

Montgomery International School Admission Policy

Objectives of the policy

The purpose of this document is to present and explain the conditions necessary for the enrolment of a student in our school.

Our admission philosophy

MIS embraces an inclusive philosophy, welcoming students from diverse backgrounds, nationalities, and cultures. The school is guided by the principles of International Mindedness and the International Baccalaureate (IB) Learner Profile, which emphasise a wide range of human capacities and responsibilities that extend beyond academic achievement. These principles reflect our commitment to fostering respect for oneself, others, and the world within the entire school community.

Our admission process is designed to identify the best opportunities for each applicant to thrive and reach their full academic and personal potential at MIS. The final decision regarding course selection and enrolment is based on a careful evaluation of the student's academic and personal background, their preferences, and how these align with the programs and opportunities available at the school.

Readmission conditions for already enrolled students

Currently enrolled students may re-enroll under certain conditions as defined in the Montgomery International School's Assessment Policy.

Diploma Programme Orientation Process

At MIS, all students follow the IB Diploma Programme.

In order to inform students and parents about the requirements and interests of the Diploma Programme, several meetings are planned:

1. For students already enrolled in MIS, a presentation is given to MYP 5 students during the 2nd term to formally introduce them to the IB Diploma Programme. The coordinator/guidance counselor will explain the requirements, course selection, and core curriculum, and teachers will give an overview of their courses. The guidance counselor will also provide information on the best direction for their future academic study choices.

2. The student and his/her parent(s) will then meet with the DP coordinator/guidance counselor to discuss which courses will be the most appropriate to take based on his or her performance and future studies.
3. The student notifies his or her potential choices to the coordinator during the 3rd term.
4. The final decision will be made after the June exam session and in accordance with the procedure as defined in the assessment policy.

Admission requirements for external candidates

In all cases, a first meeting is set up with Admissions and/or a member of the leadership team. The purpose of this meeting is to introduce the school, the choice of courses and the philosophy of the establishment and to allow the family to assess whether the school profile is suitable for the candidate. For the school, this interview allows the candidate to discover his or her personal and academic interests or any specific needs so that the candidate can begin his or her schooling under the best possible conditions if he or she registers. Great care will be given to analyse previous reports, potential psychoeducational reports and language test results, to communicate with teachers and help them set up tools that will allow the new students to learn as effectively as possible. The school will also get in touch with neuropsychologists, when relevant to better gauge how to support the child.

Grade 1 to grade 5 / PYP1 - PYP5

We accept all students from the age of 5,5 to the age of 11.

In order to confirm registration, the last two report cards (if available) will be requested to allow MIS to get to know the student better. For entrance into PYP2 onwards, the pedagogical team will review academic records to ensure that the students have successfully completed and acquired the necessary knowledge and skills in their previous years of study to be eligible for the grade level applied for.

In addition, each student will be evaluated by their homeroom teacher at the beginning of the school year so that the teachers can assess his or her level in each subject and language and thus organise teaching and learning tools appropriate to each student's abilities.

Grades 6 to 10 / MYP 1-5

To enrol in the MYP, students must have successfully completed and acquired the necessary knowledge and skills in their previous years of study.

For this purpose and in order to confirm enrolment in the appropriate grade level, the last two report cards will be requested to allow MIS to better assess the student's academic level and skills.

In some cases, and if the results on the report cards, interviews, etc. do not allow us to define the best choice of courses and level, the student will potentially be requested to take placement tests in English, Math and/or French.

Grades 11 and 12 / DP1-DP2

In order to register for the DP, the student will be required to submit his or her report cards from the previous two years.

If necessary, MIS will also contact the student's former school in order to obtain information on the student's academic situation, the choices to be made for his or her courses or on any special arrangements that the student might have benefited from. In addition, the student will be required to take a placement test for the mathematics course as well as in French or English, depending on the student's language profile. All of these elements will also be taken into account in the choice of subjects to be taken at the SL and HL.

In the event that a candidate wishes to register for DP 2, the students must have completed the Diploma Programme (year 1) in another school. If this is the case, (transfer from another IB school), the programme coordinator will contact the other school to determine whether transfer is possible and under which conditions. This will determine whether the other school's Diploma Programme is in line with our own.

A meeting will also be set up between the student and the university counselor of the school.

Implementation, evaluation and revision of the Admissions Policy

The admission policy is developed by the IB Programme Coordinators and the leadership team. This policy will be reviewed annually to ensure that it is up-to-date with school procedures.

Admissions steps

- STEP 1
Schedule a virtual or in person appointment with admissions and tour the campus. Potential families contact us via email or Open Apply.
- STEP 2
Parent Share their child's last two years of school reports
- STEP 3
Reports review and grade placement by the MIS leadership/admissions team

- STEP 4
Reference check
- STEP 5
The family submits the enrollment documents and the payment to secure the seat
- STEP 6
Placement tests
- STEP 7
WELCOME TO EIM!

Waiting list

In the event that no space is available for immediate admission, families have the option to secure a place on the waiting list by paying a refundable fee of EUR 2,000. This payment ensures priority for the next available seat in the applicable grade level.

Key waiting list Conditions:

Securing a Place on the Waiting List: If there is no immediate availability, families may choose to pay a non-binding, refundable fee of EUR 2,000 to be placed on the waiting list.

Notification of Availability: As soon as a seat becomes available, the school will contact the family. Upon notification, the family will have a period of two weeks to confirm whether they wish to accept the offered place.

Enrollment Period: The offered seat may be for either the current academic year or the following one. The family will be informed of the specific timing during the notification process.

Decision Deadline: If the family does not confirm enrollment within the two-week period, the school will offer the seat to another candidate on the waiting list, and the EUR 2,000 fee will be fully refunded to the family.

Refund of Fee: If the family chooses not to enrol after being offered a seat, the EUR 2,000 fee will be fully refunded.