



## Admissions Policy

*In all its policies, Marymount International School Rome seeks to act according to the ethos of the school as rooted in our school Mission and the Mission of the Religious of the Sacred Heart of Mary 'That all may have life and live it to the full'. Our commitment to this ethos and to being a Catholic school requires that we always strive primarily for diversity, equity, and inclusion within our community and in our interactions with the wider world. We consider these goals moral imperatives that go beyond legal requirements. In addition, the school undertakes a continual process of review to ensure that policies remain both effective and consistent with our ethos.*

Founded in Rome in 1946, Marymount International School Rome is a private, Catholic, English-speaking, co-educational school that aims to further the Mission of the Religious of the Sacred Heart of Mary. We welcome students of diverse cultural and religious backgrounds and offer an excellent program of studies and extracurricular activities. We seek to guide students towards the achievement of their full potential by empowering them to think creatively, reason critically, communicate effectively and learn continuously. It is our goal that a Marymount student should desire to celebrate God's love, respond generously to the needs of our world, and promote justice and dignity for all. The Marymount community is characterized by a shared commitment to this Mission. It drives all aspects of school life, including school admissions.

Marymount welcomes a balanced community of learners with a diverse range of cultural and educational backgrounds, talents, and abilities. The school admits students with exceptionally high ability, as well as a carefully managed number of students with special learning needs. The school does not discriminate on the basis of color, creed, or national origin in its admission criteria. The curriculum is based on the American program of studies with the option of the International Baccalaureate during the final 2 years. The language of instruction is English.

As a welcoming and inclusive community, we expect families to engage fully with the school, supporting both its educational philosophy and community activities. We also value transparent communications and constructive, respectful personal and professional interactions. If the school believes that individuals are behaving in ways that do not correspond to these behaviors, we reserve the right to refuse admission or suggest withdrawal of the individuals concerned. Equally, failure to provide accurate information, or to disclose information central to a student's learning profile, may result in an admissions refusal or the subsequent removal of a place.



Although the school does not discriminate on the basis of special needs, the severity and type of need may determine whether the school can properly provide for the child, and admission will be decided on that basis.

### Challenging Our Students

Our approach to individualized student goal setting is underpinned by ensuring high levels of challenge for each student, in order to sustain each student's motivation and optimize his or her achievement. Based on the student's academic experience and, where applicable, additional assessments, the school will determine Grade placement and all other program options in the best interest of the student.

Students are encouraged and supported to pursue the full IB Diploma. Admission to the IB Diploma Programme for internal candidates is determined by the criteria outlined below:

- **Academic performance:** Successful completion of prerequisite courses with a cumulative GPA of 2.9 or above on the student transcript or Grade 10 Report Card.
- **Consistency:** No failing grades in core subjects, or subjects selected in the IB Diploma Programme.
- **Teacher evaluation:** Recommendations based on student performance in the subject
- **Course placement:** Teacher recommendation and prior success in prerequisite courses are required for entry into Higher Level courses.

Admission to the IB Diploma Programme for external applicants is outlined in the section Admissions Requirements and Placement of Students.

### Successful Students

Marymount International School, while inclusive, is also rigorous and challenging. It requires high levels of motivation and perseverance from every student. This is particularly true in the higher Grades and especially if a student is changing to English from a different language of instruction. Where a student's record suggests that s/he may not have the disposition to be successful at Marymount, the school reserves the right to refuse admission.



## **ADMISSION REQUIREMENTS AND PLACEMENT OF STUDENTS**

### **Admission Procedures**

Applications are accepted all year round through our Openapply portal found on our website; however, application is recommended in January/February for the September entry. Acceptance depends upon review of the application papers submitted and places available. Applications made throughout the academic year will be reviewed on an individual basis.

1. Inquiry Form on Openapply: All requests for information will be given in writing to the Director of Admissions via email or through our Website Openapply portal.
2. The Office of Admissions corresponds with the prospective family and arranges for an appointment or a virtual appointment with the Director of Admissions and the Headmistress or Principals, as appropriate.
3. To apply for admission the following documents must be submitted through our Openapply portal.

### **Early Childhood/Kindergarten (2, 3, 4 & 5 year olds)**

1. Completed Application Form
2. Current Passport-size photo (Electronic)
3. Copy of birth certificate or passport and copy of parents passport
4. Field Trip Permissions Form
5. Completed Health Record Form - to include a copy of vaccination booklet or certification
6. Report cards or teacher evaluation (if applicable)
7. Privacy Act
8. Non-refundable application fee.
9. Field Trip Permission Form



### Grades 1 – 5

1. Completed Application Form
2. Signed Privacy Act
3. Current Passport-size photo (Electronic)
4. Copy of student passport and copy of parents passports
5. Signed Request for Student's Records Form (to be given to the School the student is currently attending)
6. Two recommendation forms\* (one from the Principal, and one from the homeroom teacher)
7. Two years of academic records\* - We require official transcripts for the student's records; however, in some cases, we accept copies for the application process. Please note that acceptance is considered conditional until the official transcript is reviewed.
8. Standardized test results (MAP, ERB, ALIS, ISA, etc.) – if applicable
9. For non-native English-speaking applicants a WIDA Test will be administered to applicants at Marymount - in person or virtually
10. Completed Health Record Form - to include a copy of vaccination booklet or certification
11. Non-refundable application fee.
12. Field Trip Permission Form

### Grades 6-12

1. Completed Application Form
2. Signed Privacy Act
3. Current Passport-size photo (Electronic)
4. Copy of passport or valid ID
5. Signed Request for Student's Records Form (to be given to the school the student is currently attending)
6. Three recommendation forms\*: one from the Principal, one from the Mathematics
7. teacher, and one from the English teacher
8. Two years of academic records - We require official transcripts for the student's records; however, in some cases, we accept copies for the application process.  
**Please note that acceptance is considered conditional until the official transcript is reviewed.**
9. Standardized test results (MAP, ERB, ALIS, ISA, SSAT, PSAT etc.)
10. For non-native English-speaking applicants (ELL, EAL, EFL), the Teacher
11. Recommendation should be completed by the ELL/EAL/EFL/ESL English teacher.
12. A TOEFL, Cambridge, English Exam, TOFEL IBT, PTE Academic Test or IELTS



score, for non-native English-speaking applicants (EAL/EFL/ESL/ELL) if not applicable.

A WIDA Test can be administered to applicants at Marymount in person or virtually.

13. Completed Health Record form - please include a copy of the vaccination booklet or Certification.
14. Privacy Act
15. Non-refundable application fee
16. Field Trip Permission Form

### **Additional documents needed for admissions to Grade 11 as an IB Diploma Student**

1. GPA equivalent of 2.9 or above.
2. English language proficiency qualification (mother tongue English language or minimum certified B2 CEFR or WIDA Score of 4). Student Applications may also be reviewed by the relevant Administrator, Director of Specialist Teaching and Learning, and/or ELL Coordinator for further consideration.
3. Student letter of motivation
4. Interview with Headmistress or Secondary School Principal
5. Agreement to undertake diagnostic placement test to determine/ confirm placement in Group 5 mathematics and Groups 1 and 2 language courses
6. Review of credits and courses taken in subjects where prior knowledge is required (eg, Group 4 science subjects)
7. Alignment of subjects with those offered by and available in the school.
8. Agreement to probation period if considered necessary by the school
9. Field Trip Permission Form

### **Additional documents needed for admissions to Grade 12 as an IB Diploma Transfer Student**

1. Year 1 Diploma report card with no score lower than IB grade 4
2. Alignment of subjects with those on offer at MMI
3. Student letter of motivation
4. Interview with Headmistress or Secondary School Principal
5. Agreement to undertake diagnostic placement tests to determine prior knowledge and skills in all or some IB subject areas

**\*Recommendation forms should be sent directly from the school the student is currently attending.**



**All application materials should be uploaded on the openapply portal found on our website:**

**Website:** [www.marymountrome.com](http://www.marymountrome.com)

**Inquiry Form:** <https://marymountrome.openapply.com/roi>

**Contact number:** +390636291012

**e-mail:** [admissions@marymountrome.com](mailto:admissions@marymountrome.com)

When all the above have been received, the student's file will be reviewed by the Admissions Committee, and if deemed necessary, an interview with the Headmistress or the Secondary School Principal will be held. The Headmistress informs the parents of the Committee's decision by letter and email.

### **Selection Criteria for Entrance**

Families enrolling all school-aged children at Marymount are given admission priority. When applications exceed the number of places available, admissions decisions will be made according to the following order of priority:

1. Siblings of currently enrolled students
2. Children of alumni
3. Students from partner embassies, UN agencies, and long-standing corporate relationships
4. International students
5. Students from Istituto Marymount
6. Italian students — subject to a maximum 35% quota per class
7. Italian students transferring from abroad
8. Italian students transferring from other international schools in Italy
9. Italian students transferring from Italian schools — subject to the following language and integration thresholds:
  - o EC-Kindergarten: up to 40% Italian students
  - o Grade 1: based on Italian cohort numbers (35% maximum)
  - o Grades 2–5: only where English proficiency allows full integration
  - o Grades 6–8: minimum B1 English level required
  - o Grades 9–12: minimum B2 English level required

### **Admissions Committee Members:**

Headmistress

Admissions Director

Elementary School Principal

Secondary School Principal



### **By Invitation or Consultation (depending on agenda items)**

Director of Specialist Teaching and Learning  
School Psychologists  
Learning Support Teachers English  
Language Learning Teachers

A visit to the school is highly recommended for all families. Those in Rome are encouraged to attend an in-person visit, whereas those further afield may participate in a virtual tour with the Admissions Office.

1. After discussion with the Director of Admissions, the Admissions Committee reviews the file to ensure that the applicant's needs can be fully met through the academic program. The Headmistress may request an interview with the prospective family in person if distance permits, or via video conferencing.
2. The Headmistress then reviews the file with the Director of Admissions to confirm the final decision, and informs the parents of the school's decision.
3. If the student is accepted, the Director of Admissions sends the parents the school's decision and requests a confirmation of acceptance.
4. Once a student's acceptance is confirmed by the parents, the student's information is entered into the computer network system by the Director of Admissions and relevant information is forwarded to the Business Office for invoicing.
5. When a student has been accepted, the file is complete, and the student starts school, the file is given to the appropriate school office.
6. Prospective students who wish to visit classes are welcome to do so. In such cases, a day's notice will be given to the teachers when possible.
7. Placement tests are given to new students only when class placement makes it necessary to do so,, or English level is to be determined.

**Financial Aid Requests:** Families must first apply to the school, and when a student is accepted, may then apply for Financial Aid. A form will be given to the family to complete by the Business Office. The Financial Aid form will then be reviewed, and a decision communicated to the family.

### **Re-Enrollment Procedures**

The Headmistress invites families to re-enroll for the next academic year. The Admissions Office and Business Office facilitate the re-enrollment process.

Re-enrollment may be withheld when there are unsettled bills with the school or in



cases of poor behavior or lack of academic effort. Acceptance of the re-enrollment form by the school is subject to the student's successful completion of the current academic year, together with up-to-date financial accounts with the school. Acceptance is also subject to the student and family's compliance with the ideals and objectives of the school as outlined in Marymount's Parent/Student Handbook.

This process begins in January, when re-enrollment materials are sent to parents requesting the return of the signed Re-Enrollment form together with the Re-Enrollment Fee, or indicating that their child will not be returning for the next academic year. Parents are asked to complete the re-enrollment process by the end of February. The timing of the process enables the school to ascertain the number of places available for the next academic year and to project the number of students in planning the budget and judging staffing needs.

Reviewed: February 2026

Approved by the Board of Regents: February 2026

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