

R6 ADMISSIONS REGULATIONS

6.1 Admissions Principles

The International School of Luxembourg exists primarily to meet the needs of international, expatriate children who require an English-speaking education and/or for whom, due to lack of local language acquisition, other schools may not be a viable option. The school recognises the benefits of maintaining a proportion of students from the permanent, local community and seeks to enrol these students whenever possible. A child's ability to profit from the school's academic programme is the prime criterion when making admissions decisions. A child's social, emotional and educational needs are at the centre of every decision made. Families of all races, nationalities, sexual orientations and religions are encouraged to apply. The principles of clarity, consistency and transparency are upheld in all admissions procedures. In all matters regarding admission, the Director's decision is final.

6.2 Admissions: Acceptance, Placement and Enrolment Decisions

All admissions decisions are made on the basis of input from committees comprised of school administration, faculty and/or professional staff.

The following factors are considered when making admissions decisions:

6.2.1 Considerations for Acceptance

- Evidence of the applicant's ability to follow the course of study at the International School of Luxembourg, including where applicable.
- Evidence of the applicant's ability to contribute positively to the school's community
- Evidence of the parent(s)/guardian(s)' ability to contribute positively to the school's community
- Evidence of the parent(s)/guardian(s)' ability to provide the support that the school believes necessary for the applicant to succeed*

**Students must live with a parent or recognised guardian in order to attend ISL*

6.2.2 Considerations for Grade and Programme Placement

- The applicant's age*
- The applicant's physical, social and emotional development
- The programme in which the applicant is currently enrolled or that he/she last completed
- The applicant's proficiency in English
- The applicant's expected need for Learning Support Services

**To enrol in the Early Years Programme applicants must turn 3 years old by August 31 of the entry year*

6.2.3 Additional conditions for entry to the IB Diploma Programme

- The applicant shall possess a level of English deemed by the school to be sufficient to enable them to successfully participate in the programme. The student's level of English will be tested during the Admissions Process
- The applicant's placement in IB language courses (Language A, Language B and ab initio) will be determined by the school in accordance with its Language Policy
- The applicant's previous record of academic achievement will be reviewed in order to determine readiness for enrolment in the IB Diploma Programme

6.2.4 Considerations for Offers of Enrolment

- The availability of space in a particular grade or programme

6.3 Admissions Process and Procedures

6.3.1 Admissions Timeline

An admissions timeline is posted for families online. The timeline offers guidelines as to when to tour, apply, and interview as well as when a family can expect to receive an admissions decision.

6.3.2 Tours

Tours of the school are offered year round by appointment.

6.3.3 Applications

Interested families are encouraged to fill out the ISL Online Enquiry form and Online Application form at their earliest convenience within one year of their intended entry date. Information regarding the required documentation, interview and testing is available on the online platform.

The following is an overview of the requirements for a completed application.

1. Completion of the Online Enquiry
2. Completion of the Online Application
3. Completion and submission of the age-specific Required Application Documents *
 - School Administrator's Recommendation Form (to be submitted directly from applicant's school)
 - Teacher Recommendation Form(s) to be submitted directly from applicant's school
 - Copies of Most Recent School Reports (three years when possible)
 - Parent completed Health History Form and completed copy of current vaccination card**
 - Hand-written Writing Sample (for applicants age 7+)
 - Student Language Background Form
 - Student Learning Profile Information Form
4. Submission of a copy of the applicant's identification page of passport and birth certificate
5. Submission of a copy of both parent(s)/legal guardian(s)' identification page of passport
6. Payment of a non-refundable Application Fee
7. An Applicant Interview and Family Meeting with the Head of Admissions other members of the Admissions Committee when appropriate***
8. ISL Testing for applicants to Grades 3-12 ***

**All Required Application Documents must be accompanied by an English translation if not originally written in English. The school reserves the right to contact previous schools for verification of information.*

***All students enrolled at ISL will be required to follow the Luxembourgish Ministry of Health's vaccination schedule, unless they cannot be vaccinated for medical reasons.*

****Interview and testing appointments are offered following the completion and receipt of all application materials. Additional input may be sought from counsellors and / or specialist staff as and when needed.*

6.4 Admissions Decisions

Admissions decisions include decisions regarding Acceptance, Grade and Programme Placement and Offers of Enrolment. Admissions decisions are made once the entire application process (application fee payment, documents, interviews and admissions placement testing) has been completed. These categories of decisions are possible:

- Acceptance and Placement with Offer to Enrol*
- Acceptance and Placement with Conditional Offer to Enrol*
- Acceptance and Placement with Provisional Offer to Enrol*
- Acceptance and Placement with Offer to be Placed in Waiting Pool
- Refusal of Admission

**Families who are offered enrolment for the following school year are asked to commit to the place within two weeks from the date of offer. Proof of enrolment fee payment must be received within these two weeks in order to reserve the place.*

**Families who are offered enrolment within the current school year are asked to commit to the place within one week or less from the date of offer, depending on the start day of school. Proof of enrolment fee payment and signed enrolment contract must be received within the deadline specified in the offer of enrolment.*

6.4.1 Acceptance and Placement with Offer to Enrol

This Offer to Enrol is made when an applicant's completed application provides evidence that all criteria for admissions have been met and there is space available.

6.4.2 Acceptance and Placement with Conditional Offer to Enrol

Occasionally, applicant families may be granted a Conditional Offer of Enrolment. This offer is made when the school determines that the likelihood of the student's academic and social success at ISL would greatly improve if an individualized set of conditions were to be met. Families are asked to commit to this specified set of conditions at the time of enrolment. Future enrolment is dependent upon the parents' and student's ability to meet and maintain these conditions over a pre-determined period of time. Throughout this pre-determined time span, the student's level of success is reviewed periodically with the family. A final review will determine whether or not the student is offered unconditional enrolment for the following school year.

6.4.3 Acceptance and Placement with Provisional Offer to Enrol

On rare occasions, applicant families may be granted a Provisional Offer of Enrolment. This offer of enrolment is made when extenuating circumstances prevent an applicant from participating in the required interview and testing prior to the family's move to Luxembourg. When an applicant's completed application materials provide evidence that he/she will meet the admissions criteria for acceptance, the family may be offered the opportunity to reserve a space until their time of arrival in Luxembourg. Under these circumstances, the family is asked to pay all non-refundable enrolment fees and to commit to the ISL School Fee payment schedule in order to reserve the space. The official offer of enrolment becomes contingent upon the results of the deferred interview and testing. Reimbursement of enrolment and tuition fees are only made if the school determines it is unable to grant an official acceptance following the applicant interview and testing.

6.4.4 Offer to Be Placed In a Waiting Pool

On occasion, due to space constraints, it is necessary to accept an applicant and ask that the family wait for a space to become available. The accepted applicant is placed in a waiting pool along with other accepted applicants hoping to enrol.

Once a space becomes available in a grade for which there is a waiting pool, all applicants in the pool are considered for offers of enrolment. A combination of factors and applicant categories are considered when making decisions regarding the waiting pool. For example in no particular order:

- Applicants with siblings moving to Luxembourg and the surrounding area who have not studied in the local language
- Applicants moving to Luxembourg and the surrounding area who have not studied in a local language
- Applicants with siblings who are enrolled in the International School of Luxembourg
- Applicants moving from an English speaking school in Luxembourg
- Applicants moving from a school in Luxembourg or the surrounding area where English is not the language of instruction
- Date of application completion and/or submission

Should an applicant be accepted and placed in a waiting pool for a Grade in a particular school year, he or she will remain eligible for an Offer to Enrol throughout the duration of that same school year. Applicants wishing to remain in the waiting pool for longer may be asked to submit updated materials for review or to re-apply in full. Should a family agree to be placed in the waiting pool, no further payment is required until such time that an Offer of Enrolment is made.

6.4.5 Refusal of Admission

Admission to the school may be refused for reasons which include but may not be confined to the following:

- Insufficient evidence of the applicant's ability to follow the International School of Luxembourg's programme of studies
- The inability of the International School of Luxembourg to provide a suitable programme or facilities for the applicant
- Dismissal under less than honourable circumstances from a previous school, or evidence of a poor disciplinary record at a previous school
- A criminal record

- Insufficient evidence of the parent(s)/guardian(s)' ability to contribute positively to the school's community
- Insufficient evidence of the family's ability to provide the support that the school believes necessary for the applicant to succeed*

**Students must live with a parent or recognized guardian in order to attend ISL*

At any time during the Admissions process the school reserves the right to proceed directly to an admissions decision. The decision of the Director is final in this matter.

6.5 Annual Enrolment Application Process Online Annual Enrolment Application Process instructions and the updated School Fees will be sent to families in the month of February. Families who wish to apply to enrol for the following school year are asked to follow the Online Annual Enrolment Application Process and to submit the designated Annual Enrolment deposit by the stated March deadline. Families who do not meet the deadline requirements for the Annual Enrolment Application are not guaranteed a place for the following school year.

Families will be offered the opportunity to apply to enrol their son/daughter for the following school year unless:

- After consultation with a student's parents and teachers the School feels that the student can no longer benefit from the programme the school can offer
- The student has been on academic probation and insufficient progress has been made
- Sufficient evidence of a poor disciplinary record in the previous year exists
- Fees are overdue
- The student's parent(s) and/or guardian(s) have been unable to support the school sufficiently in its philosophy and community expectations in the previous year

The School reserves the right, after consultation with a student's parents and teachers, to require that a student repeat a year in the same grade if it is felt that the student is not ready to advance into the next grade. The decision of the Director is final in this matter.

The School reserves the right to withdraw the Annual Enrolment Application Offer if, in the judgement of the School Director, the effort, progress, conduct or influence of the student, or of anyone directly associated with the student, including but not limited to his/her parent or guardian, is not in keeping with the School's accepted standards. The decision of the Director is final in this matter.

6.6 Entry Fees

6.6.1 Application Fee

A non-refundable application fee must accompany the application for admission. The fee covers the processing of the application for admission for the span of up to one school calendar year. Families who decline an offer for admission or wish to defer the student's entry date into the next school calendar year, may need to submit a new application fee and apply in full for future admission.

6.6.2 Registration and Capital Fee

A non-refundable Registration and Capital Fee is required per student upon initial enrolment. The Registration and Capital Fee must be paid: within two weeks of received acceptance notification for enrolment for the upcoming school year; within one week for enrolment offered within the current school year; and prior to attendance for enrolment

offered in less than one week in order to reserve enrolment for the student. Families who have withdrawn and re-enrol after two years will be responsible for paying Registration and Capital Fees again.

6.6.3 English as Additional Language (EAL) Entry Fee

A non-refundable EAL Fee is required per students whose level of English proficiency requires additional support. The EAL Fee must be paid: within two weeks of received acceptance notification for enrolment for the upcoming school year; within one week for enrolment offered within the current school year; and prior to attendance for enrolment offered in less than one week in order to reserve enrolment for the student. Families who have withdrawn and re-enrol after two years will be responsible for paying EAL Fees again if the school deems that the child's English proficiency requires EAL support

6.6.4 Annual Enrolment Fee

The School requires a non-refundable annual deposit to enrol a student for each succeeding school year. This deposit must be paid before the student can be officially enrolled and it is credited toward the annual fees due. The Director may impose a deadline for receipt of the annual deposit and may give the place to a new applicant or charge a late fee if the deadline is not met.

6.6.5 Outstanding Fees

If any Fees remain outstanding, the School has the right to withhold all Offers of Enrolment.

6.7 Entry Date Policies

All offers of enrolment and terms of financial commitments are based on an agreed entry date.

6.7.1 Offers of Enrolment for Future Entry Dates

Offers of enrolment will be made to accepted students with future entry as early in the school calendar year as possible. When there is limited space, families who have applied for an entry date that is greater than two months in the future may be accepted and placed in a waiting pool. Any space that is still available two months prior to a family's entry date will be offered to the accepted student.

6.7.2 Requests for Change of Entry Date

All requests for a change of entry date will be reviewed on an individual basis. Depending on space availability and the suggested new date of entry, the offer of enrolment may be rescinded and tuition fees may be due in accordance with the original enrolment agreement.

6.8 Academic, Means Tested, Scholarships

In recognition of Luxembourg's generosity to The International School of Luxembourg, and subject to an available space, the School may offer a means tested academic scholarship to a student living in the wider Luxembourg community. Offered Scholarships are open to students who are aged sixteen by August 31 of the entry school year. Once awarded, scholarship grants will run for two years (Grades 11-12). Details regarding scholarship

availability and the application process will be available to all interested families through the Upper School Office as of February each year in preparation for the school year to follow.

The International School of Luxembourg, a.s.b.l. (“ISL”) is bound by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or “GDPR”) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the Grand Duchy of Luxembourg (collectively the “Data Protection Regulation”). The Data Protection Regulation regulates the way ISL handles and process personal data as defined by the GDPR.