning needs, following the guidelines of Dutch law for inclusive education (Passend Onderwijs) and within the IB framework.

The AICS is able to provide extra support for a limited number of students. When the AICS cannot meet the support needs of the student, the student may be added to the support wait list.

The AICS Student Support Center has been established to offer increased inclusive special education services to internationally mobile families. Within this programme, primary and secondary school students receive additional support in a small group setting of 10-12 students. Here the students follow an alternative curriculum focused on literacy, numeracy, communication and life skills where the learning outcomes have been modified. The student's progress and development is monitored and evaluated in their Student Support Plan.

If the AICS is unable to meet the child's support needs, we will assist the family in finding an alternative setting, which may include moving to Dutch practical, vocational or special education.

## Fees

The AICS is officially recognised by the Dutch Ministry of Education, which contributes funds to the school. School fees are set annually, in accordance with Dutch International Primary and Secondary School Guidelines with the aim of keeping our education accessible. Please refer to our website for current fee structures.

Generally the annual 4 week re-enrolment period begins in mid-March. At this time parents/guardians are required to confirm their intention to continue at the AICS the following academic year. Students are re-enrolled automatically once confirmation has been received. School fee invoicing will commence following the re-enrolment period. Alternatively, the withdrawal procedure will be initiated for those students who have not confirmed their re-enrolment.

## Review Cycle

The Admissions Policy will be reviewed starting January 2026 by the Admissions and Management teams ensure input from all stakeholders.

## Documents Consulted

Beleidsregel Igvo 2010. Overheid.nl,  
<https://wetten.overheid.nl/BWBR0027776/2012-08-01> (in Dutch)  
Career-related Programme: From Principles into Practice. International Baccalaureate Organization, 2015, Geneva, Zwitserland  
Diploma Programme: From Principles into Practice. International Baccalaureate Organization, 2015, Geneva, Zwitserland  
Dutch International Schools, [www.dutchinternationalschools.nl](http://www.dutchinternationalschools.nl)  
Passend Onderwijs. Rijksoverheid.nl,  
<https://www.rijksoverheid.nl/onderwerpen/passend-onderwijs> (in Dutch, parts of the website are accessible in English)