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ADMISSIONS POLICY

General

The AICS caters for the needs of students of all nationalities living in The Netherlands who require high quality, accessible, community-based international learning.

The AICS is a member of the group of Dutch International Primary and Secondary Schools (DIPS and DISS). 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 when 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, you may decline once without having to pay the registration fee again.

If you are currently at another Dutch International Primary or Secondary School, we will contact the school.

Students with Dutch Nationality only

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

Primary and Secondary School Middle Years Programme

Students with a Dutch nationality only can apply to the AICS if they are either returning from or planning to relocate abroad.

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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 Open Apply (insert link). Open Apply 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 (Rol) in the school.

The school has three different locations. The application procedure for all locations is the same. You will be able to select options regarding the location of your choice when completing the Registration of Interest, the first step in the admissions process.

In order to apply, please follow the procedure in Open Apply. 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 the child will be enrolled in.

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 and students have a choice in which materials are published and for what purposes. Please see the application procedure for more details.

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Enrolment criteria

Class allocation

Children are placed in an age-based class. In order to determine the year level that your child would be placed in please refer to [grade level calculation](#) on our website. In exceptional circumstances, a different decision may be made.

Primary School

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

In order to ensure an optimal learning environment for our students the profile of class groups at the AICS is organized around the principles of mixed ability levels, social/emotional and special educational requirements, English language ability level and gender balance. In order to establish and/or maintain an optimal learning environment these principles will be reviewed at the end of each academic year and our Teaching and Leadership Team will decide on whether or not a class group will remain the same or be 'mixed'.

The school may request additional in-house testing for some students to ascertain the individual needs of a student in order that the appropriate support can be offered. In addition, the parent/guardian may be asked to complete further testing with outside specialists.

Group1

Group 1 classrooms provide opportunities through play which encourage children to develop emotionally, socially, intellectually and physically as well as encourage positive behaviour and interactions with other children and adults. The school aims to develop and maintain good relationships with parents to work in partnership in order to support the children's learning needs. The Group 1 intake process is the first step in enabling each child to develop as a happy, confident and independent learner with a well-developed sense of self-worth, responsibility and community.

As part of the intake procedure, all Group 1 children will take part in a play session where the children will have the opportunity to play with their future peers and the Group 1 teaching team. The aim is to create a safe, secure, stimulating and well-organized learning environment which meets the individual needs and interests of all our students.

Group 2- 7

The school will place a child in group 2 to 7 based on previous school reports. Please note that an intake interview for prospective group 2-7 students may take place if the school requires additional information to the school reports or if there are no school reports. In this case, before being placed within the school, a student may be referred for an intake assessment by the Admissions Team. The intake assessment will help us to assess the

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student's learning profile. Standardised tests, such as a non-verbal reasoning test (NVR), may be used to screen for academic potential of the student.

Secondary School

At the AICS, in line with its philosophy, each student is guided to achieve to the best of his or her 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 Programme Assessment Criteria as stated in our School Guide. In addition to the academic requirements, the student must demonstrate commitment to the Service as Action and Creativity Activity Service Programmes.

A student may be requested for an intake interview if, when applying to the school, records are not sufficiently conclusive.

Middle Years Programme

Students may enroll at any time of the school year for all Middle Years programme year levels subject to availability. Students will be placed based on their school reports indicating that they are able to follow 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.

We strive to be inclusive in the Middle Years Programme; however, students must be able to access the Middle Years curriculum. We are unable to modify learning outcomes.

Diploma Programme

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

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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 Math 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 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 including the Creativity Activity and Service requirements. In some cases, repeating the first year of the Diploma Programme may be necessary. All applications after 1 October will indicate this possibility in the acceptance letter.

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. In addition, the school, students and parents 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.

Transition

In order to facilitate a smooth transition into the school, we may request additional information from parents, 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 our students are required to study Dutch at an appropriate developmental level in the Primary School 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

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Programme until the teacher determines 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 with limited proficiency in English will be expected to attend English Language Acquisition classes if possible. Students must be fluent in English in order to access the curriculum

Middle Years Programme year 5 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 especially in MYP 5 and DP1 may result in the student having to repeat the academic year.

Students with Diverse Learning needs

The school strives to be inclusive, welcoming diversity. Where possible, the school accommodates students with diverse learning needs providing the necessary support can be provided, following the guidelines of Dutch law as reflected by in regulations about inclusive education Passend Onderwijs.

Please indicate special educational needs on the application form. Parents need to be as transparent as possible in order to facilitate support as quickly as possible. All the necessary historical documentation and academic history will be required by the school in order to assess the level of support needed.

While the school strives for inclusion in the Secondary School as well as in the Primary School, learning outcomes in the Secondary School cannot be modified. The school can offer a variety of individual assessment arrangements based on the individual needs of the students if and when these are corroborated with suitable evidence. In year 5 of the Middle Years Programme and in the Diploma Programme requests will have to be authorised by the IB prior to implementation in the school.

The Student Support Team strives to meet the needs of all students with a wide range of special educational needs; however, there are limitations to the support the school is able to provide. Please contact the admissions team for further information: applications@aics.espritscholen.nl

Please note that the school may recommend that parents choose a different means of education if we feel that we cannot meet the student's learning needs. In this case, the school will assist in finding alternative education.

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If, after a period of no less than six weeks in school, we feel that we cannot cater for the academic, social/ emotional, behavioural or physical needs of the child, (according to the government guidelines) we reserve the right to negotiate a transferal to an academic establishment that can better accommodate these needs.

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.

Re-registration

A re-registration letter is sent out annually to all existing parents between January and March. Students are re-registered automatically once confirmation has been received.

Review Cycle

The Admissions Policy will be reviewed in the school year 2020-2021 by the Admissions team and Management team ensuring input from all stakeholders. Minor changes will be in effect starting the school year 2020-2021 with the introduction of the IB Careers Programme.

Further Considerations:

Changes in the law
Admissions for the various locations
Careers Programme

Documents Consulted

Beleids Regel 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

Passend Onderwijs. Rijksoverheid.nl, <https://www.rijksoverheid.nl/onderwerpen/passend-onderwijs> (in Dutch, parts of the website are accessible in English)