



*Anglican International School,  
Jerusalem*

*Where the world goes to school*

**ADMISSIONS POLICY**

<b>Reviewed by:</b>	Devin Mitchell Robin Press Meira Yan	<b>Date:</b>	January 2021
<b>Approved by:</b>	Rosemary Saunders	<b>Next review due:</b>	January 2023

### **Glossary of Abbreviations**

EY = Early Years

PY = Primary Years

MY = Middle Years

DY=Diploma Years

This policy refers to the admission (i.e. acceptance), enrolment (i.e. registration) and re-enrolment (i.e. re-registering of students for the following academic year) procedures and expectations at AISJ.

**AISJ welcomes families from all cultures, countries, all religious faiths and none.**

AISJ is accredited by the Middle States Association (MSA) and Council of British Schools Overseas (COBIS). We offer the following curricula:

- Early Years Foundation Stage (EYFS)
- International Early Years Curriculum (IEYC)
- International Primary Curriculum (IPC)
- English National Curriculum
- International Baccalaureate (IB) Middle Years Programme (MYP)
- International Baccalaureate (IB) Diploma Programme (DP)

## 1. General Enrollment Information

- Although AISJ is a non-selective school, admission, enrolment, and re-enrolment to AISJ are not automatic. Enrolment decisions and class placement are made on the basis of age, examination of school records, evaluations, confidential recommendations and personal interviews.
- The underlying philosophy of the admissions policy and procedures is to ensure a quality English language education according to school philosophy/constitution.
- We reserve the right not to enroll a student if we do not have the capacity to meet the needs of the student or expectations of the family.
- Admissions are conditional on the space available. Where space in the desired class is not available, a waiting list is implemented. Maximum limits for class sizes are set as follows:  
Nursery: 8 (+2)  
EY1: 14 (+2)  
EY2: 18 (+2)  
PY1-PY6: 21 (+2)  
MY1-MY5: 21 (+2)  
DY1-DY2: 22 (+2)  
*The numbers in brackets () indicate places that may be allocated at the relevant Head of School's discretion. After a class has reached 23 students, the Director may add more children at their discretion.*
- Re-enrolment is contingent on full payment of outstanding fees and the re-enrolment fee.

### 1.1 Enrollment in the IBDP Program

At AISJ, we offer the International Baccalaureate Diploma Programme (IBDP) for students in DY1 and 2, along with AISJ (MSA) options courses. The IB program is open to all students who meet the school admissions requirements, subject to an academic review of records from the previous school. Students may elect to participate in the IB program in the following ways:

- IB Diploma candidate
- IB Course candidate
- Non-examination (MSA) student

All students who graduate from AISJ are awarded an American high school diploma from the Middle States Association (MSA). This can be achieved by earning the required number of credits as determined by the MSA, in a combination of IB and non-IB courses. We encourage all students to participate in the IB Diploma Programme, as either full diploma or DP course students. The decision for which enrollment path to take is made in consultation with a student's parents, the school counselor and the DP Coordinator.

Although the full IB Diploma Programme is one that everybody can benefit from, it is not necessarily the best enrollment for all students. In some instances, a student may be advised to change their enrollment from the full IB Diploma to an IB Course enrollment.

The IB Diploma Programme is a two-year program, rooted in the principle of concurrency of learning. Students entering in the middle of the program may not be eligible for IB exams.

Students transferring from another IBDP school can continue their program with AISJ only if we can accommodate their enrollment needs.

## **2. Inclusion Needs (IN) at AISJ**

### **2.1 Students with English as an Additional Language (EAL)**

AISJ celebrates its EAL students as important individuals in our vibrant community. Students can be enrolled in our school regardless of his or her level of English language acquisition. This is conditional on the agreement that if the student has EAL needs that we cannot cover in our standard services, the parents will be required to pay for the additional recommended services.

If after a period of adjustment, we find that a student has needs that we are not able to accommodate, continuing at AISJ will be conditional and subject to a review process.

### **2.2 Different Curriculum and Usage Students (DCU)**

As an international school our students come from a variety of educational experiences, learning styles and curricula. If a student arrives at AISJ and has challenges adjusting to the expectations of our curriculum, we will investigate options for support through our Inclusive Needs (IN) department. If the needs of the student exceed our general provision of support, then extra support programs will be offered, with additional fees, until the student is able access the curriculum delivered at AISJ.

### **2.3 Students with Special Educational Needs (SEN)**

AISJ is a non-selective school and we are proud to welcome all types of learners into our community. It is essential that all relevant reports and documents (including, but not limited to) psycho-educational evaluations and any existing IEPs must be submitted ahead of time, so that the admissions committee can make an initial assessment to determine if AISJ is the appropriate educational setting for the student. If any information is not supplied at the initial stages, and this prevents us from making adequate education or emotional provisions, we may not be able to accept the student on arrival.

Every effort is made to accommodate students' needs within our mainstream school environment. AISJ teachers strive to ensure that all lessons and activities are accessible to different types of learners. In the instances where, despite the differentiation of learning and general good practice, a

student still has unmet needs, individual learning programs may be devised with additional fees.

There are some cases in which AISJ is not the appropriate placement because the student's needs are beyond our ability to provide education and support. If AISJ is not the best fit for a student, this will be immediately communicated to parents/guardians.

Our building is a listed historic building and which limits the structural changes that can be made. The school accepts students with physical needs as long as we can accommodate their needs within these limitations.

### 3. Guardianship

In order to be enrolled at AISJ, a student must be living with a parent or a legal guardian. Students not living with parents must attend a formal interview, and enrollment can only be agreed upon if an arrangement acceptable to AISJ can be approved. It should be noted that admission under these circumstances is the exception rather than the rule. Appropriate documentation about the student's guardianship must be provided.

### 4. Fees Schedule

All prospective families will be given a fees schedule (current or provisional) at the enrolment meeting. This will include details of extra expenses: lunches, clubs, international trips, and some inclusion support. Please note that additional inclusion support fees will vary depending on the assessed need of the support a child requires.

### 5. Bursaries

AISJ is able to provide some bursaries for local students.

- Applications for Financial Aid for the following academic year for current or for new families must be submitted to the Chairman of the Bursary Committee, via the Admissions Officer, by **March 17<sup>th</sup>** of the current academic year.
- The Bursary Committee will review the application and decide whether, and how much, bursary to award. This information remains confidential.
- Bursary forms are only available upon full payment of the enrolment or re-enrolment fee. It is important to note that bursaries do not cover any Inclusion support the pupil may require and that all support must therefore be paid by parents, guardians or by their employer.

### 6. Important dates for enrolment and re-enrolment

- All applications by local families for the following academic year must be submitted by **March 31** of the current academic year and they will be notified of the outcome by May 31.
- New families applying for admission at any point during the academic year will be admitted only under exceptional circumstances, at the discretion of the Director, Admissions Committee and the relevant Head of School.
- For a current student's place to be guaranteed for the following academic year, all re-enrolment forms and fees must be submitted and paid by the last day of February of the current academic year.

## **7. Policy Agreement**

Parents and/or guardians that enrol their children in AISJ agree to follow and commit to all the expectations, guidelines and policies of the Anglican International School Jerusalem. These policies are available on the school website or can be obtained from the school office.