TASIS

PORTUGAL

Admissions Policy

TASIS Portugal is an American international school and the newest member of the TASIS family of schools. We are a diverse international community representing 65 nationalities with over 50 languages spoken in the homes of our families. English is the medium of instruction and the primary language to ensure that students can access our challenging curriculum.

Our educational philosophy is based on the belief that a knowledge-based curriculum provides a solid foundation for a child's future. We teach our students big ideas from the very beginning, and encourage them to ask questions, experiment, and challenge themselves. At the same time, our exceptional teachers provide an atmosphere in which each child's needs are acknowledged as learning progresses. We have a collaborative team that celebrates a growth mindset and works cohesively to ensure that our students receive the best possible education. Our students' schedule includes an emphasis on social and emotional well-being and maturity. We teach the timeless values of good sportsmanship, empathy, and cooperation, exemplified by our community's choice of mascot, the chivalrous Knights, who lived by a duty-bound code of exemplary behavior and grace. As our TASIS founder Mrs. Fleming was fond of saying, "Times may change, but values don't."

TASIS Portugal is a mainstream academic school but welcomes applications from students with disabilities or special educational needs, provided that students are able to access the curriculum at the speed at which it is taught.

1. INTRODUCTION

The content of our courses is strongly oriented toward the classical liberal arts tradition as expressed in the heritage of Western civilization and world cultures. Our students study multiple languages, learn to code, play a musical instrument, and master the game of chess. Beyond the classroom experience, TASIS Portugal takes advantage of its location on the beautiful and historic Iberian Peninsula to visit many of the places where this longstanding cultural heritage is on display. In order to implement these goals, TASIS Portugal draws on the strengths of the *Core Knowledge curriculum* in our elementary school. This content-rich, rigorous, and sequential

curriculum imparts to young people the essential and central modern and historical concepts that we believe all educated people should know. There is a particular focus on essential literacies – speaking, reading, writing, and mathematics, which form a vital foundation for future academic success. To assess the outcomes of the program, we utilize Measures of Academic Progress (MAP Testing), which are standardized achievement tests administered twice during the school year (in fall and spring).

TASIS Portugal is authorized by the Portuguese Ministry of Science and Education, through Direção Geral da Educação, and its programs are fully recognized both in Portugal and abroad. In addition, TASIS Portugal is an authorized Cambridge International School and member of the Council of International Schools.

Please note that TASIS Portugal is a Candidate School for the IBDP, pursuing currently seeking authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that our School considers essential for our students. It is important to note that only schools authorized by the IB Organization can offer any of its four academic programs: the *Primary Years Programme* (PYP), the *Middle Years Programme* (MYP), the *Diploma Programme*, or the *Career-related Programme* (CP). Candidate status does not guarantee authorization will be granted. For further information about the IB and its programs, visit www.ibo.org.

1.1. Our students are enrolled in classes from Pre-Kindergarten to Grade 12. The School has both rolling and fixed date admissions (depending on space and grade applying to) and welcomes applications for students all year round.

1.2. The School understands that families with more than one child will want their children at the same school, and we strive to accommodate this to the best of our abilities. Siblings in the wait pool are given priority over other students.

1.3. The Admissions Team warmly welcomes visitors throughout the year. Please call the School to schedule a meeting with the Admissions team to learn about TASIS Portugal and the admissions policy and process.

2. AIMS AND OBJECTIVES

2.1. We strive to be an inclusive school that embraces diversity, welcoming students from all backgrounds. TASIS Portugal does not discriminate in any way regarding admission.

2.2. All applications will be treated individually based on merit and in a sensitive manner to ensure the School can effectively meet the educational needs of prospective students and that the applying family are satisfied that it is the right school for their child.

2.3. For more details about the application process, please refer to the School website (www.tasisportugal.org/admissions).

2.4. Early Learning Center candidates (PK1, PK2, and K) will undergo an assessment with a highly trained member of the ELC team. Qualified teachers will utilize play-based methods to gather data in key developmental areas, ensuring a smooth transition to school.

2.5. Elementary School applicants (Grades 1-5) may need to take an English language assessment (WIDA) and/or MAP tests in Reading and Mathematics. This is done when the

student is not coming from a comparable school system or when school records are insufficient. Scores are compared with those of current enrolled students.

2.6. Applicants for Middle and Upper School (Grades 6 and higher) may need to take an English language assessment (WIDA) and/or MAP tests in Reading and Mathematics. This is done when the student is not coming from a comparable school system, when school records are insufficient. The scores obtained are compared with those of currently enrolled students.

2.7. In addition to the requirements in 2.6, applicants for the IB Diploma Programme will have successfully completed Grades 9 and 10 of their high school program. TASIS Portugal students are required to achieve six IGCSEs at Grade C or above, including English and Math, to be accepted to begin the IBDP. Students who achieve "A" TASIS and IGCSE grades are encouraged to take the higher level options at IB Diploma in those subject areas. Standard level courses are more suitable for students who achieve less than this. However, the decision to undergo standard or higher level options in the IB Diploma Programme will be made in consultation with subject teachers, heads of department, the IB Diploma Coordinator, and the Director of Post-Secondary Counselling, College and Careers, with the best interest of the student in mind. Students who are external prospective candidates of TASIS Portugal will also meet with the IBDP Coordinator. In choosing the six IBDP subject options, students and parents are asked to consider three factors:

- Academic strengths and interests
- Personal abilities and aptitudes
- The implications of their choice for higher education and future career path

Students with learning support requirements may need reasonable adjustments to access the curriculum, including internal assessments. A reasonable adjustment is an action taken to remove or decrease a disadvantage faced by students with learning support requirements. We follow the IB principle that states, "Where reasonable adjustments involve changes to specific aspects or specific criteria of the assessment, the overall learning outcome must remain the same." (IBO, Principles into Practice, p.94)

A student may be referred for psychological-educational testing when the classroom teachers and the relevant staff determine a need for greater clarity regarding the student's learning processes.

Candidates may need access arrangements due to learning support requirements, such as:

- Learning disabilities
- Specific learning difficulties
- Communication and speech difficulties
- Autism spectrum disorders
- Social, emotional, and behavioral challenges
- Physical and sensory challenges
- Long-term medical and/or mental health challenges (with onset or occurrence more than three months before the intended examination session)
- Additional language learning

Access arrangements are not restricted to students with identified challenges. They will be provided to any student who requires support, and where the need can be justified

based on the eligibility criteria articulated in the IB Access and inclusion policy (updated in November 2022). Students with documented disabilities who are functioning within the general classroom may have an accommodation/modification plan in order to maintain performance.

The following list summarizes the main accommodations that may be granted by the IB after reviewing the required supporting documents:

- Additional time – from 25 - 50% more time is allowed for the candidate.
- Additional room in isolation and an extra invigilator who would accompany the students at all times throughout the assessment period or examination.
- Rest periods – supervised rest time may be allowed, during which time the candidate is not allowed to work on their exam.
- Information and communication technology – a computer could be used to type the answers to the exam instead of handwriting the answers.
- Scribes – people who write down dictated answers from the candidates.
- Readers – people who read aloud the questions to the candidate and can also read back answers the candidate have provided. The reader cannot explain a question or give advice on how to answer the question.
- Communicators – people who are able to convey information to candidates with hearing impairments, through the use of lip-speaking, fingerspelling, or sign language.
- Prompters – people who ensure that candidates are able to pay attention to the examination.
- Modifications to examination papers – normally made for candidates with hearing or visual issues, such as providing an exam in Braille, enlarged print, prints on colored paper, modifications to the visual complexity of the exam, or modifications to the language of the exam paper.
- Audio recordings of responses to examination papers – The candidate dictates answers into an appropriate recording technology.
- Transcriptions – a candidate's response to an assessment component is submitted in a form other than the candidate's own handwriting. Transcription is justified when a candidate with a specific learning issue, or a physical disability, has very poor handwriting skills and cannot use a computer.
- Alternative venues for examinations – if a candidate is too ill to attend school but is able to take the examinations at home or in hospital on medical advice, authorization may be given for the examination to be taken at an alternative venue.
- Extensions to deadlines – this arrangement applies to cases of illness (student, teacher) or accident when a candidate is genuinely prevented from completing work in time for the coordinator to submit the work to the examiner.
- Assistance with practical work – if a candidate has a physical disability, assistance with practical work can be requested. It is particularly suited to situations where there is a concern for a candidate's health or safety.

(IBO, Diploma Programme Assessment procedures 2024).

These accommodations, whenever possible, will be carried out throughout the year with a student that has a special requirement for the assessments. This then assures that when the student undertakes the examinations, the accommodations are the normal way of working.

2.8. Not all students may be capable of adapting to the school's university preparatory program, and parents are requested to provide all academic and socio-emotional information necessary for the Admissions Team to make informed admission decisions. This includes psychoeducational evaluations and Individualized Education Plans.

3. ENROLLING YOUR CHILD

3.1. TASIS Portugal provides education and care for students aged from Pre-K to Grade 12.

3.2. A non-refundable application fee of €150 for ELC applicants and €100 for all other applicants is required with all applications.

3.3. Online application forms are available on the TASIS Portugal website (www.tasisportugal.org or www.tasis.pt). Once all required materials are received and the candidate has had a meeting with the Admissions team, the candidate will then be offered a place, declined a place, or placed in the wait pool for the desired entry date. Communication regarding the outcome will be delivered to the parents.

3.4. For entry into PK1, students should be three years old prior to September 1 of that school year. In addition, they must be developmentally ready to begin school, which includes being toilet trained and able to spend a full day (9:00 to 15:00) in school. All ELC students must have an assessment by one of our ELC teachers. Assessments can be done virtually if an in-person visit is not possible.

3.5. The School operates a sibling priority system. For classes with a full intake of students (PK-1, PK-2, and Kindergarten) places are offered on a rolling admissions basis. Otherwise, places are offered following the conclusion of the re-enrollment process.

4. THE APPLICATION PROCESS BY DIVISION

Early Learning Center Application Process:

Pre-Kindergarten 1 & Pre-Kindergarten 2
TASIS Portugal's Pre-Kindergarten program is designed for three- and four-year-old students. To be eligible, students must turn three before September 1 and must also be toilet trained.

Kindergarten
To be eligible for TASIS Portugal's Kindergarten program, students must celebrate their fifth birthday before September 1.

- Create an online application account with OpenApply.
- Complete the Early Learning Center Application Form.
- If available, submit a recommendation from a preschool teacher or daycare provider.
- Submit a €150 application fee (please note that this fee is non-refundable).

- Schedule a family visit with the Admissions team. Please note that if distance precludes an in-person visit, the team will be happy to schedule a video conference to "meet" your family.
- Early Learning Center candidates (PK1, PK2, and K) will undergo an assessment with a highly trained member of the ELC team. Qualified teachers will utilize play-based methods to gather data in key developmental areas, ensuring a smooth transition to school. ELC Assessments focus on the six areas below:

    1. Basic Concepts (for example, a child's ability to name colors and animals and recognize body parts).
    2. Foundational Academic Skills (for example, the ability to recognize words that rhyme, name letter, and sounds).
    3. Language & Communication (for example, the ability to listen to and understand instructions).
    4. Fine Motor (for example, the ability to use crayons, pencils, and scissors).
    5. Gross Motor (for example, the ability to balance, jump, and hop on one foot).
    6. Social Skills & Approaches to Learning (for example, the ability to separate from their caregiver and interact with other children).

Elementary School Application Process:

Elementary School Program (Grades 1-5)
TASIS Portugal's Elementary School is designed for students in Grades 1-5. TASIS Portugal has two teachers per class in Grades 1-4. In 5th Grade, there is one homeroom teacher per class, with expert specialty teachers providing instruction in art, music, foreign language, and other subjects. All students enjoy regular physical activity and exposure to the arts, coding, and games of logic and reasoning.

- Create an online application account with OpenApply.
- Complete the Elementary School Application Form.
- Submit school reports/transcripts (of the three previous school years, or all grades to date).
- Submit a teacher recommendation from a current teacher or principal.
- Submit results of any standardized tests on file (e.g., MAP, ISEE, SSAT, CAT).
- Submit any educational testing or IEPs.
- Submit a €100 application fee (please note that this fee is non-refundable).
- Schedule a family visit with the Admissions team. Please note that if distance precludes an in-person visit, the team is happy to schedule a video conference to "meet" your family.

Middle and High School Application Process:

Middle School Program (Grades 6-8)
TASIS Portugal's Middle School is designed for students in Grades 6-8. All students enjoy regular physical activity and exposure to the arts, coding, science, math, history, geography, English and other languages, and rhetoric. Each class has one homeroom teacher, plus subject matter experts providing instruction in all subjects.

- Create an online application account with OpenApply.
- Complete the Middle School Application Form.

- Submit school reports/transcripts (of the three previous school years, or all grades to date).
- Submit a teacher recommendation from a current teacher or principal.
- Submit results of any standardized tests on file (e.g., MAP, SSAT, CAT).
- Submit any educational testing or IEPs.
- Submit a €100 application fee (please note that this fee is non-refundable).
- Schedule a family visit with the Admissions team. Please note that if distance precludes an in-person visit, the team is happy to schedule a video conference to "meet" your family.

High School Program:
TASIS Portugal is an authorized Cambridge International School and follows the IGCSE curriculum in Grades 9 and 10. Due to the rigorous nature of the two-year program, enrollment in 10th grade is only possible for students who are already following the IGCSE curriculum and if continuity of courses can be ensured, including the TASIS Portugal requirements. The School will consider applicants for 11th grade who intend to join for the IBDP. The same criteria listed below will be used to evaluate these applicants.

- Create an online application account with OpenApply.
- Complete the Middle School or High School Application Form.
- Submit school reports/transcripts (of the three previous school years, or all grades to date).
- Submit a teacher recommendation from a current teacher or principal.
- Submit results of any standardized tests on file (e.g., MAP, SSAT, CAT).
- Submit any educational testing or IEPs.
- Submit a €100 application fee (please note that this fee is non-refundable).
- Schedule a family visit with the Admissions team. Please note that if distance precludes an in-person visit, the team is happy to schedule a video conference to "meet" your family.
- High school applicants who are non-native speakers of English must take an English proficiency test (WIDA), unless school reports from an English medium school suggest this is not necessary.
- In many cases, high school applicants will be required to take MAP Reading and Mathematics tests to ensure adequate preparation for the IGCSE program.

5. ABOUT ADMISSIONS DECISIONS & WAIT POOL

5.1. Rolling Admission for ELC Candidates
We admit entire classes each year in PK1 and Kindergarten; therefore, we offer rolling admission throughout the year until all spaces are filled. Priority is given to sibling applicants.

5.2. Regular Admission
For the 2025–2026 school year, Grades 2–8 are currently full. Availability for Grades 3–8 in the 2026–2027 school year can only be determined after the re-enrollment process concludes in mid- to late February. We encourage families to submit completed applications by early to mid-January to ensure priority consideration once spaces are confirmed.

Each year, ample new opportunities open in several entry points where TASIS Portugal expands class sizes, including Kindergarten, Grade 1, Grade 9 (start of the IGCSE program), Grade 11 (start of the IB Diploma Programme).

Admissions for these grades operate on a rolling basis, and spaces are offered as soon as they become available. If you are considering TASIS Portugal for your child, we invite you to

apply early and begin a conversation with our Admissions Team.

5.3. Wait Pool

Applications are always welcome. For classes that are currently full, TASIS Portugal maintains a Wait Pool, as it's common for spaces to open throughout the year when families relocate or transitions occur. Only candidates with completed applications are eligible for Wait Pool consideration. Even if a grade is full, the Admissions Committee carefully reviews every applicant. If accepted, the student is invited to join the Wait Pool.

When space becomes available, the Admissions Committee weighs several factors when selecting a candidate from the Wait Pool to ensure the best class balance, including gender and language diversity, sibling enrollment, academic readiness.

Unlike a traditional waitlist, the Wait Pool is not ranked; each candidate is reviewed individually as openings arise.

6. LEARNING SUPPORT

6.1. Some students may require additional academic assistance due to diagnosed learning differences and can benefit from the support of trained experts in smaller groups or on an individual basis, in addition to their classroom teachers. In such cases, parents have the following options: (i) Utilize the in-school resources provided by our Learning Support Department for an additional fee (€20/hr), or (ii) Hire an external professional to assist your child with their learning needs, which can be done on campus if desired.

Option (i) requires students in 3rd Grade or higher, to have a psycho-educational assessment by a certified professional. Once this assessment is completed, the School creates an Individual Education Plan (IEP) and accommodations and/or support are provided. If additional resources are required for the accommodations and support, parents are charged a fee in addition to their tuition. For this fee, the student receives curriculum support one to two times a week.

Option (ii) is recommended for students who require more specialized intervention. TASIS Portugal is happy to welcome practitioners on campus so this support can take place during the school day.

IEPs and additional fees are <u>not</u> required for students in 2nd Grade or lower to receive internal support.

Student Support in Upper School (Grades 6 and higher): Learning Support and English Language Development students are combined into a Student Support class. The focus of Student Support lessons is language and literacy support. Modeling, scaffolding, pre-teaching, and deliberate practice are some of the strategies used for supporting students in literacy-dense subjects. Student Support is offered from 5th to 8th Grades. The Student Support team does not offer internal curricular support to IGCSE and IB students. High School students may work with external providers during independent study blocks.

6.2. We ask parents of children with any diagnosed or non-diagnosed learning differences, including physical disabilities, to discuss their child's requirements with us before he or she visits the school so that we can determine if adequate provision is available. Parents are asked to disclose any cognitive and socio-emotional issues their child may have such that the School can ensure the appropriate levels of student support once a child is enrolled.

6.3. The School has limited facilities for students with learning differences but will do all that is reasonable in order to accommodate the needs of applicants.

6.4. TASIS recognizes the importance of including students, parents and guardians, classroom teachers, special services staff, and administrators in a collaborative process for the delivery of services to students with learning differences. The Learning Support Team works closely with academic leaders, teachers, and the Pastoral Care Team, which includes the Dean of Students and School Counselor to create IEPs and supports for students.

6.5. TASIS Portugal provides a range of support services, which include initial assessment, academic support and accommodations, and classroom guidance.

7. ENGLISH LANGUAGE DEVELOPMENT

TASIS provides English Language Development for students who are non-native English speakers. Students are tested upon admission or may be recommended by teachers. Support is typically provided two to three times per week, during the academic day. ELD replaces Portuguese in the Elementary School and French/Spanish in Middle School. Once students meet the WIDA threshold for English language fluency, they graduate from the program. Students are expected to exit the support program within two years or less. If students require further support, the School may provide it, for a fee, where there is space. Otherwise, parents are responsible for this support, typically by hiring an external tutor. Language assessment (WIDA) has an accompanying fee of €75, which is in addition to tuition.

To determine a student's need for support from the English Language Development program, their English language ability is evaluated during the admission process as outlined below:

7.1. Interviews conducted by the Director of Enrollment Management and when necessary, a language specialist in the school.

7.2. In most cases, students fluency in English is determined via use of the language assessment (WIDA) administered by an ELD specialist.

7.3. Records/Reports from the student's previous school.

7.4. Compiling a sociolinguistic profile (English proficiency, educational and cultural background, family history, home language/s).

7.5. The ELD department staff recommends the necessary level of support.

7.6. Information gathered during the admission process will guide ELD support teachers on the type of ELD program that can be offered to help students meet the challenges of a curriculum delivered in English.

7.7. For those students who have been identified as requiring more intensive sessions, any additional fees and the process for these intensive classes will be discussed and agreed with parents/guardians beforehand.

8. SETTLING IN

8.1. We understand that changing school, home, relocating to a different country, or all three, can be both exciting and challenging for students and parents alike.

8.2. We work with each TASIS Portugal family to ensure a warm welcome and provide ample support to help you and your child to find your feet. This includes help and advice with the practicalities of transition, including moving to Portugal, as well as supporting you with the social side of settling in.

8.3. Our TASIS Parent Association (TPA) is an invaluable school asset that organizes welcome events, connects families through buddy programs, and provides advice and information to ensure that your entire family feels a sense of belonging at TASIS Portugal.

8.4.

9. RE-ENROLLMENT POLICY AND WITHDRAWAL PROCEDURE

9.1. Re-enrollment for the following year is not automatic. In late January, families receive a re-invitation letter for the upcoming year. To secure their enrollment for the following year, all returning students must complete the online re-enrollment process and submit a non-refundable Re-Enrollment Fee of €750 by February 15th. This is necessary to determine the number of available spaces for new students at TASIS Portugal for the following academic year.

9.2. For families joining TASIS Portugal in the third and final term of the school year, the Re-Enrollment Fee is waived for that specific year only.

9.3. TASIS Portugal reserves the right to withdraw an offer of re-enrollment based on academic and/or disciplinary reasons. If the School determines that it can no longer effectively meet the needs of the child or the family, it will provide advance notice regarding the possibility of non-renewal of the contract.

9.4. Such notice will not be given without prior hearing from the parents. If a decision to withdraw an offer of re-enrollment is taken the same will provide its grounds and the procedure for internal review/appeal by the TASIS Portugal Board of Directors.

9.5. Understand that parents act in partnership with the School. TASIS Portugal reserves the right to dismiss and/or not re-enroll a student if the actions of a parent (or guardian) are demonstrably negative, non-constructive, or harmful to the School community.

9.6. Withdrawal procedure: The family is required to notify the TASIS Portugal Admissions Team in writing of their intention to withdraw, whether it is for the current or upcoming academic year. To avoid any financial penalty, a minimum of one term's notice must be provided. Please note that all withdrawal information is treated with the utmost confidentiality.

Withdrawal Notice 2025-2026	Deadline to Withdraw
Withdraw for Term 1	June 1, 2025 (3 months in advance of start)
Withdraw for Term 2	August 27, 2025 (start of Term 1)
Withdraw for Term 3	January 5, 2026 (start of Term2)

10. REFUND POLICY

As stated in the Enrollment Agreement, to secure a spot at TASIS Portugal, payment of the Campus Enhancement Fund (CEF) is required for students in Kindergarten and higher (the CEF for 2025-2026 is €5,000), or an enrollment deposit for Pre-kindergarten students (€3,000), which will be deducted from the first-term tuition. Students enrolling in Pre-kindergarten 1 or 2 will be invoiced for the CEF the summer prior to starting in Kindergarten. It is important to note that these payments are non-refundable.

If TASIS does not extend an invitation for re-enrollment, the unused portion of the Campus Enhancement Fee will be returned to the family after the conclusion of the school year. Similarly, re-enrollment deposits will be returned if the student is not invited to return.

10.1 Prorated Tuition for Late Enrollment

TASIS Portugal does not generally prorate tuition fees for families who delay their start date after formally enrolling, as spaces are reserved for the student from the time of acceptance. However, in cases where spaces remain available and a student enrolls after the start of the school year, tuition may be prorated beginning on the following dates:

Term 1: October 1

Term 2: February 1

Term 3: May 20

Proration will not be applied before these dates. This approach balances fairness to families joining late while upholding the School's commitment to reserving places for enrolled students.

11. LEAVE OF ABSENCE

11.1. We understand that circumstances may sometimes require families to leave Portugal for a certain period. While we cannot grant a "leave of absence" that guarantees the spot upon return, returning families will only need to submit updated school reports for reconsideration. Additionally, the Campus Enhancement Fee already paid for previous enrollment will be sufficient, and families will not be required to pay this fee a second time. The annual Re-Enrollment Fee of €750 applies and must be paid for the student to re-enroll.

11.2. Occasionally, families request to take time off from school for travel or service reasons. This requires prior approval from the academic leader of your division. To secure the spot, tuition must be paid for the term or time away.

12. OUTSTANDING FEES AND RE-ENROLLMENT

12.1. Students with outstanding fees, including tuition, are not eligible for re-enrollment for the next school year. Outstanding fees must be cleared by the specified deadline communicated by the School. Failure to clear outstanding fees may result in the student's spot being forfeited. The decision to withhold re-enrollment and offer the spot to a waitlisted student is at the discretion of the Admissions Team. The School will adhere to data protection and privacy regulations in handling financial information.

12.2. Late Payment Fees: Overdue fees are subject to a late payment fee of 4% within the first 30 days or part thereof, and an additional 4% per month thereafter, while fees remain unpaid.

13. COMMISSION-BASED AGENTS

Per the directive of the TASIS Portugal Board of Directors, and in keeping with the Principles of Good Practice of the non-profit Independent Educational Consultants Association, TASIS Portugal does not pay commission, finder's fees, or introducer fees to a third party.

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Sign-off: Keith Chicquen, Headmaster

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