



International School
of Hellerup

IB CONTINUUM ADMISSIONS POLICY AND PROCEDURES

WWW.ISH.DK



A Note for Parents

Dear ISH Parents,

At ISH, our school policies are rooted in the IB philosophies, standards and practices. We aim to model the principles of the IB learner profile and the IB mission in each of our policies.

Our policies have been developed through discussions with teachers, parents and students to determine both content and layout. These are the policies mandated by the IB:

1. Admissions
2. Inclusion
3. Language
4. Assessment
5. Academic Integrity

ISH is a diverse global community and this is a source of pride for our school. We intentionally include and appreciate students of all identities, social situations, learning abilities and language backgrounds, as long as we can cater for their particular needs. By enrolling your child(ren) at ISH, you are agreeing to respect and promote the diversity of our student community. Our school policies are intended to embrace and encourage our diversity.

In each of our policy documents, you will find the philosophy driving the policy, your child's rights and community responsibilities, a description of how each policy upholds the IB learner profile, and links to the other policies. Additionally, we have included in the appendices the procedures and processes associated with each policy. Finally, hyperlinks are also embedded for further reading of ISH and IB documents.

We look forward to working at home and at school to ensure that our students receive a quality education that meets the high standards of the International Baccalaureate. Through our partnership, our students will know their right to this education and also appreciate that they have a responsibility to enable the rights of others.

Thank you, in advance, for reading these policies thoroughly.

Warmest regards,

Joanna Christoffersen
Primary Years Coordinator

Abenaa Uttenthal
Middle Years Coordinator

Evis Qeska
Diploma Coordinator



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Our Guiding Principles

The IB states, “Inclusion is an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers. This can only be successfully achieved in a culture of collaboration, mutual respect, support and problem solving. Inclusion is the learner profile in action, an outcome of dynamic learning communities.”

IB Mission

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

ISH Vision

Our vision is to foster a nurturing and respectful environment where all individuals become reflective and active members of the society, contributing to common good and world peace through/based on universal values.

ISH Mission Statement

Our mission is to provide the highest quality education in a student-centered environment by empowering individuals to fulfill their human potential to become purposeful life-long learners and responsible global citizens.



Admissions Policy

All IB policies can be found on our school website under 'ISH Policies and Procedures'.

Our Admissions Philosophy

At ISH, we believe that we should be seeking to find ways to admit students to our school, rather than reasons to prohibit entry. We aim to ensure a diversity of gender, culture, and nationality at ISH. We recognize that although we strive to admit students, we must ensure the safety and security of all. We will consider the possibility of meeting a child's needs at the school, as we consider a student for admission. ISH is principally an academic school; we expect students to move from our school either to other international schools, or to further education. We therefore seek to promote ourselves in the community as a school welcoming hardworking, internationally minded, life-long learners.

Admissions Commitment

ISH is committed to excellence in education and to the personal growth of every student. We offer small classes and passionate, highly qualified teachers. Our goal is to provide students with the best possible program of academic and personal development in a challenging and supportive environment. With over 70 nationalities represented in our student body, our students learn in a multicultural community where each person is respected regardless of nationality, race, or religion. We have two campuses: one located in the beautiful residential area of Hellerup and one further into the city center in Østerbro; both locations are easily accessible by bus and train. As an IB World School, we offer all three main programmes of the International Baccalaureate: the Primary Years Programme (PYP) and the Middle Years Programme (MYP years 1-4) at our Hellerup campus and the Middle Years Programme (MYP 5) and the Diploma Programme (DP) at our Østerbro campus.

Admissions Rights and Responsibilities

Rights	Responsibilities
<p>Students</p> <ul style="list-style-type: none">• Receive a quality education, as education for <i>all</i> is a human right• Are treated with dignity and respect in the admission process• Are included in the admissions process	<p>The Whole School Community</p> <ul style="list-style-type: none">• Understands that every child has a right to education <p>The School</p> <ul style="list-style-type: none">• Ensures access to IB education to the broadest possible range of students



<ul style="list-style-type: none">• Have continuity in their learning	<ul style="list-style-type: none">• Is accessible to the whole school community <p>School Leadership</p> <ul style="list-style-type: none">• Ensures that diversity is understood to include all members of a community• Secures access to an IB education for the broadest possible range of students• Promotes learning diversity as a valued and rich resource for building inclusive communities <p>Teachers</p> <ul style="list-style-type: none">• Welcome and include new students into their class community
<p>Families</p> <ul style="list-style-type: none">• Receive timely responses• Receive all the guidelines and necessary information• Are treated with dignity and respect during the admissions process	<p>Families</p> <ul style="list-style-type: none">• Equip the school with all required information to enable timely responses and adequate preparation to ensure continuity of learning and inclusion
<p>The School</p> <ul style="list-style-type: none">• Receives complete and accurate information from families about the student	<p>School Leadership</p> <ul style="list-style-type: none">• Communicates with families in a timely manner and provides opportunities for a dialogue• Communicates and provides all guidelines and information about processes and procedures• Listens to the voices of all learners, their parents and caregivers, support staff and non-teaching staff



Admissions and the Learner Profile

Principled: We will admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We will ensure that we consider applicants from our entire community.

Open-Minded: We will ensure that we consider applicants equally, regardless of nationality, race, gender, color, religion, persuasion, or special needs.

Caring: We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

Connections to other IB Policies

Admissions and Language

On application to ISH, a student's language profile is assessed based on his/her prior academic performance. A solid foundation in the child's mother tongue is essential for success. In order to be admitted, students should demonstrate age appropriate literacy and proficiency in a language. All previous school records must be translated into English.

The ISH document on "[Language Pathways](#)" explains the academic language expectations for all students entering and studying at ISH.

Students entering the school at MYP 4 and MYP 5 need to have proficiency in English in order to engage with course materials and sit exams. A student's level of language proficiency will be assessed as part of the admissions process for MYP 4 and MYP 5.

Students entering the school in the DP 1 year are expected to be proficient in Academic English in order to engage with the course materials and sit the DP examinations. Student's level of language proficiency will be assessed as part of the admissions process for students entering in DP 1.

If students are not found capable of accessing information and expressing themselves at an appropriate level, they may not be admitted to ISH.



Admissions Policy at ISH

Students entering MYP 4 or 5 who, in their ISH language assessment, have not yet reached the English Phase 3 or above, will be required to receive extra English tutoring and specialized language instruction. Parents need to be aware that this will be at their expense.

Once admitted, students will be asked to complete a full Language Profile questionnaire for all languages offered at ISH. This will contribute to the decision on language group placement. Language teachers will place newly admitted students into the appropriate language group within two weeks of enrollment.

We aim to balance the levels of language proficiency, while considering our resources and class make up, to ensure diversity among our students.

Admissions and Inclusion

We aim to balance the levels of academic abilities, identities and heritage to ensure diversity among our students.

We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments. We expect our applicants to take admissions tests, be it at school or remotely, from PYP 4 and up.

Through admissions tests in English and Mathematics, the school becomes informed about student levels and can begin preparing to welcome students based on their needs.

Admissions and Academic Integrity

If students cannot come into school to take entrance exams, a representative from the previous school will invigilate on our behalf. Parents provide the contact details for the representative. In cases where we cannot have a school contact, parents provide contact to representatives in business and organizations who invigilate the test.

Admissions and Assessment

In the Early Years, the previous pre-school submits an evaluation form and any school documents. In PYP 1-3, we assess admissions based on 2 years of report cards, an evaluation form and any school documents. For mid-year admissions, PYP 1-3 may be asked to come in to take an admissions test and interview with the PYP Coordinator and Admissions Officer. In PYP 4-5, we assess admissions based on 2 years of report cards, an evaluation form and any school documents. PYP 4 students take an English admission test and PYP 5 students take both maths and English admission tests. In MYP1 - DP2, we assess admissions based on 2 year reports, an evaluation form, any school documents, English and Maths admission tests, and an interview. If it is a remote applicant, students may be required to engage in a face to face Google Meet and complete My I-Math activities.



Cycle of Review

Following a full review by teachers, students, parents, the Pedagogical Leadership Team and the Board of the school, this policy has been published on December 1 2020 and applies until January 2022. Policies will be reviewed and updated during the January curriculum day each year.

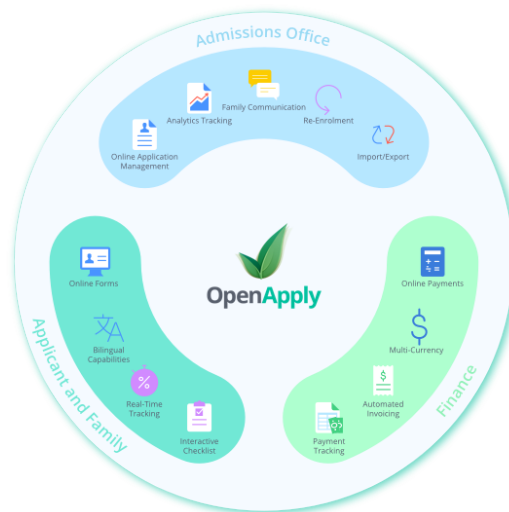
Appendices

Conversion scale for conversion of average grade

The conversion scale applicable to the current year's summer admission will be available on 1 March of that year and will be valid until the end of February of the following year. Once a year, an assessment is made of whether the most recently obtained statistical information on the character development gives reason to change the conversion table.

Link to [Danish-IB exam conversion scales \(August 2020\)](#)

Admissions Procedures





Application Procedures

Register interest - <http://ish.dk/>

Book a School Tour - <https://ish.dk/admissions/book-a-school-tour/>

PYP Monday at 10.15 am, MYP1-4 Tuesday at 10.15 am
ISH Hellerup Campus at: Rygårds Alle 131, 2900 Hellerup

MYP5 - DP1 Tuesday 12.30 pm
ISH City High School Campus at: Præstøgade 17, 2100 Østerbro

Make a formal application - <http://ish.dk/admissions/applying-to-ish/>

The formal application fee is 2.000dk. A CPR number is not needed at this point.

Early Years Applicants (PreK3, PreK4 and Kindergarten)

- Complete an application
- Upload documents, passports, etc.
- Parents complete [Pre-K Admissions and Readiness Forms](#)
- Current school completes **Confidential Recommendation Form for Early Years (PreK and Kindergarten)**
- Children *may* be invited for an interview and more assessment as needed

PYP1-PYP5 Applicants

- Complete an application
- Upload documents, passports, etc.
- Upload 2 years of school report cards
- Current school completes [Confidential Recommendation Form PYP 1-5](#)
- PYP1 - PYP3 children *may* be invited for an interview and more assessment as needed
- PYP4 applicants invited for English test and an interview
- PYP5 applicants invited for English and maths tests and an interview
- Decision is made in consultation with PYP Coordinator and other staff as needed



MYP1 - DP1 Applicants

- Complete an application
- Upload documents, passports, etc.
- Upload 2 years of school report cards
- Current school completes [Confidential Recommendation Form MYP-DP1](#)
- Applicants invited for English and maths tests and an interview
 - [MYP Placement Test Prep Info to Parents](#)
 - [ISH Language Levels CEFR and IB Phases](#)
- Decision is made in consultation with MYP coordinator, Head of Maths, EAL Coordinator and, in some cases, Students Support Coordinator

Application Timing

Our application process takes place on a yearly basis starting from January for August entry; our school years run from August to June.

Primary and Middle School Applicants

The school is open for admissions for PYP – MYP 4 students all year round, and families are welcome to apply at their convenience. We recommend that families contact the school for information regarding available spaces before they make a formal application.

High School Applicants

Students entering MYP 5 may be accepted at any point during the academic year and must bear in mind that they will be required to participate in the MYP Personal Project, regardless of when they are admitted. Students arriving after January 1st will receive modified guidance towards completion of the Project. The Personal Project provides evidence of an MYP 5 student's readiness for the Diploma Programme.

IB Diploma Programme Admission closes 1st September each year. After 1st September, ISH will only accept new students who are transferring from an IB DP program with all subjects that can be accommodated by ISH. ISH collaborates with Pamoja Education (online IB courses) and students also have the opportunity to take 1 or 2 courses online.



Acceptance Criteria

Siblings are prioritised for all grade levels - Pre-K to DP. For admission to the Diploma Programme, students applying from other IB Schools are given priority when applying.

All students are still required to follow the admissions process completely to be considered for admissions. A decision for acceptance is only made after the appropriate Program Coordinator and other identified members of staff evaluate the above information in accordance with our Inclusion Policy and Language Policy.

For Diploma Programme applicants, we also offer guidance on subject choices that align with their strengths and future academic ambitions. The school cannot guarantee all student DP choices if our evaluation shows that there is a low probability of success.

Notice of Acceptance

- Acceptance letters are sent out via Open Apply
- A deposit is required before the spot is confirmed: <http://ish.dk/admissions/fees/>
- Parents are required to read all of the documents attached to the welcome link: <https://ish.dk/welcome-to-ish-2020-2021>

On the First Day of School

- All new parents and students will be invited to meet the Admissions Officer in the school reception office for the first day of school.
- PYP students will be escorted to meet the new class teacher by the Admissions Officer.
- MYP and DP students will be met in the reception by the class advisor.
- If a child starts in the middle of the school year. A buddy will be assigned to help the child navigate the school and schedule.

IB Standards and Practices for Admissions

Our Admissions policy has been aligned with the new IB Standards and Practices, which became effective October 2020. Please note the related standards below.

Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)

Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes



the conditions for participation in the school's programme(s). (0301-01-0100)

Culture 1.2: The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)

Additional Readings

[The IB Guide to Inclusive Education: A Resource For Whole School Development](#)

