



Ermitage IB School: Admissions Policy

Our Mission, Vision and Values

Embracing Individuality, Learning Together: From our green setting of Maisons-Laffitte, Paris our IB Programmes offer meaningful and engaging learning experiences which inspire students every day to thrive and reach their potential, preparing them to succeed and make a difference as responsible global citizens.

Our key values are:

- Wellbeing
- Connection & Community
- Inquiry & Innovation
- Intercultural Understanding
- Global Engagement

Policy Communication and Review Process

This policy is communicated through the Open Apply platform for the families of all prospective students and on the ManageBac platform for enrolled students and their families.

It was developed collaboratively by the Ermitage IB School Admissions Director, School Leadership Team as well as the Diverse Learning Needs Coordinator.

Last review: October 2024

Next review: September 2026

To be reviewed by: Ermitage IB School SLT, Admissions Director, Head of Boarding

The Purpose of the Admissions Policy

The purpose of this policy is to create equitable, fair and transparent admissions opportunities that are aligned with the school's mission, vision, and values. This Admissions Policy does not include conditions for progression for students who are already enrolled as this is detailed in the Assessment Policy.



ADMISSIONS CRITERIA & REQUIREMENTS

Admissions at Ermitage IB School

Ermitage IB School welcomes applications from students from a wide variety of cultures, school systems, and linguistic/geographic backgrounds. All applicants who meet our Admissions Policy requirements will be considered equally for admission to all grades regardless of their ethnicity, gender identity, religion, or learning needs.

Academic Record

Students entering the MYP and DP years at Ermitage must show evidence of the successful completion of the previous year of schooling (whether at Ermitage or at another school) by providing records of attendance, academic achievement, engagement and discipline consistent with the demands of the IB programmes.

Prospective students should demonstrate a strong interest in becoming lifelong learners, show motivation and engagement in their education, and be willing to follow and engage with the Ermitage and IB mission statements as listed on their respective websites. IB students are expected to develop the attributes of the IB Learner Profile.

For entry to our DP programme, students must demonstrate that they have sufficient academic breadth to take 6 subjects at Higher and Standard level, with high enough academic achievement to meet the needs of individual subjects. Where students may not be in sufficiently strong academic standing to manage an IB Diploma programme, IB DP Certificates may be an option. This would be discussed and agreed upon by the DP Coordinator, parents and student, prior to acceptance.

Where appropriate, students may be requested to take an English/ Language A or Maths assessment to determine their level and needs.

Disciplinary Record

All students are expected to be in good disciplinary and academic standing at the time of application and admission.

Language

English is the working language of instruction in the IB programmes at Ermitage, and French is the language of our host country. Students may also have opportunities to develop their Home Language. The Ermitage Language Policy includes more details on the level requirements.

English as Additional Language (EAL)

Students who do not meet the requirements for Language A level of English, may need to access the English Language Acquisition class, or our EAL Intensive or EAL Enhancement programme. More details are provided in the EAL Programme - Parent Information document.

Inclusion and Learning Diversity

Admission may be offered to students with educational differences or difficulties, physical disabilities or social/emotional issues depending on the level of support required in relation to resources



available. The School insists that, in accordance with its Inclusion Policy, parents provide all necessary information regarding their child's specific learning needs should this be the case, as part of the admission process. Inclusive assessment arrangement and reasonable adjustments may be offered, please refer to the Assessment Policy and Inclusion Policy for further detail. Specialist support and academic tutoring may be recommended or required, at additional cost to parents.

In-year DP1 or DP2 transfers from other IB school

If a candidate wishes to apply for an in-year DP1 or DP 2 transfer from another IB school, the relevant Programme Coordinator will contact the originating school to determine whether transfer is possible and under which conditions. This will determine whether the originating school's Diploma Programme is in line with Ermitage's offering and a transfer would be possible, including which topics covered per subject. Academic tutoring may be required to fill identified discrepancies, at additional cost to parents.

ADMISSIONS PROCESS

Platform

Ermitage uses an online application platform, OpenApply, available directly at <https://ermitage.openapply.com/> or by using the apply button on our main website at www.ermitage.fr. The admissions platform automates the end-to-end admissions process and allows the timely and accurate recording and transfer of data for those integral to the application process.

Year of Entry

The appropriate class of entry is selected automatically by Open Apply based on the student's date of birth (following a September - July school year). Extra consideration is needed for the placement of students from a school system which works with a different school year. In exceptional circumstances, a student may be placed in a class lower or higher than the age groups indicated below when the school, the parents and the student all agree that this would be beneficial to the wellbeing and academic success of the student.

Requested Materials

Students and families are asked to provide the following documentation:

- Copy of passport or identity document
- School Reports and Transcripts (previous year and current year): Originals & official translation is required if not in English or French
- Student Letter of Introduction in English
- Recommendation request from school to be completed
- Well-Being and Learning Support Needs Information Form with supporting relevant documentation for example any psychological educational evaluation assessments and/or Individual Education Plans (IEPs).
- Application fee, which is non-refundable and associated with the review of each application. This fee is payable online at the time of application submission and is due whether a student receives an offer and/or chooses to enrol.



Interview Process

Upon initial review of the application, the candidate may be invited for an interview. This will take place in person at Ermitage or be held virtually. The interview is an opportunity for the School to learn more about the student's character, communication skills and interests. Ermitage interviews students, using a holistic approach, taking into account the attributes of the IB Learner profile and the Ermitage Guiding Statements. The objective of the interview is also to help the student envision life at Ermitage and review the programme in depth.

Academic Reference

The academic reference is received directly by the Admissions Team from the student's current school. If the student has not been at the current school for an academic year, then the previous school will also be contacted.

Boarding

The student's current school will be asked to complete questions assessing the suitability of the student for boarding and the completed questionnaire will be sent directly to the Head of Boarding.

English Proficiency Testing

Evidence of sufficient English proficiency to pursue successful academic studies in English is evaluated by the review of the student's academic background and through the interview. If the level is assessed to be too low to optimise an IB education in English, a written English test or Common European Framework of Reference for Languages (CEFR) test may be required.

Review of Application

The following factors detailed in this policy will be taken into consideration during the application review. The review will be carried out by the relevant IB Coordinator and Director of Admissions to decide if an offer will be made to the applicant. Appropriate additional expertise will be included in the review as applicable including the Head of Boarding, Head of Diverse Learning and EAL Coordinator.

Admissions Offer

The decision to offer a place for the upcoming year is communicated to the family through Open Apply within 5 working days of completion of the interview. Any conditions linked to enrollment such as English Additional Language support, Learning Needs Support or other conditions of entry are communicated prior to sending the offer. The estimated cost of any additional support when applicable is also provided.

Waiting Pool

Whenever it is not possible to accommodate all qualified applicants due to limited space availability, a waiting pool of applications will be created. Ermitage IB School will draw from this pool based on the



priority listed below, as well as on a review of all applications to determine those students who can best benefit from an Ermitage IB education.

- Siblings of current students
- Children of alumni
- Students transferring from other IB schools

Deferral

A deferral will only be considered for the following reasons:

- Health issues of the student or a member of the family
- Sudden changes in family finances
- Visa refused or received too late to start the academic year

Acceptance of Offer

On receiving the offer letter, the family have 5 working days to accept the offer and pay the relevant payments.

Recording of the Application Process

To ensure a clear, transparent and effective process, all correspondence regarding an individual's application and the school's decision making process for making an offer must be recorded accurately and consistently using Open Apply.

Appeal

Any appeal against an admission decision will be processed in accordance with the Ermitage IB School Complaints Policy.