



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name	TES Admissions Policy		
Policy No.	C-OP-004	Effective Date	September 2024

Purpose of the Policy:

- Define for prospective families, as well as all community stakeholders, the TES Admissions Policy.
- Outline the admissions process and procedures, including approach, purpose, requirements, application evaluation, and decision-making and communication.
- Ensure a clear and cohesive link between the inclusivity of the school's Admissions Policy, Guiding Statements and High-Quality Teaching and Learning Definition.
- Support a mutual-choice, mission-driven admissions process, designed to recruit and retain students eligible for admission.
- Define an ongoing review and evaluation of the admissions policy in the context of the school's evolution and application of its Guiding Statements and High-Quality Teaching and Learning Definition.

APPLICATION OF POLICY

This policy applies to all active members of the TES community – all students, staff and parents, as well as all prospective and future members of the TES community.

KEY TERMS

TES Mission: Through world-class curricula, Taipei European School cultivates lifelong learners and responsible global citizens who are ready to rise to the challenges of the future. We nurture independence, embrace diversity, and encourage all to “do well by doing good”. We embrace holistic education programmes that value academic accomplishment while prioritising the social and emotional well-being of each learner.

TES Vision: To be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.

High-Quality Teaching and Learning at TES: High Quality Learning and Teaching (HQLT) at our school engages our community of learners in acquiring knowledge, skills and understanding with authentic and aspirational experiences within the school. TES promotes a broad range of competencies and aptitudes which are both academic and social-emotional, such as collaborative skills; creativity; critical thinking; communication; interpersonal skills; empathy; problem-solving; leadership; entrepreneurship; digital and media literacy; and resilience. HQLT at TES provides a truly holistic experience for our students through the influence of our Graduate Attributes and Community

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Values, and by encouraging our learners to have a positive impact and to make ethical decisions and choices.

Global Citizenship: The goal of TES is to prepare students who, as part of a multicultural community, are able to engage with the world through an open mind and meet the demands of a global society. They will recognise the interconnectedness between communities and cultures and demonstrate an awareness of their personal impact on the environment and the well-being of others around them. Through active participation and intercultural understanding, TES' global citizens will impact others through local, national, and global action, valuing practices such as harmony, inclusion, global perspectives and worldviews. We actively encourage students to show empathy, recognise differences, challenge stereotypes, and take responsibility for their social and physical environment, thereby helping to shape the future.

Diversity, Equity, and Inclusion at TES: At TES, Diversity, Equity, and Inclusion are ingrained in our core. With a vibrant tapestry of over 50 nationalities, we foster an environment where everyone is respected and celebrated for their unique identities. We believe in unity through diversity. Our multilingual instruction and integrated curriculum promote cultural intelligence and global understanding. Through collaborative events, we embrace our differences and nurture intercultural awareness. As we shape future global citizens, we continuously assess and challenge our DEI practices to ensure an inclusive space for all—students, staff, parents, and the broader community. TES thrives on diversity, seeks equity, and paves the way for inclusion.

Admissions Committee: Comprised of senior leadership in the appropriate campus and section of enrolment, Admissions Office Manager, and pedagogical and learning specialists, as required or requested. Admissions decisions are determined by the Admissions Committee.

ADMISSION POLICY STATEMENT

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.

In line with TES' Vision, the school is proud of its role as host to a highly multilingual and multicultural community of learners in Taipei. TES' Admissions Policy is driven by its Guiding Statements, which align with its goal to inspire all students to learn and flourish. It is the mission of the Admissions Department to support recruitment, enrolment and retention in a transparent, ethical, and professional manner and to ensure that prospective and returning families understand the TES Mission, Vision, Guiding Statements and High-Quality Teaching and Learning Definition as it applies to our vibrant school community.

- We strive to give each family a thorough initial understanding of the respective section programme(s) to which they are applying and to respond to individual enquiries for

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additional information.

- Visits to the school campuses are scheduled through one of our regular admissions events or on an individual appointment basis and are highly encouraged. These visits are available during school hours and in-session days and should be arranged as early as possible through our Admissions department.
- All prospective families are encouraged to familiarise themselves with TES through the school website, www.tes.tp.edu.tw

Prospective families are encouraged to apply between September and February (exact dates vary each year) for priority consideration for an August start. All application requirements, as well as the admissions policy, can be accessed from the school website at:

<https://www.tes.tp.edu.tw/admissions>

TES actively encourages applicants from a variety of educational, linguistic, cultural and learning backgrounds. The school provides dedicated language, learning, and student support services that address the diversity of student learning profiles, including diagnosed learning and/or behavioural needs and language support. Some support resources incur an additional fee and may be limited in scope or availability.

While inclusive and celebratory of differentiation throughout its sections and programmes, TES has chosen to offer dynamic and intense academic programmes that demand a high level of readiness, enthusiasm, motivation and perseverance from students. Depending on certain factors, but especially in later grades where a student may be changing from a different education model or the language of instruction, the school reserves the right to refuse admission should it be determined that a student's needs will not be adequately supported throughout their time at TES.

The school serves the needs of a highly mobile, international community, but also offers an alternative education model to local-international families residing in greater Taipei. In accordance with the school's founding mission of providing an education programme to children of expatriate families that come to Taiwan for work or need to study in a European national curriculum as provided at TES, there is a set of criteria for prioritisation, which is used in the processing of applications. Note: admission decisions are based on the best fit according to the school's mission, values and goals. They are not necessarily made on a rolling, or first-come, first-served basis

- Expatriate families that come to Taiwan for government/business/commerce-related reasons.
- Expatriate passport holders who are native speakers of the language of the curriculum applied for.
- Children who have a sibling already in school
- Children from the same, or will continue into the same, national curriculum.
- Children who apply before the conclusion of priority consideration, and are able to begin the school and term as published in the school calendar.

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Admission to TES is through an application process and the submission of application documentation implies acceptance of the general terms and conditions of the school's mission, vision and admissions policy. When otherwise demand may outweigh space availability, resulting in some successful candidates being placed in a waiting pool, the school may take into consideration various factors, such as a family's length of stay in Taiwan, or the student's background/experience in a relevant academic programme, their linguistic profile or their learning support needs in attributing the places that may become available in the future.

A non-refundable and non-transferrable admissions application fee is required for a complete admissions application. TES Admissions will proceed with the processing of a candidate's application once all required documents are received and the application fee is paid. Other than the APTIS assessment (required of certain BSHS applicants), this fee includes the cost of TES' required admissions assessments.

Application requirements vary by section. 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 with each section's specifications. In order to ensure that TES can meet a student's learning needs, additional information may be requested, and a further interview or language test may be a part of the admissions review process.

Owing to the expansive model of student differentiation in place at TES, which is able to take into account a wide variety of learning styles, strengths and needs, year-level placement is based on the student's age as of the school and section cut-off date (please see Year Group Placement Charts). In the exceptional case that a student's age, development, or previous school experience or performance supports compatibility with a year level outside of that determined by the school cut-off date, this decision is evaluated through the Admissions Committee and promptly communicated to the family. Students whose age at high school would exceed 19 years old would not normally be enrolled in the school. Students who are candidates for the Early Years will not be accorded exceptions based on age or prior school experience. All Early Years candidates must be fully and reliably toilet trained before school begins, and able to feed and dress themselves reasonably independently.

TES believes in an ethical cycle of transparency, support and constructive collaboration amongst its staff, students and parents. The admissions process is an opportunity to share accurate and meaningful information with our admissions team in order to support a student's academic, social, and emotional well-being. On the rare occasion where key information is knowingly withheld or obscured, the school reserves the right to refuse admission or withdraw a place already offered. In the event that student or parent behaviour directly violates the values of the community as stated in our Enrolment Agreement: Terms and Conditions, the school reserves the right to request the withdrawal of the individual(s) or family(ies) concerned.

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Re-enrolment at TES is an annual process, and families must inform the school during the re-enrolment period of their intention to re-enrol their child(ren) for the upcoming academic year. Re-enrolment requires the acceptance of the Terms and Conditions for the year to be enrolled and a non-refundable re-enrolment deposit. Re-enrolment is contingent upon:

1. The school is able to continue to adequately address a student's needs;
2. Student behaviour is in accordance with the school values and guidelines found in the appropriate Section Handbooks;
3. All financial accounts are current and in good standing.

Should a family not complete the re-enrolment of a student by the deadline for the re-enrolment period, the school reserves the right to offer the space to another prospective family seeking enrolment.

TES will review on a bi-annual basis its Admissions Policy to ensure alignment with the school's Guiding Statements and High-Quality Teaching and Learning Definition and reserves the right to modify the policy, as appropriate. The latest version of the Admissions Policy may be consulted at all times on the school website.

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