



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: TES ADMISSIONS POLICY

Policy N°:

C-OP-001

Effective Date:

20/11/2019

PURPOSE OF POLICY

- **To set out clearly the eligibility criteria to apply to / enter TES**
- **To make the system of prioritisation of applications clear and transparent as guided by the TES Mission and Vision.**

R.O.C law regarding eligibility to enrol in an international school in Taiwan.

R.O.C. law stipulates that in order to enrol in an international school in Taiwan, a child must hold a valid passport of a foreign country or territory as recognised by the Government of the Republic of China. Proof of legal residence in Taiwan is a condition of enrolment.

ADMISSION POLICY STATEMENT

TES shall only admit students that can benefit from the respective national curriculum programmes, English / French / German, on offer.

Age appropriate language assessment and cognitive ability assessment may be administered to all applicants over the age of 6 years old (both on-island and remotely) in accordance to each section's specifications.

Priority will be offered to existing TES families; expatriate families coming to Taiwan from overseas associated with business and commerce; students that are native speakers of the language of the curriculum applied, and students that come from or will proceed to the same national curriculums as offered by TES.

Generally class sizes will be set at 22 or less except in cases where spaces are required for expatriate candidates from overseas when the maximum can rise to 24.

NB: Some age group levels will be set at smaller class group levels for pedagogic considerations at Section discretion

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Kerry Nockolds	Leadership Team	20/11/2019	Aug 2020	



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ADMISSIONS PROCEDURE

1. General factors for offering a school place

The offer of a place is dependent on a variety of factors including: Age appropriate language assessment and cognitive ability assessment, previous school reports, interviews with students and one or both parents. The Director of Admissions and Head of Section may also take into account other factors such as the desire to redress gender imbalance in a year group, the availability of learning support resources that may be required, or a student's exceptional talents in a particular area.

2. Prioritisation of applications

In accordance with the school's founding mission of providing an education programme to children of expatriate families that come to Taiwan for work, and/or need to study in a European national curriculum as provided at TES; there is a set of criteria of prioritisation which is used in the processing of applications to enter the assessment stages of the admission selection process.

1. Expatriate families that come to Taiwan for business/commerce related reasons
2. Expatriate passport holders that are native speakers of the language of the curriculum applied for
3. Children who have a sibling already in school
4. Children who have come from the same / or will be continuing into the same national curriculum.

Please Note: The prioritisation of application does not equate to priority of an offer being made; it allows priority to the applicant to be forwarded to the assessment or tryout stage of the process. To understand this process, refer to the 'general factors for offering a school place', as stated in point 1. of this policy.

3. Dates for application / assessment / class tryouts

Applications are accepted anytime from September 1st for the following academic year (e.g. September 1st 2019 for a starting date of August 2020).

Applications received by February 27th will be processed according to priority and if it is anticipated that places will become available for August admission.

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Applications received after February 27th will only be considered for entry in the same calendar year if places are still available once those received by the deadline have been processed.

An invitation to attend assessment or class tryout will only be issued if places in the year group are already available or expected to become available for the forthcoming academic year.

Applications can be rolled over to the next academic year if requested by an applicant family, should a place not have been available initially. Otherwise parents can reapply for the following year on the application schedule outlined.

4. **Assessment / Tryout results**

Places are awarded to candidates who have been successful in their assessments based on consideration of: achievement levels, the strength of school reports, letters of recommendation when requested, passing an interview (parent / student).

When an applicant passes the assessment or tryout but no place is available, (s)he will be put on a waiting list for the duration of the current school year and contacted for an interview if a place comes up.

Pass marks are set at or above a minimum level at which a student is deemed able to access the curriculum, with or without support. The pass mark will be set higher if many applicants achieve scores significantly above the minimum level for the year group.

Areas of assessment may include any or all of the following: language ability, cognitive ability, mathematics, science. Results are only considered valid for six months.

Applicants that do not meet the minimum entry requirements in assessment or a tryout may reapply, and they will be contacted if the opportunity to take further assessments or a tryout arises. This must be a minimum of six months after the last assessment or tryout.

Admission for students to the IB Diploma Programme in the British Secondary and High School section are determined by the “IB Diploma Admissions Policy and Procedures” which can be found on the website. Decisions regarding admission to the IB Diploma programme are made on a case by case basis in line with the policy.

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5. **Official offer/acceptance of a school place**

An offer of a place in school can only be officially made and accepted in writing, and enrolment is only complete upon submission of all requested documents, and returning a signed copy of the TES Parent Contract, as well as payment of school fees in full by the due date(s) on the invoice(s).

If payment of the school fees is not made by due date, the place will be cancelled and may be reallocated to another student. TES reserves the right to cancel a school place at any time if false or misleading information has been provided during the application process, if relevant information has been withheld, or if the school is unable to meet the child's learning needs.

6. **Language and Learning Support**

Children who are assessed, whether prior or following enrolment, as requiring language or learning support, will be charged according to the fees policy of their school Section and must remain on the support programme until such time as the support staff deem it is no longer required.

TES can only admit a child with learning or physical disability if their specific learning support needs can be met, the applicant meets all other entrance criteria, and a place is available according to the school's priority of places.

7. **Application and transfer to another Section of TES**

No priority is conferred on any applicant to transfer from one Section of TES to another. The parents of the child concerned must first have a meeting with the Head of the existing school Section to discuss the request, and a meeting with the Head of the Section they wish to move to will normally be arranged after that. If parents then still wish to transfer their child, a new application form must be submitted. And it will be processed according to the school's priority of places as set out above. When an application to change Sections is accepted, the transfer shall take place at the beginning of the following semester, and usually in August of the upcoming school year, depending on availability of places.

8. **Declining offers / requests to defer entry**

If the offer of a place is declined by a parent, the applicant must wait a minimum of six months before submitting a new application.

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A request to defer entry to a later starting date than that which is offered may be considered by the Director of Admissions. However, payment of full fees for the interim period is required to guarantee the place in school.

9. **Year group placement and class allocation**

It is school policy to place students in their age-appropriate year group, in accordance with Section policies. Only the Head of Section can make an exception to this rule, in such circumstances as when a child is moving from another school with the same curriculum and has been studying in the subsequent year group, or when it is considered highly beneficial for an individual to join TES in the year group directly below their age-specific level.

Children are allocated to classes within a year group based on a number of factors including the ratios of native and non-native speakers and boys to girls. It is not possible for parents to select a particular subject teacher or form group (class) for their child.

Appendices:

- a. TES Terms and Conditions (latest update 2019-20)

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