

Admissions Policy

A. School Mission & Vision

Mission: Calgary French & International School develops each student's individual and academic potential through full French immersion, an international focus and the development of the whole student in a rich and dynamic learning environment.

Vision: Calgary French & International School graduates will be active global citizens with a foundation for lifelong success, and our school will be the leader in French immersion and international education.

B. Application to CFIS

It is important that the Calgary French & International School (CFIS) is a good fit for the students admitted and that we are able to meet the educational, social, physical and emotional needs of each student offered placement.

To most successfully meet the needs of all applicants and determine appropriate placements, an application process occurs through which a student's academic record, behaviour and citizenship qualities are considered.

On behalf of each student, the family fills out an online application, including supplementary documentation and an application fee. Applicants to Preschool - Grade 12 may then be invited to continue the process by attending an assessment and spending time in the classroom. Junior Preschool students do not attend an assessment due to their very young age. Late French Immersion (Embark) candidates will complete their admissions assessment in English. Completion of these components of the process does not necessarily guarantee placement at CFIS.

C. Mission-Aligned Candidate

The mission-aligned candidate for a CFIS education is a student who would thrive in a high-energy, positive environment with opportunity and involvement in academic and

non-academic pursuits. Self and mutual respect, strong character and a family emphasis on community and a commitment to education are all important characteristics in a CFIS student. A family commitment to French immersion education and to the CFIS community is also important.

D. Application Requirements

Applicants to Grades 1 through 12 entering our regular stream must be currently attending a French immersion program or Francophone school, or be a native French speaker.

No prior French experience is required for applicants to our ECE division.

For students entering Grades 1 to 4, and Grade 7, CFIS offers a supplementary program for applicants who do not have any prior French language education.

Applications are completed online. Complete applications are reviewed by CFIS admissions staff, and include:

- Completion of the application form
- Confidential reference (sent directly to CFIS Admissions staff)
- Early Childhood Development Checklist (for Junior Preschool - Kindergarten)
- Applicant questionnaire (for grades 3-12)
- Birth certificate or Passport
- Last two years of report cards
- Current head and shoulders photo of the applicant
- Payment of \$275 application fee

Our admissions team reviews all applications and contacts applicant families to schedule admissions assessments. Parent interviews are also part of the admissions process for applicant families to the early childhood division.

After all documentation, observations and assessment results are reviewed, the enrollment office will notify all families of decisions made regarding the application. All enrollment decisions are final. Further information will be made available at that time regarding appropriate next steps.

E. Admission to International Baccalaureate Programmes

All students in Preschool to Grade 5 are part of the IB Primary Years Programme. Once CFIS is authorized, all Grade 6 to 10 students will participate in the IB Middle Years Programme.

CFIS offers the International Baccalaureate Diploma Programme (IB DP) for students in Grades

11 and 12. The IB DP, rigorous in nature, is open to all CFIS students.

Students may elect to participate in the IB DP program in one of three ways:

- as an IB Bilingual Diploma Programme Candidate
- as an Advanced Bilingual IB Diploma Programme Candidate
- as a IB Diploma Course(s) Candidate

Decisions regarding student participation in the IB Diploma Programme will be initiated by the student, supported by their parents or guardians, with guidance from the school. In order to ensure that students and their families have the information needed to make an informed decision, the following application process is in place:

1. Grade 10 teachers will recommend whether the student should continue in the regular Alberta stream or IB stream of their subject based on the student's demonstrated interest, self-management skills, work ethic, classroom engagement, and academic achievement. The DP Coordinator will consider teacher recommendations alongside the other application components.

2. If a student is interested in completing the Advanced Bilingual or Bilingual diploma, the student initiates the process during their grade 10 year by filling out the [CFIS International Baccalaureate Diploma Application](#). This form consists of:

- a. All demographic information required by the IB DP Coordinator.
- b. Student questions that require the student to reflect on their candidacy as an IB student in terms of: personal motivation, past academic performance, time and stress management skills, and non-academic obligations.
- c. Parent/Guardian questions that require the parent or guardian to reflect on the student's candidacy as an IB student in terms of: the student's motivation and past academic performance, support at home to help the student during busy times, and general parent/guardian support of the student's candidacy.

2. Once the application is submitted, it will be reviewed by the academic counsellor and the IB DP Coordinator. Any issues or concerns with the application will be identified during the review.

3. The IB DP coordinator will meet with the applicant and their parent(s) or guardian(s) to discuss the application. During the meeting, the following items will be addressed:

- a. A review of the student responses to reflection questions. The purpose of this discussion is to ensure that the student is fully informed before making their IB-related decision.
- b. A review of the parent's/guardian's responses to the parent reflection questions. The purpose of this discussion is to ensure that the fully-informed parent/guardian is able to support their child's decision.
- c. A discussion of any issues or concerns that might have arisen during the review process.

The purpose of this discussion is to confirm that the IB Diploma Programme is a good fit with the student's aptitudes, skills, goals, and support in place that will give the student the best chance of success in this program.

The final decision rests on the student and their family. The application process is meant to ensure that all parties have accurate information in order to make an informed decision regarding their commitment to the IB Diploma Programme.

F. IB Diploma Programme Definitions

1. **The Bilingual IB Diploma Programme:** The two-year bilingual IB Diploma Programme provides students with a breadth and depth of rigorous academic study, in two languages, which prepares them for university. All successful IB Diploma students at CFIS will receive the additional designation, *IB Bilingual Diploma*, because they will have written an IB examination in two different languages (the English Language & Literature examination and a Science/History examination in French). To earn this designation, students must:

- Complete 6 subjects: 3 minimum at higher level and 2 minimum at standard level, to study alongside Theory of Knowledge, the Extended Essay, and the Creativity, Action and Service portfolio.
- Achieve a score of at least 24 with no grade E awarded in TOK and/or the EE, no grade 1 awarded in a subject/level, no more than two grade 2's awarded, no more than three grade 3s or below awarded, that the student has gained 12 points or more on HL subjects, and 9 points or more on SL subjects.

2. **The Advanced IB Diploma Programme:** Students pursuing the two-year Advanced Bilingual IB Diploma complete all components of the full IB Diploma Programme while demonstrating exceptional proficiency in both French and English, making it an ideal pathway for students who excel in both languages and are seeking a rigorous, internationally recognized academic qualification. To earn this designation, students must:

In addition to meeting the standard requirements for the IB Diploma, candidates who wish to pursue the *Advanced Bilingual Diploma* must demonstrate their advanced linguistic ability by completion of:

- Study two Language & Literature courses, one in French and one in English, achieving a grade 4 or higher in both courses
- Two subjects in different languages (one in French, one in English). At CFIS, this means taking Business Management SL (offered in English) and another subject in the sciences, mathematics, arts or history (in French).
- two core components (*theory of knowledge* and *extended essay*) in different languages

(one in French, one in English) - optional but strongly encouraged.

The *ABD* is clearly mentioned on the diploma awarded to succeeding students. If a student doesn't fulfil the criteria to be awarded with an *ABD*, but manages the criteria for a *Bilingual Diploma* or a "standard" diploma, the student will be awarded the *Bilingual Diploma* or the "standard" diploma.

2. IB DP Course Candidates: All grade 12 students at CFIS are automatically registered in the French IB DP Course, either French B HL or French A SL or HL, depending on their achievement in Grade 10 French and the recommendation of the teacher.

For students not pursuing the IB Diploma Programme, it is possible to register for other individual IB DP subjects and complete courses of study, including writing the IB examination. A student may also choose to register for the Theory of Knowledge course and/or complete the Extended Essay and/or complete the CAS portfolio. Individual IB DP Course certificates are issued and may be used to help secure admission and advanced placement credit at certain colleges and universities. IB DP Course students include any number of IB classes in their course selection and they may register for up to five IB Course examinations.

G. Links to Other Policies

CFIS provides a variety of entry points for admission to our school. New students must fulfill the requirements of the admission processes in order to be offered admission. The grade level knowledge and understanding of English, French and Spanish vary according to the grade the student is applying for (see [CFIS Language Policy](#)).

In order to fulfill the assessment objectives of a particular DP course, all DP students who require the school to apply for inclusive arrangements ([CFIS Inclusion Policy](#)) shall be granted this opportunity providing all required documentation is up-to-date.

H. Policy Review

This Admissions Policy is a living document. The policy itself benefits from annual review by administration, admissions staff and teachers.